

# Safeguarding guide for parents/carers

Royal Air Force Air Cadets' Commitment  
to keeping your children safe.



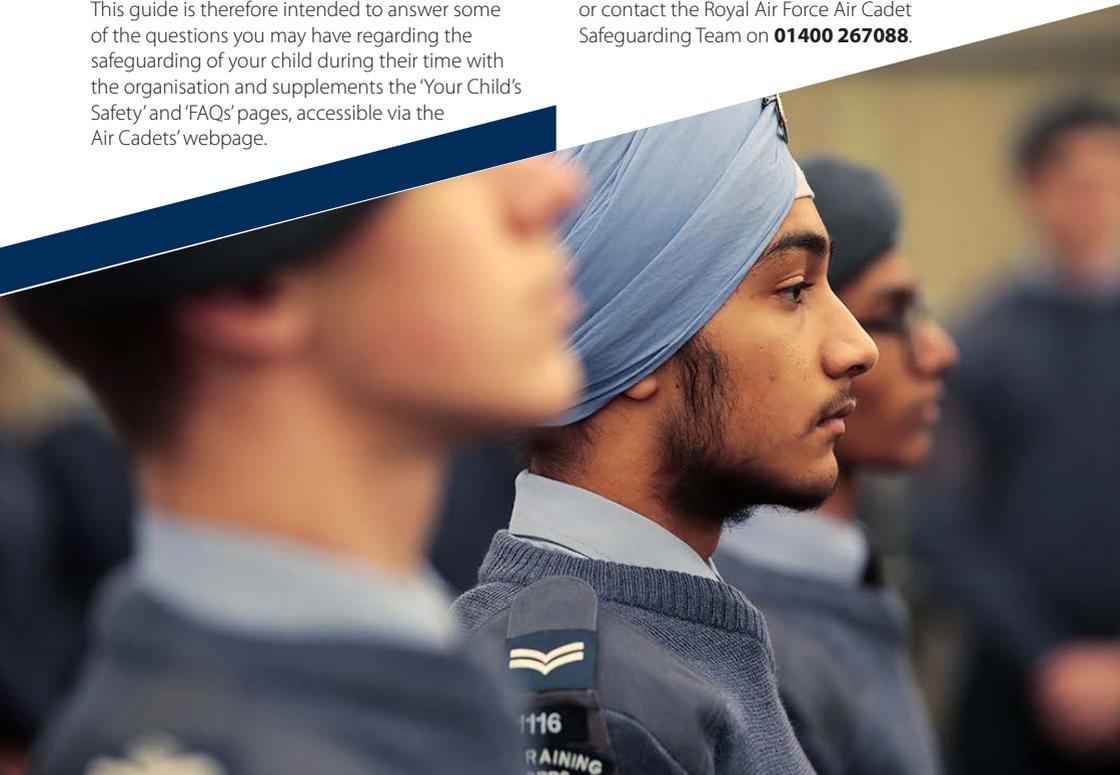
# Royal Air Force Air Cadets takes its responsibilities seriously and is fully committed to safeguarding its children and young people by:

- Complying with all legal requirements in respect of child protection.
- Taking into account, in all its considerations, the interests and wellbeing of children and young people.
- Respecting the rights, wishes and feelings of the people with whom it is working.
- Taking all reasonable, practicable steps to protect from physical, sexual and emotional abuse whilst engaged in Royal Air Force Air Cadet activities.
- Promoting the welfare of children and young people and their protection in relation to a position of trust.

We recognise however that, as parents/ carers, you may still have questions or concerns regarding the welfare of your child during their time at Royal Air Force Air Cadets.

This guide is therefore intended to answer some of the questions you may have regarding the safeguarding of your child during their time with the organisation and supplements the 'Your Child's Safety' and 'FAQs' pages, accessible via the Air Cadets' webpage.

Should you have any further questions or wish to discuss any of the information in this guide, please do not hesitate to speak, in the first instance, with the Officer Commanding of your child's squadron or contact the Royal Air Force Air Cadet Safeguarding Team on **01400 267088**.





## ENHANCED LEVEL CRIMINAL RECORD CHECKS

### What Criminal Record Checks are undertaken?

All Cadet Force Adult Volunteers and Air Training Corps cadets aged 18 and over who undertake regulated activity<sup>1</sup> undergo a Criminal Record Check to Enhanced Level by the Disclosure and Barring Service (DBS) for England and Wales, AccessNI for Northern Ireland, or by Disclosure Scotland for those living and working in Scotland.

According to policy, all criminal records checks are renewed every 3 years or after a break in service of more than 6 months.

## SECURITY CLEARANCE/ VETTING

### Have all staff and volunteers had security (police) checks?

The Baseline Personnel Security Standard (BPSS) is a mandatory pre-employment control for all Royal Air Force Air Cadet staff, including Staff Cadets. BPSS consists of 4 checks: verification of identity, immigration status and nationality, employment history, and a criminal records check.

Furthermore, those staff in more specific roles that require additional clearances are vetted to a higher security clearance standard before they are allowed to undertake such duties.

How are visitors to the squadron managed? It is Royal Air Force Air Cadet policy that all visitors to the squadrons or a Royal Air Force Air Cadet activity are escorted at all times by a member of adult staff.

<sup>1</sup> Regulated activity is work that anyone who is barred from working with children must not undertake and is the statutory term used to describe specific activities which involve working or volunteering (unsupervised) with children. An example of regulated activity would be activity carried out by the same person once a week, or more often, or on 3 or more days in a 30-day period.

# SELECTION

## How are staff selected?

The safety and wellbeing of cadets is a priority and all reasonable and sensible measures are taken to ensure they are kept safe from harm. Royal Air Force Air Cadets operates a 'Safer Recruitment' Policy, which ensures that all staff are committed to safeguarding and promoting the welfare of children. Selection procedures include formal documented interviews by relevant personnel, which focus on an applicant's qualifications, motivation to joining and working with young people, previous military and Royal Air Force Air Cadets experience and personal aspirations within the Corps.

# TRAINING

## What training do the staff undertake?

All Cadet Force Adult Volunteers and permanent staff undergo a Level 1 Safeguarding Induction Training package which they must pass in order to be able to work with cadets. Furthermore, those staff in a more senior or instructional role undertake additional Safeguarding Training. Also, those staff in permanent or specialist child protection roles are mandated to undertake a longer and enhanced higher Level Safeguarding Training package to give them the skills and knowledge to liaise with both internal and external support agencies in relation to the welfare and safeguarding of your child.

Refresher Safeguarding Training for all is undertaken every 3 years in line with Government guidance. For activities delivered via Virtual Training Platforms, bespoke training is provided for all Cadet Force Adult Volunteers and permanent staff to ensure appropriate safeguarding measures are in place at all times. Diversity and Inclusion training is mandatory for all permanent staff and for Cadet Force Adult Volunteers, and is delivered during their initial Adult Volunteer Induction Package, prior to commencement of duties.

# CODE OF BEHAVIOUR/ETHOS

## What is the Ethos of the Royal Air Force Air Cadets?

Royal Air Force Air Cadets is very proud of its ethos which makes up the distinctive character, spirit and attitudes which together inspire young people to pursue the spirit of adventure. Royal Air Force Air Cadets' code of behaviour is detailed in Air Cadet Publication 1 - 'Ethos, Core Values and Standards in the Royal Air Force Air Cadet Organisation' and is centred around 4 core values: Respect, Integrity, Service and Excellence.' All Cadet Force Adult Volunteers and cadets are briefed on the ethos and standards expected of them whilst engaged in Royal Air Force Air Cadet activities. In addition, for Cadet Force Adult Volunteers, specific emphasis is placed on 2 key aspects: the correct approach to the discharge of all responsibilities and the highest level of personal conduct, both on and off duty. Failure to uphold the ethos and core values of the Royal Air Force Air Cadets is taken seriously and processes exist to investigate any cases of misconduct or unacceptable behaviour, which can ultimately lead to people being removed from positions of responsibility or asked to leave the organisation.

# POLICY

## What is your safeguarding and child protection policy?

Royal Air Force Air Cadet Safeguarding and Child Protection Policy is detailed in Air Cadet Publication 4. Where can I obtain a copy? If you wish to view a copy of Air Cadet Publication 4, in the first instance, please ask your child's Officer Commanding or deputy. Alternatively, you can contact the Royal Air Force Air Cadet Safeguarding Team directly on **01400 267088**.





## **SAFEGUARDING LEAD**

Royal Air Force Air Cadets has an established Safeguarding Team within Headquarters, consisting of a Head of Safeguarding, Safeguarding Officers/Practitioners and Safeguarding and Welfare Advisors (Volunteers). The Team provide overarching leadership and management for all safeguarding matters, and deliver guidance and support for all Designated Safeguarding Leads, within squadrons and wings.

### **Who is the Designated Safeguarding Lead and where can I access their details?**

All Cadet Force Adult Volunteers at your child's squadron will have completed mandated safeguarding training. Furthermore the Squadron Commander, Squadron Officers and Senior Non-Commissioned Officers, will have undertaken additional training. Therefore, any Cadet Force Adult Volunteer can be approached regarding a safeguarding matter; from your child's perspective, it would be who they feel most comfortable approaching. As a parent/carer, however, if you have a concern or wish to discuss a safeguarding matter, then you should contact the Squadron Commander. Alternatively, each squadron is supported by their wing with civilian staff in roles such as Wing Executive Officer or Child Protection Adviser, who can be contacted directly, either by a cadet or parent/carer, regarding any safeguarding concerns or matters. Details of both these posts should be displayed within your child's squadron.

## **ARRANGEMENTS FOR ACTIVITIES/CAMPS**

### **What safeguarding measures are in place when my child is away from the squadron on activities or camps?**

As part of the pre-activity planning and administration, risk assessments are completed by squadron personnel. This includes ensuring that correct safeguarding measures are in place prior to the commencement of any activity, and that all Cadet Force Adult Volunteers and cadets are aware of the necessary processes and procedures. During activities and camps, cadets have 24-hour access to members of staff who are trained in safeguarding. It is important to note that responsibility for cadets starts from the beginning of an authorised Royal Air Force Air Cadet activity or camp, and ceases at the end of the activity when the cadet has departed Royal Air Force Air Cadet control (which could be when Royal Air Force Air Cadet transport has dropped them off) and/or premises (which could be when they have left the squadron). As such, it is a parental/carer responsibility to ensure that any joining travel arrangements are considered safe and that the proposed journey is within the abilities of the cadet involved (see separate additional rail travel guidance below). Note also, in exceptional circumstances when cadets are permitted to attend an activity or camp via rail travel, funds are available and written consent has been given from a parent/carer or guardian, the duty of care and responsibility for the cadet still remains with the parent/carer or guardian until the cadet arrives at the activity.

## CONTACTS

### If I cannot contact the Designated Safeguarding Lead, who else can I contact?

If you or your child are unable to contact the Designated Safeguarding Lead within the squadron, then the Wing Executive Officer or Wing Child Protection Adviser can be contacted or you can contact the Royal Air Force Air Cadet Safeguarding Team directly on **01400 267088** between the hours of 0800 and 1700.

In an emergency situation, where you have an immediate safeguarding concern about the welfare of a child who may be at risk you can contact the police on 999 or local social services.

## INTERNET

### Will my child have access to a computer?

### What supervision is there if my child has access to the internet and what filtering and monitoring systems are there to safeguard my child from inappropriate content?

Your child will have access to squadron/wing owned computer/devices.

However, Royal Air Force Air Cadet policy mandates adult members of staff to ensure that cadets are not exposed to any inappropriate images or web links, by ensuring that internet equipment used by cadets has parental/carer controls and all computers/devices/networks have filtering systems to prevent users accessing inappropriate content, such as abusive material or pornography. Furthermore, the Child Exploitation and Online Protection (CEOP) Centre report abuse button is downloaded onto internet browsers to enable swift response to suspicious behaviour with, or towards, a child. More detailed policy guidance on internet use with Royal Air Force Air Cadets is accessible via Air Cadet Publication 4, which also includes specific guidance and rules for use of social networking sites, chat and

messenger services. Specific internet safety tips have been included at the end of this guide to support Royal Air Force Air Cadets' recognition of the importance of keeping children safe online.

## SPECIAL EDUCATIONAL NEEDS

### What additional measures do you have in place to safeguard my child who has Special Educational Needs and/or a disability?

Depending on ability, performance and aptitude, for cadets and Cadet Force Adult Volunteers with disabilities, medical conditions and additional needs to access Royal Air Force Air Cadet activities, reasonable adjustments are made wherever reasonably practicable.

To support and enable cadets and Cadet Force Adult Volunteers with disabilities, medical conditions and additional needs to engage as fully as possible, risk assessments are made and collaboration with parents/carers is used to assess and develop strategies to further support and safeguard your child.





## CADET SAFEGUARDING ADVICE AND SUPPORT

**What advice and support is given to my child regarding safeguarding and child protection? How can they access this information?**

All cadets are given a copy of 'A Young Person's Guide To Keeping Safe In The Royal Air Force Air Cadets' which they must carry with them at all times (this guide is also included in the Cadet Record Book of Service 3822). The guide covers what your child should do if something is wrong, who they can contact if they need to speak with someone if something has happened to them or another child, what rules and regulations there are with Royal Air Force Air Cadets to keep them safe, and some top tips about keeping safe. Furthermore, should a cadet decide to tell someone about something that is worrying them or of immediate concern, a RAFAC Cadet Confidentiality Promise exists which clearly explains if, how and when information may need to be shared.

Cadets also have access to a Cadet Portal, which amongst many other features, includes signposting to a number of Welfare and Support links

which gives them further advice and contacts. Cadet Force Adult Volunteers and cadets in addition have access to Air Cadet Publication 6, a 'Welfare Support Leaflet', which signposts to some of the relevant national organisations available to provide professional support and guidance.

## COMPLAINTS PROCESS

**What is your complaints process, where can I obtain a copy of your complaints policy?**

Royal Air Force Air Cadets has a detailed complaints process and guide which can be accessed from the Air Cadets website <https://www.raf.mod.uk/aircadets/who-we-are/contact-us>.

## ADDITIONAL INFORMATION

If you have any further questions regarding the safeguarding or welfare of your child whilst engaged in Royal Air Force Air Cadet activities, you can contact your child's squadron in the first instance or alternatively, you can contact wing staff or Headquarters Royal Air Force Air Cadets. As a parent/carer, you may wish to consider/discuss the following information with your child about keeping safe on the internet:

# Internet Safety Tips For Cadets

- Never give out personal information to online friends. This includes an instant messaging ID, email address, mobile phone number, squadron location, and any pictures of you, your family and friends.
- If something is published online, anyone can access it, change it or share it with others. Keep social network profiles private.
- Use webcams with caution and only with family and friends who are already known in the real world, as images can be copied, changed and shared.
- Do not post inappropriate images of yourself online which send out the wrong impression and make you vulnerable.
- Never send anyone indecent or inappropriate images of yourself and don't request anyone to do the same for you. Note that having sexting photos or any indecent images or videos on a phone or computer of anyone who is under the age of 18 is an offence under the Protection of Children Act 1978 and the Criminal Justice Act 1988 as technically you would be in possession of an indecent image of a child – even if they are the same age. Similarly, sending, uploading and/or forwarding sexting photos or videos of anyone under 18, including images of yourself, onto friends or boyfriends/girlfriends, is also breaking the law, even if the photos are “selfies”.
- Remember that online friends are just that and, if they are not known to you in the real world, they may be lying about who they are.
- Never arrange to meet a stranger you have contacted online.
- Know how to block someone online and report them to the Child Exploitation and Online Protection (CEOP) Centre. Save the [www.clickceop.net](http://www.clickceop.net) to your favourites so that you can report any suspicious behaviour straight away.
- Never accept emails or open files from people you don't really know or trust as these may contain viruses or worse, an inappropriate image or film.
- If you receive spam/junk emails - **never** believe them, reply to them, or use them.
- Never forward chain emails.
- Remember, people may not be who, or how old they say, they are.
- Never reply to cyber-bullying: block the sender, save the evidence, and tell a responsible adult.
- If someone is making you feel uncomfortable or worried whilst communicating online - don't be afraid to tell a responsible adult or report the matter by visiting CEOP at [www.clickceop.net](http://www.clickceop.net).
- If you have seen illegal online content, ie. images of child abuse, criminally obscene images, criminally racist content, you can report this by visiting the Internet Watch Foundation website ([www.iwf.org.uk](http://www.iwf.org.uk)).
- Set social networking profiles to “private” and be careful who is added as a “friend” - “friends” on these sites should also be friends in real life. Except for family members, adult members of staff are not allowed to be your friend on Facebook or other social media sites: if you receive any such requests, report them to another responsible adult.
- Except for family members, adult members of staff are not permitted to chat with you privately on a one-to-one basis on instant messaging sites: if you receive any such requests, report them to another responsible adult.
- Don't spend too much time online: have “real world” friends and interests too.
- **REMEMBER** - Think before you post – your actions can have a negative consequence for yourself and/or others. **It's not OK to:** Post comments/images/videos etc that would hurt or upset others; hack or steal someone's identity; take, send or share inappropriate images of people under the age of 18.

# Rail Travel Guidance

As a parent/carer/guardian you may wish to consider the following advice before allowing your child to travel by private arrangement to join a Royal Air Force Air Cadet activity:

- Rail journeys should only take place during daytime hours, night time travel should be avoided.
- Cadets should be briefed not to travel in uniform, and baggage should not show any military association.
- Cadets should have the details of the journey written down with relevant timings/train provider/platform numbers and details of any changes.
- Cadets should have a mobile phone, charged and with credit, for the journey.
- Cadets should have viewed the National Police Chiefs' Council video detailing Suspicious Behaviour and the ACT 4 Youth RunHideTell response to firearms or bladed weapon attack video (details available and/or completed via squadrons).
- Both the cadet(s) and nominated Cadet Force Adult Volunteer who is meeting the cadet(s) at the arrival railhead should ensure they have each other's mobile number pre-programmed into their phones to enable communication.
- Cadets should make themselves aware of where appropriate emergency exits and alarms are in case they need to use them.
- In an emergency, cadets must be aware to call 999, however, in a non-emergency situation, cadets should note that they can call the British Transport Police on 0800 40 50 40 or text 61016 for advice.
- In and around railway stations, cadets should avoid poorly lit areas and stay in sight of CCTV cameras or larger groups of people.
- Cadets should avoid listening to headphones to retain an awareness of what is happening around them.
- In the eventuality that a cadet arrives, and no one is there to collect them, the cadet should immediately contact the Cadet Force Adult Volunteer nominated to meet them whilst following the advice above when in and around the railway station.

# Air Cadets Safeguarding





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