

Extract from
Ministry of Defence
Cadet Training Safety Precautions (CTSP)
2014

Army Code No 72008

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Responsible adults should be aware of local Police and
Social Services contact telephone numbers.
In UK, the NSPCC Helpline is available 24/7, 365 days a year,
for advice: 0808 800 5000.

25 Safeguarding Children and Dealing With Allegations of Child Abuse

“The welfare of the child is paramount”

*(Children Act 1989 (England and Wales), the Children (Scotland) Act 1995
and
The Children (Northern Ireland) Order 1995)*

It is the primary responsibility of all adult members of the MOD-sponsored Cadet Forces to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect.

All children have the right to protection from all forms of abuse and harm when engaged in Cadet Force activities and when in contact with members of the Cadet Forces. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control.

Question	What To Do	Key Points
<p>What should I do if a cadet asks to speak to me in confidence about what could be a child protection matter?</p>	<p>Arrange for a third person (who is acceptable both to you and the cadet) to be present and make sure you are out of hearing and sight of others. Reassure them and listen carefully to what they are saying, noting down what is said while the conversation is taking place – do not ask questions. Make no judgement about what you've heard and stay calm.</p>	<p>You cannot promise confidentiality, inform them that you might have to tell someone - Observe, Record and Report</p>
<p>Who is responsible for reporting concerns to the appropriate authorities?</p>	<p>You are. BUT YOU MUST, where time and circumstances allow (which normally should be the case), discuss the matter with your CO or other designated officer, who MUST report.</p>	<p>Talk to your CO or equivalent who will normally consult with your organisation's Designated Safeguarding Children Officer.</p>
<p>What do I do if I think a child is in immediate danger?</p>	<p>In urgent cases, where you have an immediate concern about the welfare of a child who may be at risk, you must make direct contact with the police by calling 999, reporting later to your chain of command.</p>	<p>Have the cadet's name and address and the name and address of their parent/guardian/carer available. Refer to your notes – don't filter or withhold any information. You have no right to detain a cadet, but you should provide a "place of safety", if possible, until the police or local authority assumes responsibility.</p>

Question	What To Do	Key Points
Should I contact parents/guardians/carers?	The parents or guardians/carers of the cadet subject of the disclosure or allegation should normally be informed by the unit CO or equivalent as soon as possible that a report is being made to the police or social services.	If parents or guardians/carers are implicated, do not inform them, but seek advice from the police or social services.
What should I do if I hear allegations/have suspicions/get a report about potential abuse, and members of the Cadet Forces are implicated?	In cases where you hear allegations about yourself or your colleagues, or hold suspicions or concerns in which your colleagues are implicated, you should consult your superior officer without delay. If your superior officer is implicated in any allegations or suspicions, you should immediately consult your organisation's Designated Safeguarding Children Officer.	Your CO or equivalent will ensure that the chain of command is informed.
How many people should be informed?	Only discuss child protection issues with the individuals mentioned in this aide-memoire.	For reasons of confidentiality, the number of people to be informed of alleged child abuse cases reported to the authorities is to be kept to a minimum ('need to know').

Question	What To Do	Key Points
What action do the Cadet Forces take if the case is closed by the police or social services?	If the Cadet unit ascertains that the social services/civil police decide to take no further action, the Cadet Forces will usually also close the case. However, the relevant Chain of Command may decide to initiate action under their Service's "Values & Standards" policy if appropriate.	Police and social services have primacy on Child Protection matters.

Contacting Social Services or the Police:

Ask for the Duty Officer (or Emergency Duty Team) and say that you wish to discuss a child protection matter:

- ask for the name of the person with whom you are speaking
- discuss all the information you have (nothing is to be filtered or withheld)
- state your intention to advise your chain of command
- ask if anyone else should be informed
- keep a record of your conversation and of any advice given

REMEMBER:

- **never do nothing**
- **don't assume someone else will do something**
- **never push a child for more information**
- **never discuss your worries with the suspected abuser**

YOU MUST REFER – YOU MUST NOT INVESTIGATE

26 Bullying

Recognising bullying

Bullying is deliberately hurtful behaviour that may be repeated over time. It can be:

- **Emotional** (e.g. being disrespectful or unfriendly, excluding, tormenting)
- **Physical** (e.g. pushing, hitting, kicking or any use of violence)
- **Racist** (e.g. racial taunts, graffiti, gestures)
- **Sexual** (e.g. unwanted physical contact or sexually abusive comments)
- **Homophobic** (e.g. because of, or focusing on the issue of sexuality)
- **Verbal** (e.g. all name calling, sarcasm, spreading rumours, teasing)
- **Cyber** (e.g. all areas of the internet, including social networking sites, chat rooms, emails, abusive text messages and calls and misuse of technology such as mobile 'phone cameras)

Name calling is the most common type of bullying that is reported. Some victims have been bullied for no apparent reason.

Be aware that CFAVs, as well as cadets, have been bullied or may be the bully.

If someone reports they are being bullied:

- **Listen.** A sympathetic CFAV can be supportive just by listening.
- **Speak to the individual about how they would like the issue dealt with.** They may not be ready to do anything other than talk about how they are feeling. Many people who are subjected to bullying often do not report it as they fear others will take over without their permission. Make sure you discuss what you are going to do and get their agreement.
- **Log details.** Keep records of the incidents of bullying with times and places.
- **Reassure.** Let the victim know that being bullied is never their choice and never their fault. Try to help them to gain back their self esteem.

If someone exhibits bullying behaviour

- **Ask** the individual if they know why and how they are bullying others. Do they recognise the pain bullying can cause and do they really want to hurt or upset people?
- **Explain** to the individual that it is not big to make others feel horrible.
- **Offer advice** to the individual and tell them that they need to recognise that bullying others will not gain them any real friends.

27 The Cadet – Adult Relationship

“Do” list for CFAVs

Do insist that cadets and CFAVs follow safety rules and regulations at all times

Do ensure that cadets and adults have separate sleeping, washing and toilet accommodation wherever possible

Do ensure that all instructors have the relevant and current qualifications for the activity you are undertaking

Do set a personal example for cadets to follow

Do insist that cadets and CFAVs show mutual respect to one another as individuals at all times

Do treat cadets as responsible individuals with the right to personal privacy and with legal rights as well as obligations

Do plan training and other activities so at least one other CFAV is present or within sight

Do respect and be sensitive to the individual beliefs, faiths and religions of cadets

Do act promptly on any allegation, suspicion or concern made by a cadet regarding abuse, including those made against members of staff

Do report immediately any action on your part which may have compromised you

Do exercise judgement and common sense

Do always set an example in accordance with the values and standards of your cadet force

“Do not” list for CFAVs

Do not use verbal abuse or inappropriate language

Do not spend time alone with cadets, away from others

Do not take cadets to your home

Do not take a cadet alone in any form of transport without parental consent other than in an extreme urgency or where circumstances arising could place the cadet in danger

Do not permit abusive youth peer activities (eg initiation ceremonies, ridiculing or bullying)

Do not allow cadets to use inappropriate language unchallenged

Do not permit, even by turning a “blind eye”, any activity which is illegal or clearly inappropriate in a youth organisation

Do not touch cadets unless it is necessary to do so as part of training or for safety reasons, and do so only in the presence of others, ideally asking the cadet before you do, for example: “May I just lift your arm to show you how to hold the rifle properly?”

Do not attempt to train or supervise cadets in activities in which you are not qualified

Do not engage in behaviour which is open to misinterpretation

Do not permit active or passive discrimination or harassment

Do not show favouritism to any individual

Do not believe “it could never happen to me”

Do not allow physical or sexual relationships to take place between CFAVs and cadets **of any age**

Do not give or accept ‘friend’ invitations to cadets on social networking sites, for example Facebook

Do not drink alcohol or smoke in the presence of cadets

28 Code of Conduct Brief for Regular and Reserve Forces Personnel Who Train Cadets on an ad hoc basis

THE CADET FORCES

- **ARE** the Combined Cadet Force (CCF), Sea Cadet Corps (SCC), Army Cadet Force (ACF) and Air Training Corps (ATC)
- **ARE** voluntary youth organisations
- **ARE** sponsored by the MOD

CADETS

- **ARE** young people aged:
 - 10 to 18 in the SCC
 - 12 to 18 years 9 months in the ACF
 - 13 to 20 in the ATC
 - Pupils in Year 8 or above in a participating school in the CCF
- **ARE NOT** Cadet Force Adult Volunteers (CFAVs), even if they are aged 18 or over
- **ARE NOT** junior soldiers, sailors, airmen or Officer Cadets in the Regular or Reserve Forces
- **ARE NOT** subject to military law

CONDUCT OF TRAINERS

- Cadets are to remain under the supervision of CFAVs at all times
- The supervising CFAV's decision is final regarding the suitability of an activity or the requirement to stop it, **regardless** of rank
- Always set an example in accordance with the Values and Standards of your Service
- Always treat all cadets with respect
- You are not to touch cadets
- Never enter accommodation, ablutions or welfare facilities set aside for cadets
- Never use verbal abuse or inappropriate language
- Never give or accept "friend" invitations to cadets on social networking sites e.g. Facebook
- Do not drink alcohol or smoke in the presence of cadets