

Air Cadet Publication 4

Safeguarding And Protecting Children



Commandant Royal Air Force Air Cadets' Personal Commitment to Safeguarding and Child Protection

With nearly 60,000 Air Cadets, volunteers and staff in Air Training Corps squadrons, the Royal Air Force contingents of the Combined Cadet Force, and the Volunteer Glider Squadrons of No 2 Flying Training Schools, the Royal Air Force Air Cadets (RAFAC) works hard to safely provide the best opportunities and most inspirational experiences in an environment that is safe, secure and enjoyable.

As Commandant I care especially about the protections afforded to our cadets, and I see safeguarding and safety as my primary responsibilities. This Air Cadet Publication (ACP) is the principal policy document for safeguarding and child protection within the RAFAC. Complemented by a 'Safeguarding Guide' for parents, guardians and carers that sits alongside a 'Cadet Confidentiality Promise,' which underlines commitment and highlights our non-negotiable responsibility to cooperate with other public sector safeguarding agencies. These documents are available on the RAFAC website.

As an organisation, we strive to create a safe and inclusive environment that sets the conditions for young people to grow their potential, and I want you to be confident about how we manage safeguarding and child protection in that environment. At our Headquarters we have a dedicated Safeguarding Team, led by a highly qualified social worker, who in addition to ensuring compliance with legislation, Government guidance and MOD policy, spends much of their time supporting people directly involved with child protection and safeguarding concerns.

The Safeguarding Team also provide advice, coordinate investigations, undertake complex investigations and, where necessary, share information with the civil authorities. Be assured that any allegations of breaches in safeguarding and all matters of child protection are taken seriously and investigated as required by the Government's statutory guidance 'Working Together to Safeguard Children'.

RAFAC also takes seriously the wider welfare of every member of the RAFAC family, promoting through our values a culture of respect for everyone, especially with regards to matters of diversity and inclusivity. Therefore, we will also investigate any allegations of inappropriate behaviour.

Nothing is more important than a child's welfare, and it is part of my personal commitment to ensure that everyone, including Air Cadets, volunteers and staff comprehensively understand our safeguarding and child protection arrangements.

Air Commodore Tony Keeling OBE MDA MA BEng CEng FRAeS FIET RAF

Message from the RAFAC HQ Safeguarding Team

The HQ Safeguarding Team are enthusiastic and committed to driving forward an organisational culture of safeguarding excellence with regard to the care and opportunities afforded to all cadets ensuring that they have access to safe and enjoyable activities whilst in the care of the RAFAC. Every child, young person and adult deserves to live free from harm, abuse and neglect and be treated with dignity and respect. We are reminded also that on some occasions our support will extend to promoting the welfare and wellbeing of our volunteers, regardless of the circumstance. Our commitment:

We believe that: All children, including cadets and young people should never be exposed to, or experience, any form of abuse. As an organisation, we have undertaken a responsibility to promote the welfare of all cadets and young people, to keep them safe and practise in ways that protects them. No document, however comprehensive, can cover all situations in which a RAFAC staff member or volunteer may need to take action to prevent or respond to a safeguarding or child protection matter. Following the principles and guidelines in ACP 4 will give confidence in knowing people are properly discharging the most important aspect of RAFACs' duty of care towards cadets and following their responsibilities in accordance with current legislation in England, Scotland, Wales and Northern Ireland.

We recognise that for cadets: Their welfare is paramount, and all cadets, regardless of their background or beliefs have an equal right to protection from all types of abuse and harm. We understand that some cadets will have additional vulnerabilities as a result of previous life experiences, with differing levels of resilience. To promote the welfare of our cadets we understand the importance of working in partnership with them, their parents or carers and with external single and multi-agency organisations.

For all Cadet Force Adult Volunteers (CFAV), we confirm that: We are committed to providing a holistic approach that supports all of those who may be in need whether this is a result of an investigation, crisis intervention or situations affecting individuals from outside of RAFAC.

For further clarification regarding any of the contents of this ACP, please contact a member of the RAFAC HQ Safeguarding Team.

This ACP is effective from March 2023. We are committed to reviewing our policy and good practice annually as part of our assurance and compliance processes. We may review it outside of this process, if necessary, because of changes in legislation or any other significant change or event.

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Introduction

This ACP includes RAFAC policy and guidance for safeguarding and the protection of cadets and closely follows the Ministry of Defence (MoD) Cadet Forces Safeguarding Framework (2019)¹, encompassing the 8 Standards reflected within the governing document. Safeguarding young people is a key priority and RAFAC has robust procedures in place to protect cadets. This includes mandatory security and background checks for all adults who work with children, rigorous disclosure procedures and regular safeguarding training.

At the start of each of the Standards there is linkage to the specific mandated requirements from the MOD Cadet Forces Safeguarding Framework and additional signposting to supporting documents, such as Joint Service Publications (JSPs), ACPs or other legislative and/or supporting documents. This ACP also makes reference to additional information and guidance available via the main RAFAC website: <https://www.raf.mod.uk/aircadets/> and the Safeguarding Portal/Hub (accessible to staff, CFAV and Staff Cadets via Bader). Both the RAFAC website and Safeguarding Portal/Hub are updated at regular intervals to reflect current policies and processes and any new information; it is therefore recommended to check these sites for the most up to date information regarding safeguarding. In addition, latest updates are advertised through the Bader Information Management (IM) System. A list of abbreviations used in this ACP are attached for use.

Emergency Contact Details:

Emergency (UK) Non-Safeguarding - Where there is any **immediate risk to life**, contact the relevant emergency services, in other emergencies contact is via the Wing Executive Officer (WExO) or RAFAC HQ (**07833 400889** duty phone/out of hours). For Combined Cadet Force (CCF) (RAF) please refer to existing and local school processes.

Emergency (UK) Safeguarding/Child Protection - Where there is an **immediate concern** about the welfare of a child who may be at risk, make direct contact with the Police, Children's Services or the NSPCC, reporting later to your Chain of Command (CoC). Where there is no immediate risk but still an emergency, contact the WExO who acts on call for all matters relating to safeguarding or a member of RAFAC HQ who can be contacted via the duty phone **07833 400889**.

Emergency (Overseas sqns/units) - Where there is a concern that someone is in immediate danger, contact the local Service police or host nation police. Where you suspect a crime has been/is being committed, you should report this immediately to the police. In other emergencies contact is via the WExO or RAFAC HQ (**07833 400889** duty phone/out of hours).

NSPCC Helpline - 0800 800 5000

General Information, Advice & Policy Queries - Contact Details:

MOD Safeguarding Policy Team (*permanent staff access only*) - [Safeguarding Policy Team - Home](#)

RAFAC Safeguarding Team - Email: RAFAC-HQ-Safeguarding@mod.gov.uk

01400 267088 (office hours: Mon-Thu 0900-1700, Fri 0900-1630)

RAFAC Safeguarding: Make a Referral - <https://www.raf.mod.uk/aircadets/safeguarding/report-a-concern/>

RAFAC Safeguarding Portal/Hub - <https://rafac.sharepoint.com/sites/safeguardingportal>

Note that the HQ Safeguarding Team aims to respond to all concerns/emails within 5 working days. Responses will be given in order of priority.

¹ The MoD's approach to Safeguarding following its Cadet Forces Safeguarding Framework provides both a hook and consistency with higher level documentation. For the purposes of this ACP some of the information from the draft 2023 version have been used to keep up to date with changes.

Standard 1

Policy

The 'MoD Cadet Forces Safeguarding Framework' states:

- Each Cadet Force is to have its own safeguarding policy.
- The policy is written clearly and is easily understandable.
- The policy is published, publicised and promoted to relevant audiences.
- The policy is approved and endorsed by the senior responsible person in the Cadet Force.
- The policy is mandatory for everyone – staff, volunteers and cadets.
- The policy is reviewed annually, or whenever there is a major change in the organisation or in relevant legislation.
- Each Cadet Force has a code of conduct for adults and cadets, which is published, publicised and promoted to all cadets, staff and volunteers and it is recommended that it should also contain guidance for parents.

Details in this Standard include:

- Purpose and Scope of Policy Statement
- MoD Cadet Forces Safeguarding Framework
- RAFAC Code of Conduct
- RAFAC Safeguarding Policy Statement
- Statutory Responsibilities
- Supporting Documents and Contact Details
- Safeguarding Definitions

Standard 1 – Policy

References:

- A. ACP 1 – Ethos, Core Values and Standards in the RAFAC.
- B. ACP 20 – Personnel Regulations.

Purpose and Scope of Policy Statement

1. All RAFAC personnel involved in cadet activities, either directly or indirectly in supporting roles, must always follow the legal requirements of safeguarding policy and procedures and it is a requirement that all shall adhere to the guidance laid out in this ACP as a condition of their employment or volunteering role. The procedures for recognising, responding to and referring any concerns, allegations or disclosures of harm or abuse are detailed in Standards 5, 6 and 7 of this ACP.

Terminology

Executive terms used throughout this document:

Where the word '**must**' is used, this denotes no choice in law (where there are differences between countries, this is explained).

Where the word(s) '**shall/shall not**'¹ is used, this reflects where there is no choice in policy.

Where the word '**may/could**' is used, this reflects an element of discretionary choice when interpreting policy.

Definitions

Safeguarding definitions for the purpose of this ACP are included at Annex A to this Standard.

Terms used for personnel and their roles in relation to the organisation are detailed at Annex B to this Standard.

Additional Frequently Asked Questions (FAQs) can be found using the Safeguarding Portal/Hub (accessible via Bader SharePoint/RAFAC HQ/Safeguarding Portal).

¹ Note that JSP 834 uses the term 'should' for a requirement mandated by policy, however RAFAC use the terms 'shall/shall not' to align with terminology within the Safety Directive and standardisation across other RAFAC policies.

MoD Cadet Forces Safeguarding Framework

2. The MoD Cadet Forces Safeguarding Framework consists of 8 standards that each of the MOD Sponsored Cadet Forces are expected to demonstrate as part of their own safeguarding arrangements. The Framework sets out a benchmark of good practice.

3. ACP 4 contains the detail and guidance that enables both the Air Training Corps (ATC) and CCF(RAF), to meet MD Safeguarding expectations and ensure regulatory compliance.

RAFAC Code of Conduct

4. “The Ethos of the RAFAC is made up of the distinctive character, spirit and attitudes which together inspire young people to pursue the spirit of adventure” (Reference A) and also outlines the commitment required from all volunteers to uphold RAFACs’ core values and the expected code of conduct in discharging their duties.

5. In addition to mandatory training requirements, the ‘RAFAC Volunteer Code of Conduct’, the ‘Cadet Code of Conduct’ (includes Staff Cadets) and the ‘Volunteer Agreement’² (VA) outline codes of conduct and specific volunteer responsibilities; both are to be used in conjunction with further policy and guidance within this ACP and Reference B.

6. Furthermore, all staff, CFAV and Staff Cadets need to understand what behaviour may call into question their suitability to continue to work with children and young people in any capacity, including that of their primary employment. Adults whose practice deviates from RAFAC guidance and/or the organisational code of conduct will bring into question their suitability to continue to work with children and young people. Further detail regarding what constitutes acceptable and unacceptable behaviour is explained in Standard 5 of this ACP.

RAFAC Safeguarding Policy Statement

7. Safeguarding is at the heart of everything within RAFAC and it is vitally important that everyone is clear about their safeguarding responsibilities and understands the RAFAC commitment to safeguarding. ACP 4 is the policy document that provides the key principles and guidance that supports the RAFAC approach to safeguarding and child protection and applies to anyone working on behalf of RAFAC; including senior managers, paid staff, volunteers, members of the ATC and CCF(RAF) and cadets. This policy has been written utilising the MoD Cadet Forces Safeguarding Framework as the overarching directive on how individual Sponsored Cadet Forces shall deliver their safeguarding.

8. The purpose of this policy statement is to outline the policy and guidance, specific to RAFAC, to protect and safeguard all its members from all forms of abuse and to help build a safer environment for all.

9. This policy statement shall be read alongside all other ACP 4 Standards and other RAFAC policies, procedures and guidance. This includes: Individual Terms of Reference (TOR), ACP 1 – Ethos, Core Values and Standards in the RAFAC, ACP 5 – Health, Safety and Environment, ACP 6 – Welfare Support Leaflet, ACP 15 - Diversity and Inclusion Policy, ACP 20 – Personnel Regulations: PI 105 (Misuse of Drugs Policy), PI 120 (RAFAC Confidentiality Policy), PI 121 (RAFAC Whistleblowing Policy and Procedures), ACP 50 – Corporate Communications

² VA Pers Form 1-19 accessible via Bader, Cadet Code of Conduct and RAFAC Volunteer Code of Conduct: ACP 20 (PI 501, Annex B & PI 114).

Regulations, ACP 112 – RAF Air Cadets Security Manual and Air Cadet Training Order (ACTO) 099 - Mandated Actions and Training for Cadet Force Adult Volunteers and Staff Cadets.

10. This policy document cannot be totally comprehensive and cover every piece of legislation and, if there is any doubt, advice should always be sought in the first instance from the Headquarters (HQ) RAFAC Safeguarding Team.

11. RAFAC seeks to keep cadets and its people safe by:

- Having a safeguarding structure in place, directed by Chief of Staff Safeguarding (COS SG), to advise, guide and support regional, wing and squadron (sqn) Designated Safeguarding Leads (DSLs) and their nominated staff and volunteers.
- Adhering to Government and Department for Education (DfE) legislation, key legislation including The Children Act 1989, the MoD Cadet Forces Safeguarding Framework and Joint Service directives and guidance, ensuring consistency of best practice across the corps.
- Having Safer Recruitment practices which include requesting Criminal Record Checks and Security Vetting to recruit and select staff and volunteers.
- Providing effective management and training for all staff and CFAV through a developed continuous safeguarding training programme.
- Having assurance processes in place to monitor and ensure compliance of our policies and procedures including tracking of incidents, disclosures, and complaints.
- Promoting an environment which values and respects the feelings and views of others, recognising every members need for, and right to participate in RAFAC activities where safety, security, and risk allow.
- Having clear guidelines regarding the usage of online and social media, correct supervisory ratios, understanding what constitutes 'positions of authority and trust (POAT)'³ and safe travel procedures.
- Having easy to understand processes for all staff, CFAV, parents, carers and cadets to know where to go for help and/or how to report or share safeguarding information or concerns with the relevant people/authorities.
- Sharing concerns and information, when necessary, with other agencies if there is a concern about a member of staff or CFAV and their suitability to work with cadets or where it is thought a cadet may be at risk of abuse or harm.
- Recording, storing, and using or sharing information professionally and securely, in line with General Data Protection Regulations (GDPR) and adhering to guidance on 'need to know' principles for communication with internal and external personnel and agencies.
- Ensuring there are effective 'Complaints' and 'Whistleblowing' measures in place.

³ See the definitions for Position of Trust (POT) and Position of Authority and Trust (POAT), which explain the difference between them at Annex A.

Statutory Responsibilities

12. Statutory Responsibilities for Children within the UK. Note that statutory responsibilities for children differs between 'England and Wales', 'Scotland' and 'Northern Ireland.' JSP 834, which contains further information, states that in terms of safeguarding and child protection, the statutory guidance contained in 'Working Together to Safeguard Children' brings together the requirements of all relevant legislation and is a first point of reference for any issues or concerns.

13. Statutory Responsibilities for Children in Overseas Locations. In overseas locations, JSP 834 states that the MoD mirrors, where reasonably practicable to do so, statutory requirements laid out in English Law but cannot apply them to the host nation. The CoC overseas can enact a duty (Armed Forces Act 2006) for the safeguarding and welfare of adults and children, for whom the MoD has assumed responsibility through these statutory requirements. For children, this is laid out in Working Together to Safeguard Children (2018).

Supporting Documents and Contact Details

14. Further references, sources of information, other legislation and guidance, is listed at Annex C. The HQ Safeguarding Team can also be contacted for additional guidance.

Annexes:

- A. RAFAC HQ Safeguarding Team - Safeguarding Definitions for ACP 4.
- B. Terms used by RAFAC - Personnel.
- C. Supporting Safeguarding Legislation and Guidance.

RAFAC HQ Safeguarding Team – Safeguarding Definitions for ACP 4

Definition	
Child	As laid out in 'Working Together to Safeguard Children 2018', a child is defined as <i>any person who has not yet reached their 18th birthday</i> ¹ .
Vulnerable Adult	<p>In general terms, as detailed in Disclosure and Barring Services (DBS) Referral Guide (Frequently Asked Questions (FAQs)), an adult (a person aged 18 or over) is classed as 'vulnerable' when they are receiving one or more of the following services:</p> <ul style="list-style-type: none"> • Health care. • Relevant personal care. • Social care work. • Assistance in relation to general household matters by reason of age, illness or disability. • Relevant assistance in the conduct of their own affairs or conveying (due to age, illness or disability in prescribed circumstances).
Vulnerable Child	<p>A 'vulnerable' child is defined by a child who is open to social care where universal services are not enough to provide support. Applying the Children Act 1989, section 17 states the following: For the purposes of this Part a child shall be taken to be in need if²:</p> <ul style="list-style-type: none"> • (a) they are unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for them of services by a local authority under this Part; • (b) their health or development is likely to be significantly impaired, or further impaired, without the provision for them of such services; or • (c) they are disabled.
Safeguarding and Promoting the Welfare of Children	<p>Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children 2018' as:</p> <p><i>Protecting children from maltreatment</i> <i>Preventing impairment of children's health and development</i> <i>Ensuring that children grow up in circumstances consistent with the provision of safe and effective care</i> <i>Taking action to enable all children to have the best life outcomes.</i></p>
Child Protection	<p>Child Protection is defined in 'Working Together to Safeguard Children 2018' as:</p> <p><i>Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.</i></p> <p>Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all adults who work with</p>

¹ The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the Armed Forces, is in hospital or in custody in the secure state, does not change their status or entitlements to services or protection (Working Together to Safeguard Children 2018).

² The gender specific terms 'he and him' have been replaced by 'they, them or their' to align with current Diversity & Inclusion (D&I) policy.

	children should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.
Significant Harm	There are no absolute criteria for judging what constitutes significant harm. In assessing the severity of ill treatment or future ill treatment, it may be important to take account of: the degree and extent of physical harm; the duration and frequency of abuse and neglect; the extent of premeditation; and the presence or degree of threat, coercion, sadism and bizarre or unusual elements. Sometimes, a single traumatic event may constitute significant harm, for example, a violent assault, suffocation or poisoning. More often, significant harm results from an accumulation of significant events, both acute and long-standing, that interrupt, change or damage the child's physical and psychological development.
Imminent Risk of Harm	Imminent risk of harm means that there is an immediate and/or impending threat to a person that would cause substantial physical injury or abuse either to them or to others.
Disclosure	A disclosure is when someone tells you something that has affected them or others, for example this could be about instances of abuse, neglect or self-harm.
Safeguarding Policy	A policy designed to ensure that vulnerable people are not abused in any way. It makes clear what the organisation or group will do to keep children and adults safe. It includes a statement setting out the organisations' commitment to protecting all children and adults in care.
Safeguarding Procedure	Procedures and systems provide clear guidance on what to do in various circumstances; they clarify roles and responsibility. Child protection and safeguarding procedures are linked to organisational safeguarding policy.
Duty of Care	Duty of care is a legal responsibility which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of or working with children and young people in any capacity is considered to owe them a duty of care. A duty of care occurs in 2 ways, a 'Legal Duty of Care ³ ' and a 'Moral Duty of Care ⁴ .'
Position of Trust (POT)	'POT' is a criminal law term that refers to certain roles and settings where an adult has regular and direct contact with children. It's against the law for someone in a POT to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).
Position of Authority and Trust (POAT)	For RAFAC, as a National Uniformed Youth Organisation, it is clearly right that RAFAC adopt the highest of professional safeguarding standards so, as an organisation, the RAFAC have also as a matter of policy, adopted the term POAT. RAFAC use this term to describe the relationship between adults and cadets as well as Staff Cadets and cadets. This

³ **Legal Duty of Care** has a strict definition. An obvious example is in Health and Safety where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations. All people in charge of children and young people involved in RAFAC activities have a duty of care and are to take all reasonable care for their safety. Senior managers responsible for the management or supervision of children and young people must consider what procedures and processes need to be in place in order to demonstrate a reasonable standard of care. Examples could include: maintaining up to date records and contact details, appropriate supervision ratios, maintaining up to date medical information (specific conditions) and ensuring first aid provision is available at the venue, ensuring all those responsible for supervising children and young people have completed the appropriate recruitment, selection and vetting processes and undertaken mandatory training requirements.

⁴ **Moral Duty of Care** is more correctly a responsibility for safety and welfare. Staff and CFAV have a responsibility for those children and young people, and other staff and CFAV, who are under their control. The term is best expressed as requiring the adult to act as a "reasonable parent." This is not necessarily the actual parent and what the child's parent may permit, the RAFAC may not. Within RAFAC, the duty of care would start by ensuring that an activity is authorised by RAFAC and that relevant members of staff and CFAV are qualified for the task but then would go on to ensure that it is managed in a safe manner throughout. Other steps considered reasonable are that measures would include adherence to guidance, advice or directions provided by the RAFAC, or other relevant body.

	<p>removes any potential for ambiguity and provides the clearest direction on these the highest of standards. RAFAC take a professional view its policies, practices and safeguarding views will, irrespective of strict criminal legal definitions, apply as a matter of policy when considering the relative positions of adult volunteers and the cadets they instruct. RAFAC therefore consider that a POAT arises between adult volunteers and cadets (of any age) and also between Staff Cadets and cadets. RAFAC recognise that each civil policing authority will take their own view as to whether the legal context of the POT has been met in accordance with the legislation. However, there shall be no confusion that RAFAC will operate as an organisation to its policy standards.</p>
<p>Abuse</p>	<p>Abuse is defined in 'Working Together to Safeguard Children 2018' as: <i>A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.</i></p>
<p>Physical Abuse</p> <p>(Safeguarding definition iaw Appendix A of Working Together to Safeguard Children 2018).</p> <p>More information on Fabricated or Induced Illness (FII) can be found via www.nhs.uk/mental-health/conditions/fabricated-or-induced-illness/signs/</p> <p>There is also a document on the RAFAC Bader Safeguarding Portal/Hub which gives detailed information in respect of this form of abuse.</p>	<p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.</p> <p>Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. This is called Fabricated or Induced Illness (FII).</p> <p>This is a rare form of child abuse and occurs when a parent or carer, (usually the child's biological mother, in around 85% of reported cases) exaggerates, deliberately causes, or induces symptoms of illness in the child. This behaviour can range from extreme neglect (failing to seek medical care) to actually inducing illness, in order to seek medical intervention⁵. FII is a serious safeguarding matter and if suspected must be reported to Children's Services, the Police and the HQ Safeguarding Team, in order that the necessary local safeguarding procedures can be instigated.</p>
<p>Emotional Abuse</p> <p>(Safeguarding definition iaw Appendix A of Working Together to Safeguard Children 2018).</p>	<p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.</p> <p>These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children</p>

⁵ Reference – NHS 111 Wales.

	<p>frequently to feel frightened or in danger, or the exploitation or corruption of children.</p> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>
<p>Sexual Abuse</p> <p>(Safeguarding definition iaw Appendix A of Working Together to Safeguard Children 2018).</p>	<p>Sexual abuse is a form of Significant Harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>
<p>Neglect</p> <p>(Safeguarding definition iaw Appendix A of Working Together to Safeguard Children 2018).</p>	<p>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Provide adequate food and clothing, shelter (including exclusion from home or abandonment). • Protect a child from physical and emotional harm or danger. • Ensure adequate supervision (including the use of inadequate care-givers). • Ensure access to appropriate medical care or treatment.
<p>Self-Harm</p> <p>(Information from MIND www.mind.org.uk)</p>	<p>Self-Harm can be described as when someone 'hurts themselves as a way of dealing with very difficult feelings, painful memories or overwhelming situations and experiences'⁶. People can self-harm in a deliberate and often hidden way. Self-harm can include cutting, burning, scalding, banging heads or other body parts against walls, hair pulling, biting, swallowing or inserting objects or self-poisoning.</p> <p>Self-harm could be described as a way for individuals to:</p> <ul style="list-style-type: none"> • Express something that is hard to put into words. • Turn invisible thoughts or feelings into something visible. • Change emotional pain into physical pain. • Reduce overwhelming emotional feelings or thoughts. • Have a sense of being in control. • Escape traumatic memories. • Have something in life that they can rely on. • Punish themselves for their feelings and experiences. • Stop feeling numb, disconnected or dissociated. • Create a reason to physically care for themselves. • Express suicidal feelings and thoughts without taking their own life.

6 Information from Mind www.mind.org.uk.

<p>Mental Health (MH)</p> <p>(JSP 661 – Health & Wellbeing, Chapter 3, Section 1).</p> <p>(WHO).</p>	<p>‘Mental health is a term used to describe emotional, psychological, and social well-being. It refers to emotional well-being and how people think and behave. The quality of a person's mental health is often measured by how adaptively they can cope with everyday stressors. It is a positive sense of well-being and an underlying belief in our own and others dignity and worth. Good mental health allows people to use their abilities, be productive, make decisions, and play an active role in life. It is important at every stage of life, from childhood and adolescence through adulthood.’</p> <p>The World Health Organisation (WHO) defines mental health as a ‘state of wellbeing in which the individual realises their abilities, can cope with the normal stresses of life, work productively and fruitfully, and is able to make a contribution to their community.’⁷</p>
<p>Bullying</p> <p>(There is no legal definition for what constitutes bullying however guidance for the purposes of RAFAC - ACP 4 (Safeguarding and Protecting Children) is taken from JSP 763 - The MoD Behaviours and Informal Complaints Resolution Policy - The Advisory, Conciliation, and Arbitration Service (ACAS) guidance).</p>	<p>Bullying can be described as ‘unwanted behaviour from a person or a group that makes someone feel uncomfortable, including feeling frightened (intimidated) or less respected (degraded) or upset (humiliated).’ Bullying may take many forms (eg. obvious or subtle; a ‘one-off’ or sustained behaviour) and the perception of bullying can differ from person to person⁸.</p> <p>Bullying is often:</p> <ul style="list-style-type: none"> • Repeated. • Intended to hurt someone either physically or emotionally. <p>Some examples of bullying may include, but are not limited to:</p> <ul style="list-style-type: none"> • Forced initiation ceremonies and other traditions / practices which might cause harm to individuals or compromise their dignity. • Spreading malicious rumours. • Insulting someone by words or behaviour (for example deliberately copying emails / documents that are objectively unfair or unreasonably critical of someone to others who do not need to know). • Ridiculing or demeaning someone, picking on them (for example because of their accent or hair colour) or setting them up to fail. • Socially excluding someone from team events, or in online groups (such as Facebook or WhatsApp). • Overbearing supervision or other misuse of power or position. • Making threats or comments about job security without foundation. • Deliberately undermining individuals by overloading and constant criticism. • Preventing individuals progressing by unreasonably or unfairly intentionally blocking promotion or training opportunities. • Publicly undermining someone’s authority. • Labelling someone who has made a complaint of bullying or harassment a ‘troublemaker’, or retaliating against them; or • Pressurising someone into not making a complaint.

⁷ ‘His /her’ gender specific terms changed to ‘their’ to align with current D&I policy.

⁸ Definition and information taken from JSP 763 - The MoD Behaviours and Informal Complaints Resolution Policy, Part 1, v1.0 Jun 21.

	<p>One person or a group of people can act as bullies, and it can happen anywhere or online (cyberbullying⁹). It can also take place between peers, and occasionally personnel are bullied by those junior to them.</p>
<p>Domestic Violence and Abuse</p> <p>(Home Office 'Information for Local Areas on the change to the definition of Domestic Violence and Abuse – March 2013').</p>	<p>Domestic violence and abuse is described as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:</p> <ul style="list-style-type: none"> • Psychological • Physical • Sexual • Financial • Emotional <p><i>Controlling behaviour</i> is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.</p> <p><i>Coercive behaviour</i> is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.</p> <p>This definition, is not a legal definition but also includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage. Victims are not confined to one gender or ethnic group.</p>
<p>Child Sexual Exploitation (CSE)</p> <p>(Information/definitions taken from NSPCC website: www.nspcc.org.uk)</p>	<p>CSE is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called 'grooming'. They may trust their abuser and not understand that they're being abused. Children and young people can also be trafficked into or within the UK to be sexually exploited and young people in gangs can also be sexually exploited. Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them. Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.</p>
<p>Grooming</p> <p>(Information/definitions taken from NSPCC website: www.nspcc.org.uk)</p>	<p>Grooming¹⁰ is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Anybody can be a groomer, no matter their background. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's</p>

⁹ NSPCC refers – <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying>

¹⁰ 'Grooming' - contrary to the Sexual Offences Act 2003 Section 15 (supplemented by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005) and the Sexual Offences (Northern Ireland) Order 2008 Article 22 – the act of gaining trust of a child so that sexual abuse can take place.

	<p>family or friends to make them seem trustworthy or authoritative. The relationship a groomer builds can take different forms, this could be, for example:</p> <ul style="list-style-type: none"> • A romantic relationship. • As a mentor. • As an authority figure. • As a dominant and persistent figure.
<p>Online Grooming (Information/definitions taken from Childline website: www.childline.org.uk)</p>	<p>Online grooming is when someone builds an online relationship with a young person and tricks them or pressures them into doing something sexual. People who groom others online will sometimes build their trust before talking about doing anything sexual. Places where grooming can happen include:</p>
	<ul style="list-style-type: none"> • Social networking sites. • Instant messaging apps and live streaming apps. • Photo sharing apps and sites, like WhatsApp, Instagram, Snapchat. • Chat rooms. • Dating apps. • Online gaming sites. <p>‘Online grooming’ can be when someone makes an emotional connection to try and make young people do things like:</p> <ul style="list-style-type: none"> • Have sexual conversations online or via text. • Send naked pictures of themselves, sometimes called ‘sexting’. • Send sexual videos of themselves. • Do something sexual live on webcam. • Meet up with them in person.
<p>Child Trafficking (Information/definitions taken from NSPCC website: www.nspcc.org.uk)</p>	<p>Trafficking is where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:</p>
	<ul style="list-style-type: none"> • Sexual exploitation. • Benefit fraud. • Forced marriage. • Domestic slavery like cleaning, cooking and childcare. • Forced labour in factories or agriculture. • Committing crimes, like begging, theft, working on cannabis farms or moving drugs. <p>Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form control. Children and young people are also likely to be physically and emotionally neglected and many be sexually exploited.</p>
<p>Forced Marriage (Information/definitions taken from HM Government website: www.gov.uk/guidance/forced-marriage)</p>	<p>A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights. The pressure put on people to marry against their will may be:</p>
	<ul style="list-style-type: none"> • Physical: for example threats, physical violence or sexual violence.

	<ul style="list-style-type: none"> Emotional and psychological: for example, making someone feel like they are bringing ‘shame’ on their family. <p>Financial abuse, for example taking someone’s wages, may also be a factor.</p>
<p>Female Genital Mutilation (FGM)</p> <p>Information/definitions taken from FGM Aware website: www.fgmaware.org</p>	<p>FGM covers ‘all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons¹¹’. FGM is child abuse and is recognised internationally as a form of violence against women and girls and a violation of human rights. FGM can have both short term and long-term physical, sexual and psychological consequences. FGM is illegal in the UK and it is also illegal to take a British national or permanent resident abroad for FGM or to assist someone else trying to do this. Indicators that a child may be at risk of FGM can be:</p>
	<ul style="list-style-type: none"> A girl is withdrawn from school to allow for an extended holiday, or a girl talks about a long trip planned during the school summer holidays. A girl may talk about “something special happening”, or that there will be “a big party” or “she is going to be a woman soon”
<p>PREVENT</p>	<p>In accordance with JSP 834 (Safeguarding), the purpose of PREVENT is to safeguard and support people who are vulnerable to radicalisation; a process through which a person comes to support terrorism and ideologies associated with terrorist groups. The PREVENT program sits within a legal framework whereby Local Authorities are mandated to provide the majority of the elements of the PREVENT portfolio. The MoD applies the PREVENT strand of central government’s counter-terrorism strategy (CONTEST) through its JSP 345 – ‘Applying PREVENT within Defence’.</p>
<p>Radicalisation and Extremism</p> <p>(Information/definitions taken from NSPCC website: www.nspcc.org.uk)</p>	<p>Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.</p> <p>Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself, a form of harm. It happens gradually so children and young people who are affected may not realise or understand what they are being drawn into.</p> <p>Extremism is a vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It includes calls for the death of members of the British Armed Forces (HM Government, 2011).</p> <p>The process of radicalisation may involve:</p>
	<ul style="list-style-type: none"> Being groomed online or in person. Exploitation, including sexual exploitation. Psychological manipulation. Exposure to violent material and other inappropriate material. The risk of physical harm or death through extremist acts.

¹¹ WHO.

Anyone can be radicalised but there are some factors which may make a young person more vulnerable, such as:

- Being easily influenced or impressionable.
- Having low self-esteem or being isolated.
- Feeling that rejection, discrimination or injustice is taking place in society.
- Experiencing community tension amongst different groups.
- Being disrespectful or angry towards family and peers.
- Having a strong need for acceptance or belonging.
- Experiencing grief such as loss of a loved one.

These factors will not always lead to radicalisation.

Terms Used by RAFAC – Personnel

Definition	
Cadets, Children and Young People	Throughout this document references are made to “cadets, children and young people”. These terms are interchangeable and refer to children who have not yet reached their 18th birthday in accordance with the UN Convention on the Rights of a Child (which was ratified by the UK on 16 Dec 91). The definition of a child in Scotland is different but RAFAC policies shall apply to <i>all</i> cadets under 18. The RAFAC also fully recognises that a cadet aged 18 and over may remain in the RAFAC as a cadet up to their 20 th birthday and whilst a cadet aged 18 is legally an adult, it is implicit that the RAFAC still has responsibility for their wellbeing and protection whilst they are still cadets.
Parent, Guardian, Carer(s)	These terms include any person who has a parental responsibility (PR) ¹ under Sections 2 and 3 of the Children Act 1989 (England and Wales), Sections 1-6 of the Children (Scotland) Act 1995 and Sections 5-7 of The Children (Northern Ireland) Order 1995.
Cadet Force Adult Volunteer (CFAV)	The term “CFAV” is used to describe adult volunteers who are engaged in supporting and running sqn or wing activities; examples include the Officer Commanding (OC) Sqn, Warrant Officers (WOs) and Senior Non-Commissioned Officers (SNCOs) (ATC), honorary chaplains, RAF Volunteer Reserve (Training) (RAFVR(T)), Cadet Forces Commission (CFC) officers, civilian committee (Civ Comm) members, civilian instructors (CIs) and any other unpaid voluntary personnel.
Staff	The term “staff” includes permanent members of RAFAC staff, eg Civil Servants, Civilian Gliding Instructors (CGIs), Regular or Reserve Service personnel permanently engaged on cadet duties and Regular or Reserve Service personnel appointed as volunteer Service Instructors (SIs), irrespective of where they are engaged within the RAFAC.
Staff Cadet	The term “Staff Cadet” is used to describe cadets who are aged 18 or over and who remain in service as Staff Cadets until their 20 th birthday. Staff Cadets have the same responsibilities to members of staff and volunteers with reference to child protection.
Civilian Committee (Civ Comm) Member	<p>Civilian Committees determine the running of the ATC from sqn level through to representation on the Air Defence Council. Each sqn has a committee that is made up of parents and friends. Its role is to assist the sqn’s Commanding Officer (CO), raise funds and ensure the sqn maintains direction.</p> <p>Committees meet to their own timetable, usually once-a-month, under the direction of a Chairman, Secretary and Treasurer. Most sqn civilian committees will be very pleased to accept offers of extra help - even if people can't commit to regular or long term assistance.</p>
Combined Cadet Force (CCF)	The CCF is a unique partnership between MoD and schools and academies across the UK in both the independent and state sectors. CCF contingents contain one or more sections supported by the Royal Navy and Marines, the Army and the Royal Air Force, and promote the aims and

¹ ‘PR’ means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and their property. More detail and definitions specific to countries within the UK are covered in: Sections 2 and 3 of The Children Act 1989 (England and Wales), Part 1 of The Children (Scotland) Act 1995 and Sections 5-7 of The Children Act (Northern Ireland) Order 1995.

values of the Services they represent. The CCF is supported by the DfE and education departments in the Devolved Administrations, and by a number of cadet-focused organisations and charities.²

² JSP 814 refers.

Supporting Safeguarding Legislation and Guidance

England	<p>Children Act 1989 (<i>updated to 9 Dec 22</i>).</p> <p>Children Act 2004 (<i>updated to 12 Dec 22</i>).</p> <p>Children and Social Work Act 2017 (<i>original version</i>).</p> <p>Keeping Children Safe in Education 2022 (<i>version 1 Sep 22</i>) – accessed on the DforEs GOV.UK pages.</p> <p>Safeguarding Vulnerable Groups 2006 (<i>updated to 13 Sep 21</i>).</p> <p>Sexual Offences Act 2003 (<i>updated to 8 Dec 22</i>).</p> <p>The Care Act 2014.</p> <p>Working Together to Safeguard Children 2018 (<i>updated to 1 Jul 22</i>).</p> <p>NSPCC – https://www.nspcc.org.uk.</p>
Wales	<p>Children Act 1989 (<i>updated to 9 Dec 22</i>).</p> <p>Children Act 2004 (<i>updated to 12 Dec 22</i>).</p> <p>Social Services and Well-being (Wales) Act 2014 (<i>updated to 25 Sep 22</i>).</p> <p>Welsh Government Safeguarding Guidance (<i>updated to 12 Oct 22</i>) – accessed on GOV.Wales pages.</p> <p>All Wales Child Protection Procedures 2008.</p> <p>Sexual Offences Act 2003 (<i>updated to 8 Dec 22</i>).</p> <p>NSPCC – https://www.nspcc.org.uk.</p>
Scotland	<p>Adult Support and Protection 2007.</p> <p>Children (Scotland) Act 1995 (<i>updated to 12 Dec 22</i>).</p> <p>Children and Young People (Scotland) Act 2014 (<i>published 14 Dec 16</i>).</p> <p>Getting It Right For Every child (GIRFEE) (Scottish Government 2018).</p> <p>National Guidance for Child Protection in Scotland (<i>updated to Sep 22</i>)– accessed on GOV.Scot pages.</p> <p>Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act) (<i>updated to 13 Dec 22</i>).</p> <p>Sexual Offences (Scotland) Act 2009.</p> <p>NSPCC Childline Scotland – https://www.nspcc.org.uk/what-we-do/what-we-stand-for/Scotland/.</p>
Northern Ireland	<p>The Children (Northern Ireland) Order 1995 (<i>updated to 15 Dec 22</i>).</p> <p>Co-operating to Safeguard Children and Young People in Northern Ireland (Department of Health Aug 2017) and Regional Core Child Protection Policies and Procedures for Northern Ireland (Safeguarding Board for Northern Ireland) - accessed on GOV.NI pages.</p> <p>Health and Social Care Board.</p> <p>Sexual Offences (Northern Ireland) Order 2008 (<i>updated to 14 Dec 22</i>).</p> <p>NSPCC – https://www.nspcc.org.uk.</p>
Jersey	<p>Safeguarding Children Partnership Board (Jersey).</p> <p>Jersey Child Protection Committee Multi-Agency Child Protection Procedures February 2011.</p>
Guernsey & Alderney	<p>The Islands Child Protection Committee (ISCP) - Guernsey and Alderney Child Protection Guidelines.</p> <p>The Children Law (Guernsey and Alderney) 2008 (<i>version XIV 2009</i>).</p>
Isle of Man	<p>Isle of Man Safeguarding Act 2018.</p>
All	<p>The United Nations Convention on the Rights of the Child 1992.</p> <p>Equality Act 2010.</p> <p>Children and Families Act 2014.</p> <p>Education Act 2002.</p> <p>Human Rights Act 1998.</p> <p>Counter-Terrorism and Security Act 2015.</p> <p>NSPCC Helpline (for adults) – https://www.nspcc.org.uk/what-you-can-do/get-advice-and-support/.</p>

Standard 2

Safeguarding Leadership & Management

The 'MoD Cadet Forces Safeguarding Framework' states that each Cadet Force organisation is to have:

- A senior board-level lead to take leadership responsibility for the organisations safeguarding arrangements.
- Clear whistleblowing procedures which are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.
- Those in leadership positions undertake appropriate training for the levels they occupy to demonstrate safeguarding is of central importance to delivering effective policies and practice and promoting a culture of a child-centred approach to safeguarding.

Details in this Standard include:

- Governance
- Defence Safeguarding Partnership Board Steering Group
- Air Command Safeguarding Board
- Cadet Safeguarding Working Group
- RAFAC Safeguarding Leadership
- RAFAC Safeguarding Structure

Standard 2 – Safeguarding Leadership and Management

References:

- A. JSP 834 – Safeguarding.
- B. JSP 814 – Policy and Regulations for MoD Sponsored Cadet Forces.
- C. ACP 1 – Ethos, Core Values and Standards in the RAFAC.

Governance

1. Assurance for Defence’s safeguarding system sits with the Defence Safeguarding Partnership Board (Def SPB)¹ and its subordinate working groups. The Def SPB is chaired by the Head of Armed Forces, Families and Safeguarding and is assisted by an independent scrutineer, providing senior level advice, support and challenge (more information is at Reference A, Part 1, Chapter 2, including information regarding overseas Local Safeguarding Childrens’ Partnerships). The Global Safeguarding Team (GST) feed into the Def SPB, and the Reserves Forces and Cadets Directorate feed into the GST in accordance with MoD Sponsored Cadets Forces policy (further information is at Reference B). The GST provide specialist advice and support and direction in respect of all matters to safeguarding children and young people.

Defence SPB Steering Group

2. Localised safeguarding leadership and management for the MoD Cadet Forces devolves from the heads of the separate single Services at one-star level; for RAFAC, this rests with an Air Commodore who is Commandant (Comdt) of the RAFAC to attend or delegate to COS SG. The Def SPB Steering Group has representation from the Reserve Forces Cadets - Cadets Youth Council Assistant Head and holds the Cadet Branches and Cadet Safeguarding Working Group to account. The Def SPB Steering Group, along with safeguarding team specialists meet routinely to discuss safeguarding matters. The role of the Def SPB Steering Group is to promote a culture of the importance of safeguarding and show commitment throughout the senior levels of leadership. Specific key functions of the Def SPB Steering Group are detailed at Reference A (Part 1, Chapter 2).

Air Command Safeguarding Board

3. The Air Command Safeguarding Board (ACSB) is the lead strategic body for Air, responsible for ensuring a consistent and rigorous approach to safeguarding across the RAF. Whilst delivery at local level is the responsibility of local commanders, the ACSB provides overarching safeguarding governance for policies and procedures to help put in place consistent arrangements for safeguarding throughout the RAF and ensure legislative requirements are met. The ACSB meets routinely with wide representation across the RAF.

¹ Note that the Def SPB is the lead strategic pan-Defence partnership that is responsible for ensuring consistent and rigorous approaches to safeguarding and promoting the welfare of children and young people across Defence.

Cadet Safeguarding Working Group

4. The Cadet Safeguarding Working Group (CSWG) is formed from safeguarding team specialists from each of the separate services, this group meets quarterly but liaise on a regular basis to provide comment and feedback on ongoing safeguarding issues and share best practice. The CSWG support the Def SPB Steering Group at their meetings and compile individual service quarterly safeguarding reports and data sets which allow the monitoring of themes and trends.

RAFAC Safeguarding Leadership

5. Comdt RAFAC is responsible for ensuring the supervisory care regime for all cadets is effective, responsive and appropriate to the needs of all cadets. Special emphasis is placed on the supervision and management of cadets and all staff and CFAV are entrusted to conduct themselves and their duties diligently, expediently and within the bounds of the organisations' set policies and procedures. Furthermore, all staff and CFAV are empowered to lead by example and conduct themselves according to Reference C (ACP 1 - Ethos, Core Values and Standards in the RAFAC). Specific commanders responsibilities are detailed in JSP 834 Part 1.

RAFAC Safeguarding Structure

6. **RAFAC HQ Safeguarding Team.** The RAFAC HQ Safeguarding Team comprises of two Safeguarding Managers (Deputy COS (DCOS)), six Senior Safeguarding Officers, four Safeguarding Officers, three Volunteer Safeguarding and Welfare Advisors and a Business Support Assistant, led by a COS SG. The HQ Safeguarding Team interprets legislation, ensures RAFAC is legally compliant, and is following correct safeguarding practices.

7. **Functional Safety Steering Group.** The Functional Safety Steering Group (FSSG) is chaired by Comdt RAFAC, along with each Regional Commandant (RC), and representatives from each department with the focus of bringing all RAFAC safety elements together. The group review the current risk register, taking a holistic approach to risk, and ensure the appropriate sharing of data and information in accordance with current guidance and legislation. The FSSG meets twice per year.

8. **Comdt RAFAC.** Comdt RAFAC has overall responsibility for safeguarding within RAFAC and is the Designated Duty Holder carrying the overall risk for cadets. Comdt RAFAC liaises with the COS SG and the Safeguarding Team on a regular basis to update on all matters of safeguarding as part of the organisations' monitoring and assurance processes. Safeguarding is a regular agenda item for discussion at multiple forums.

RAFAC(ATC) Safeguarding Structure

9. **RC/Region Chief of Staff (Region COS).** The RCs/Region COS for each of the six RAFAC regions² 'provide support and guidance to their wing staff regarding concerns, allegations or disclosures. Their role is to also seek advice and support from the HQ Safeguarding Team.

10. **Wing Child Protection Adviser (WCPA)/WExO.** The WCPA reports to OC Wing (Wg) and, in conjunction with the WExO, is a local focal point for safeguarding and child protection in the wing. Both the WCPA and WExO work with the HQ Safeguarding Team and with local statutory agencies, however the WExO has primacy for safeguarding and child protection matters.

² Six Regions are: Scotland and Northern Ireland', 'Wales and West', 'Central and East', 'London and South East', 'North' and 'South West.'

Detailed responsibilities for the WCPA are at Annex A, training requirements are detailed in Standard 4, Annex A.

11. **Sqn OC.** Sqn OCs, along with their CFAV, provide a safe environment for cadets and volunteers within their sqn and when visiting other units whilst undertaking cadet activities. Their role is to be approachable, alert to signs and symptoms of child abuse, seek advice and support where required and respond to and report any allegations, concerns or disclosures in a timely manner according to RAFAC procedures. They also ensure that all CFAV have completed mandatory training requirements.

12. **CFAV.** Safeguarding is the responsibility of all CFAVs. All CFAVs are mandated to complete the RAFAC Level 1 e-Learning Safeguarding Induction Training to enable them to do this. Their role is to be approachable, alert to signs and symptoms of child abuse, seek advice and support where required and respond to and report any allegations, concerns or disclosures in a timely manner according to RAFAC procedures.

13. **Staff Cadets.** Staff Cadets provide additional support to sqn staff. In their support role, Staff Cadets should be alert to the signs and symptoms of child abuse, know when and how to seek advice and support where required, and respond, refer or report any allegations. All Staff Cadets complete the RAFAC Level 1 e-Learning Safeguarding Induction Training and all other mandatory training requirements.

CCF(RAF) Safeguarding Structure

14. For school based CCF contingent activities, CCF(RAF) sections fall within the school structure, with the headteacher retaining primacy for safeguarding and child protection in school. However, CCF(RAF) sections are included in ACP 4 when they are taking part in activities off school premises, or when the section is mixed with other sections and/or ATC cadets. The provisions of this ACP shall also be applied when CCF(RAF) cadets, as individuals, are taking part in RAFAC or other Cadet Force activities. Reporting and recording of safeguarding issues for CCF(RAF) personnel do, however, also follow RAFAC notification processes and guidance within Standard 6 of this ACP. Specifically, even when a school takes primacy over a safeguarding or child protection incident or concern involving a pupil that is a CCF(RAF) cadet or member of staff that is a CCF(RAF) CFAV, it is RAFAC policy for the RAFAC HQ Safeguarding Team to also be informed. This is for recording purposes and to ensure CCFs awareness for any necessary RAFAC actions and relevant information sharing under multi-agency working together. The CCF(RAF) safeguarding structure is as follows:

15. **RC/Region COS.** The RCs/Region COS for each of the six RAFAC regions along with the headteachers of schools ensures that CCF(RAF) is legally compliant with its safeguarding practices and is following correct safeguarding procedures. RCs/Region COS and headteachers provide support and guidance to CCF(RAF) staff regarding concerns, allegations or disclosures. Their role is to seek advice and support, and to report allegations, concerns or disclosures, liaising with the HQ safeguarding Team.

16. **SO2 Policy CCF(RAF)³.** SO2 Policy CCF(RAF) provides CCF specific policy advice to RAFAC staff and CCF(RAF) volunteers regarding concerns, allegations or disclosures.

17. **CCF TEST Area Officer.** The CCF TEST Area Officer is a local focal point for safeguarding and child protection in the Area, and works directly with schools, offering advice

³ The SO2 Policy CCF(RAF) post is planned to come into effect circa 1 Apr 23 as a part of a RAFAC organisational change; the role currently sits under SO2 Delivery, Assurance and Support CCF(RAF).

and/or support where required to DSLs, Section Commanders (SCs), RCs and Region COS. The CCF TEST Area Officer also liaises with the RAFAC HQ Safeguarding Team (including providing regular updates) and ensures that DSLs and SCs liaise with local statutory authorities/authorised agencies on safeguarding and child protection matters. When RAFAC requires a case/allegation/concern to be investigated, the CCF(RAF) TEST officer will fulfil this role, engaging routinely with the RAFAC HQ Safeguarding team for advice, support and guidance.

18. **CCF(RAF) SC.** CCF(RAF) SCs ensure that CCF(RAF) cadets, permanent staff and CFAV within their Section are undertaking activities in a safe environment whether in a school, or with other CCF or ATC cadets. Their role is to be approachable, alert to signs and symptoms of child abuse, seek advice and support where required and respond to and report any allegations, concerns or disclosures in a timely manner according to RAFAC procedures and/or school procedures in accordance with the DfE legislation and other devolved Nations policies. They also ensure that all permanent staff and CFAV have completed mandatory training requirements as directed by schools in addition to the RAFAC Level 1 e-Learning Safeguarding Induction Training.

Volunteer Gliding Squadrons (VGS)/Astra Ground School (AGS)/2 Flying Training School (FTS)

19. Safeguarding is everyone's responsibility; VGSs/AGS and 2 FTS personnel have a responsibility to be alert to signs and symptoms of child abuse, seek advice and support where required and respond to and report any allegations, concerns or disclosures in a timely manner according to the RAFAC Safeguarding Notification Handling Processes detailed in Standard 6. All VGS, AGS and 2 FTS personnel complete mandatory safeguarding training elements, in accordance with Standard 4.

- Safeguarding concerns or disclosures regarding cadets/Staff Cadets fall under the responsibility of their registered sqn/unit. However, in accordance with the flow chart, VGS, AGS and 2FTS personnel refer matters to the WExO and WCPA or, for CCF(RAF) to the DSL or Area TEST Officer and complete the Safeguarding and General Notifiable Occurrence Form (as the individual with the first-hand observations/disclosure) within 24 hours. The responsibility and any case management thereafter move to wing and sqn for ATC or Area/Section for CCF(RAF). VGSs/AGS and 2FTS have no ongoing role in managing open safeguarding cases on cadets/staff cadets.
- Safeguarding concerns or disclosures regarding volunteers/staff shall be referred to the CoC within either VGS, AGS or 2 FTS, who in return shall capture the detail on a Safeguarding and General Notifiable Occurrence Form and refer the matter to RAFAC HQ Safeguarding, in accordance with the flow chart and within 24 hours.

Annex:

A. Wing Child Protection Adviser (WCPA) - Terms of Reference (TOR).

Wing Child Protection Adviser (WCPA) - Terms of Reference

(TOR) Purpose of the Role

1. The role of the WCPA together with the Wing Executive Officer (WExO) is pivotal in being a focal point for all staff, CFAV, Staff Cadets and Cadets, in all matters relating to safeguarding and child protection within the Wg. The WCPA together with the WExO provides a local point of contact for advice and guidance on child protection matters and should also provide a 'safe space' for any member of RAFAC to approach with a welfare or safeguarding concern.
2. The WCPA role includes proactively promoting awareness of safeguarding and child protection matters and ensuring all RAFAC members within the Wg are aware of who their WCPA is and how to contact them.
3. The WCPA role includes supporting the WExO, Wing Training Officer and Sqn OC to ensure that the RAFAC Safeguarding e-Learning and refresher courses are completed upon induction and thereafter every 3 years. In addition, they are to promote and assist in the delivery of any other RAFAC HQ approved Safeguarding Training.
4. Additionally, the role includes promoting awareness of the contact details of Safeguarding Partners ie. Local Authority Social Services (Safeguarding Teams/Children's Social Care and Emergency Duty Teams) and Police Child/Family/Public Protection units in the local (Wg) area.
5. The WCPA works alongside the WExO and also in liaison with the HQ RAFAC Safeguarding Team. It is essential that the WCPA has the personal qualities and communication skills to foster good working relationships within the organisation and also with external agencies when required.
6. Obtaining and Retention of the post as WCPA is dependent on fulfilling the duties and responsibilities set out in these TORs. The successful applicant will have already undertaken a suitability interview by HQ Safeguarding Team & the WExO prior to commencement of appointment.

WCPA Specific Duties and Responsibilities

7. You are appointed to the role of WCPA within _____ Wg of the RAF Air Cadets and are responsible to me, as _____, for all matters pertaining to the welfare and protection of cadets, child protection and safeguarding matters within the Wg. Your duties will be carried out in accordance with ACP 4 (Safeguarding and Child Protection Policy) and Joint Service Publication (JSP) 893 (MoD Policy on Safeguarding of Vulnerable Groups).
8. You will have a direct link to access and seek advice from your WExO and/or the HQ RAFAC Safeguarding Team.
9. In your role as WCPA, you are to:
 - a. Promote your role as WCPA by ensuring all staff, CFAV, staff cadets and cadets are aware that you together with the WExO are a local point of contact/adviser on child protection matters within the Wg.
 - b. Ensure all staff, CFAV and staff cadets within the Wg are acquainted with the contents of ACP 4 and that they comply with the requirements.
 - c. On advice from the HQ RAFAC Safeguarding Team and/or the WExO, provide information, advice and support to staff, CFAV, staff cadets and cadets regarding

complaints or incidents involving the protection of children in the RAFAC and responding to them.

- d. Visit Wg and Sqn HQs, as necessary, to provide support on child protection matters and in connection with allegations of cadet bullying, harassment and abuse.
- e. Facilitate quarterly safeguarding forums across wgs, with Wg Sqn Commanders and staff, for the purpose of sharing new learning and deliver key messages, that promote overall confidence in managing safeguarding cases.
- f. Bringing to the attention of the chain of command, WExO and HQ RAFAC Safeguarding Team any incident which compromises, or is likely to compromise, the RAFAC's ability to safeguard the welfare of cadets or vulnerable adults or is likely to attract media interest.
- g. Where appropriate provide support and advice to any member of the Wg (including cadets) who is involved in a formal child protection referral (in accordance with the procedures published in ACP 4).
 - o When a child is considered to be at immediate risk of harm, immediately report without delay, allegations of child abuse to the statutory authorities (Police, Social Services or the NSPCC) and immediately inform the chain of command, the WExO and the HQ RAFAC Safeguarding Team of developments.
 - o For incidents or allegations that do not pose an immediate risk of harm to a child, always seek consultation with the WExO and/or HQ RAFAC Safeguarding Team who will advise on the appropriate action to take.
 - o You must ensure that you follow the Safeguarding Notification Handling Process and use the Safeguarding and General Notifiable Occurrence Form when reporting concerns, which are both available on the Safeguarding Portal on Bader.
- h. If there are no conflict of interests, and when required/where appropriate, by OC Wg or WExO, attend multi-agency child protection conferences and strategy meetings with Safeguarding Teams and the Police. The WExO or WCPA should invite the HQ RAFAC Chief of Staff Safeguarding (COS SG) or delegated safeguarding Team Member to attend these meetings as a representative of the HQ.
- i. Attend Wg staff meetings, Wg conferences and WCPA HQ RAFAC meetings.
- j. As advised by RAFAC COS SG, keep up to date on all relevant changes in government legislation and best practice with regard to safeguarding and child protection (up to date information may also be available and accessed via the NSPCC website – <https://nspcc.org.uk>)
- k. Regularly check the RAFAC Safeguarding Portal for updates on safeguarding matters and additional information.

Health and Safety

- 10. Comply with all instructions and procedures installed and iaw ACP 5 (Health, Safety and Environmental Protection) to ensure safety at work.

Diversity and Inclusion

- 11. Promote a working environment which ensures that the principles of diversity and inclusion are adhered to in accordance with the MoD's and RAFAC's Diversity and Inclusion policies.

Training

- 12. Successfully complete all mandatory 'specific to role' training iaw ACP 4 and ACTO 099.

- 13. Successfully complete all RAFAC refresher training iaw ACP 4 and ACTO 099.
- 14. Be willing to actively participate in additional continuation training recommended either through the chain of command or via the HQ RAFAC Safeguarding Team which is specific to the WCPA role.

RAFAC Ethos

- 15. Have a clear understanding of, and comply with, the ethos and core values of the RAFAC, as detailed in ACP 1.

	WCPA	OC Wg
Signed*:		
Name:	_____	_____
Date:	_____	_____

*Once Signed please return to your WExO, OC Wg, and HQs Safeguarding Team. (RAFAC-HQ-Safeguarding@mod.gov.uk)

Standard 3

Safer Recruitment

The 'MoD Cadet Forces Safeguarding Framework' states for 'Safer Recruitment':

- Each Cadet Force has written policies and procedures for recruiting staff and volunteers, and for assessing their suitability to work with children.
- There are documented and consistently applied application processes and safe recruitment standards for both volunteers and employees.
- Applicants are asked to complete a self-declaration listing any previous concerns over safeguarding children.
- Each applicant has a face-face interview with an interview panel comprising more than one person.
- Applicants are required to provide at least two satisfactory references before appointment and the references are checked for authenticity.
- Applicants are required to provide satisfactory proof of identity and original copies of documents (including qualifications).
- Every applicant is required to undertake an Enhanced Disclosure and Barred List check¹ before being allowed unsupervised access to cadets.
- Each Cadet Force has robust processes to risk-assess concerns from self-declarations and from adverse disclosure checks, and to make informed decisions on whether to appoint such individuals.

Details in this Standard include:

- Criminal Records Checks
- Initiation of DBS (England and Wales)/Disclosure Scotland/AccessNI
- Clearance Criteria and Requirements
- Individuals who have lived Overseas
- DBS/Criminal Records Checks when travelling across UK Borders
- Portability
- DBS Update Service
- Interpreting DBS/Criminal Records Checks Results
- Paper Notification of Disclosures
- Appeals and Disputes
- Penalties for Individuals and Organisations

¹ Through the Disclosure and Barring Service in England and Wales, through Disclosure Scotland in Scotland, and through Access NI in Northern Ireland. Cadet units operating outside the UK as part of the MoD Sponsored Cadet Forces will use the relevant local processes for obtaining information from the local criminal justice system.

Standard 3 – Safer Recruitment

References:

- A. JSP 834 – Safeguarding.
- B. ACP 20, PI 103 – Basic Security and Counter Terrorist Checks for Adult Supervisory Staff.
- C. JSP 893 – Procedure for Personnel and Posts which require a Disclosure Check.
- D. JSP 814 (Part1) – Policy and Regulations for Ministry of Defence Sponsored Cadet Forces.

Introduction

1. Safe recruitment is central to the safeguarding of children and young people and is most effective when recruitment and selection procedures deter, identify or reject people who might abuse children and adults or are otherwise unsuitable to work with them (Reference A)¹. All CFAV, Staff, Staff Cadets and Civilian Committee (Civ Comm) members applying to join the RAFAC are to have a Baseline Personnel Security Standard (BPSS) *and* an Enhanced Criminal Records Check carried out before they can be permanently appointed (Reference B) and prior to them undertaking their role. Reference C (JSP 893) gives the overarching policy and guidance for RAFAC as a voluntary organisation on the required procedures for personnel and posts which require a Disclosure Check. Personnel wishing to be appointed into key safeguarding roles, for example, WCPA, are required to undergo a suitability interview (see also Standard 5 – Prevention - para 2).

2. There are a number of reasons why an individual might be unsuitable to work with children, or for the post for which they have applied. Persons placed on a Barred List cannot be recruited into, or engage in, regulated activities with children and/or vulnerable adults². Should a person work with a group which they have been barred from working with, they are committing a criminal offence.

- Persons with Enhanced DBS (EDBS)/Disclosure Scotland/Access NI disclosures will only be recruited in accordance with the RAFAC policy statement on the appointment of ex-offenders (see Annex A).

3. Where vulnerable adults are members of the RAFAC organisation, oc sqns/units are to be aware that a vulnerable adults check may be required, although this is only usually necessary in very specific cases where vulnerability is identified on a particular sqn/unit. In this instance, contact the HQ Safeguarding Team for further guidance.

4. For RAFAC, the eligibility for criminal records checks and the level required, including those personnel requiring Bader/SMS records, is detailed in the table at Annex B.

¹ JSP 834 Pt 1 section 4, para 1 refers.

² The DBS definition of a 'vulnerable adult' is based on the activities and services required by the adult, rather than any personal characteristics they may have (see definitions in Standard 1 – Annex A).

Criminal Records Checks

5. In accordance with References C and D, and in order to comply with UK legislation³, all CFAV, Staff Cadets and Civ Comm⁴ members are deemed to be undertaking regulated⁵ activity, or regulated work (Scotland), are to undergo a Criminal Records Check to Enhanced Level⁶ (refer to Annex B for the level of check required⁷).

6. Where an individual holds no valid or approved criminal record check, they are to be suspended without prejudice until a satisfactory certificate is issued. They may however engage in online mandatory training with the caveat that access is restricted to the relevant training/learning websites.⁸

Initiation of DBS (England and Wales)/Disclosure Scotland/AccessNI

7. **Verification of identity.** Verification of a subject's identity is the first and most important stage in the initiation of any criminal records check. For RAFAC, this is done by the initiating authority (OC Sqn/OC Wg or WExO/OC VGS/OC Air Experience Flight (AEF)/CCF(RAF) Contingent Commander) who are to satisfy themselves as to the identity of an applicant prior to initiating any procedure with EA(D)S Cheadle Hulme, Disclosure Scotland Central Registered Body Scotland (CRBS), AccessNI or UCheck.

- Original identification documents must be viewed: subject's original passport, birth certificate or other authoritative document as required by the checking process.
- The initiating authority's signature on a completed verification form is deemed to be confirmation that satisfactory proof of identity has been obtained.
- All previous names including nicknames and addresses are to be given as part of the application process.

8. **Referee Checks.** The 2 referees nominated during the BPSS stage (also for verification) are to be contacted (in writing or verbally) to confirm that they have provided the reference. For assurance purposes, evidence of the verification step is to be logged on Bader SMS.

9. **Sensitive Application Process.** An individual must disclose all previous given names, including nicknames and addresses to a disclosure organisation and when commencing the BPSS process. However, in accordance with Reference C (JSP 893 Part1 (v5.1 Apr 22)), each disclosure organisation has a 'Sensitive Application Process', which allows those who are transgender to disclose details of their gender at birth and any previous names to the disclosure organisation without revealing the same to the employing authority. The information disclosed to the employer will only show the person's current name and their affirmed gender.

10. If a transgender person has concerns about disclosing details to their employing authority because it will or might reveal their gender history, they can contact the Sensitive Applications Team directly for advice on how to complete the application form and ensure any application is handled appropriately once it is received by the disclosure organisation. Alternatively, they can contact the HQ Safeguarding Team directly to seek support in a safe and sensitive way. For

³ Protection of Children Act 1999 (England and Wales), Protection of Children (Scotland) Act 2003, Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, Safeguarding of Vulnerable Groups Act 2006, Protection of Vulnerable Groups (Scotland) Act 2007, Safeguarding of Vulnerable Groups (Northern Ireland) Order 2007, Protection of Freedoms Act 2012.

⁴ Includes legacy registered Civ Comm members.

⁵ See definition at Annex B.

⁶ CCF(RAF) 18+ will be role dependant on whether they are engaging in regulated activity.

⁷ By DBS for England and Wales, AccessNI for Northern Ireland or Disclosure Scotland for Scotland.

⁸ Restricted access to relevant training/learning sites can be arranged by contacting the Bader Team in RAFAC HQ.

further information, see the disclosure organisation's website or see contacts at Reference C (JSP 893, Part1, Chapter 1, para 27).

11. **Application process.** All CFAV, CI, Service Helpers, CCF Test Staff, AEFs, VGS, Staff Cadets and CCF(RAF) 18+ cadets engaging in regulated activity:

- Processing of applications can happen in a number of ways.
 - **Staff Cadets** and **CCF(RAF) 18+** cadets will be required to submit paper applications via the MoD registered body Defence Business Services at Cheadle Hulme for England and Wales and AccessNI. For Scotland; applications will be required through Volunteer Scotland Disclosure Services (VSDS).
 - **All CFAV** (every role over 20yrs regardless of department / area) will be able to submit their applications using MoD registered body Defence Business Services at Cheadle Hulme for England and Wales or AccessNI for Northern Ireland. External provider UCheck for England and Wales and Northern Ireland is a current available option. For Scotland, *online* applications will be required through VSDS.
 - **Civ Comm Members** are to use the UCheck platform or other external Umbrella Body as directed by their charity to process their applications. Where this is not applicable, paper forms will need be submitted according to their location.
- Lead signatory for applications in England, Wales and NI is the WExO. For those living and working in Scotland, in accordance with the Protecting Vulnerable Groups Scheme (PVGS), counter-signatory is WHQ staff who deal directly with CRBS and Disclosure Scotland⁹.

12. **Completing the Application.** Guidance for completing the applications is available via the Safeguarding Hub/Portal and/or via relevant regions/wings. Please note the layout of questions may differ from paper to electronic applications and localities, however the guides should assist in selecting the correct level of check required.

13. **Payment for Criminal Records Checks and “position applied for.”** Enhanced DBS certificates are issued free for those in volunteer posts however Umbrella bodies, such as UCheck, may charge an administration fee, this is an approved cost for those eligible to use the service. For Civ Comms the position applied for is '*Charity Committee Member*' and for all other CFAV the position applied for is '*Cadet Forces Instructor*.'

14. **Tracking applications in England and Wales.** The progress of DBS Liverpool disclosure applications may be tracked via the following link:

<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do> - an application number (beginning F01) and the applicant's date of birth will be required. UCheck applications can be tracked online and produce quick results. However, all other queries on the progress of DBS applications are to be directed to the MoD Registered Body at EA(D)S Cheadle Hulme, as follows, and **NOT** to DBS Liverpool.

<p>Tel (Mil): 93345-7772 Tel (Civ): 0800-345-7772 Option #3 then #5 Email: peopleservices@dbs.mod.uk</p>

⁹ OC AEFs and CCF TEST staff who require their members to be registered with PVGS shall contact their local WExO.

Clearance Criteria and Requirements

15. Validity of Criminal Records Checks. Although a Criminal Records Check is only a “snapshot” on the day it was issued, MoD and RAFAC policy states that certificates of suitability for working with children are valid for 3 years or until a break in service of 6 months or more occurs. It is the responsibility of Wing and the individual to ensure checks are completed and returned within the policy timeframe. In Scotland, PVG run an update system so the check continues to be valid; however, Wg HQs are to obtain a verbal update every 3 years to ensure a notification has not been missed. Adult members of the CCF(RAF) will be responsible for obtaining disclosure renewals as and when required by the employing educational establishment or by CCF(RAF) Admin. Sqn COs (ATC) or CCF Test Area Officers are responsible for initiating Criminal Records Checks for their cadets who intend to apply for service beyond age 18 on reaching 17¹/₂ years of age, or for CCF(RAF) 18+ who will be engaging in regulated activity. In addition, HQ RAFAC can seek a disclosure check at any other time within the 3 year cycle if there are ever any safeguarding concerns regarding an individual. Failure to comply with this HQ request will result in the immediate suspension and removal of access rights to Bader and all associated software.

16. Procedure on extension of service or change of status. Providing an individual is in possession of a current Criminal Records Check (valid for 3 years), a new Criminal Records Check is not required on extension or transfer of service, provided the service does not have a break of 6 months or more. However, an individual who is returning to duty after a period or gap of non-effective service exceeding 6 months, or a change in status, will require a new Criminal Records Check.

Individuals who have lived Overseas

17. The disclosure organisations do not have routine access to the criminal records of overseas countries, so where an individual has lived overseas and been convicted of an offence, this may not be disclosed on a UK disclosure certificate. Where an individual has lived overseas and is unable to provide 5-year proof of UK residency to disclosure organisations, in addition to making a UK disclosure check application, the individual will need to contact the country of which they were resident to obtain a local police check. RAFAC will not be involved in this process, this is the responsibility of the individual.

DBS/Criminal Record Checks when travelling across UK Borders

18. Criminal Records Checks are not transferable between England and Wales, Scotland or Northern Ireland, as separate rules apply. However, when personnel travel from one country to another within the UK on a temporary visit, for example, to attend a camp or AEF/VGS flying detachment, as long as individuals have been the subject of a Criminal Records Check by at least one UK agency, further Criminal Records Checks are not required. A temporary visit shall not exceed 2 weeks as a single event within a 3-month window. If temporary visits across UK borders exceed the stated timeframe then a relevant criminal records check for the visiting country is required, this is because the visit is no longer considered temporary but regular.

Portability

19. RAFAC may use an individual’s existing disclosure certificate, as the basis for their decision making, where the individual:

- a. Moves to a role in the same 'workforce' (ie. working with children, adults, or both) involving the same level of checks (the countersigning officer should satisfy themselves of the previous organisations decision-making process); or
- b. Is from outside the RAFAC but is registered with the Disclosure and Barring Service update service (England and Wales only) and gives permission for the countersigning officer to check the status of their existing original disclosure certificate online. This only applies if the new role requires the same type and level of check as the original certificate.

The countersigning officer must see the original certificate and review for authenticity (not a copy).

DBS Update Service

20. The DBS Update Service (England and Wales). An individual who applies for a DBS check may apply to subscribe to the Update Service within 28 days of the original DBS being printed (which is free of charge for volunteers). By subscribing to this service, applicants can have their DBS certificate kept up-to-date and take it with them from role to role, within the same workforce (Child Workforce), where the same type and level of check is required (Enhanced with Barred List). An applicant's guide to the process is available [here](#). Additionally, Disclosure Scotland provide a Protecting Vulnerable Groups membership scheme.

21. JSP 814 states all CFAVs **must** register for the update service on receipt of a full DBS check and certificate to allow for an online check by their parent Service administrators.

- **Action by nominating authorities (normally a Wg HQ).** When an applicant is a member of the Update Service, nominating authorities can, with the applicant's permission, use their current DBS certificate (which must have been issued in the last 3 years) to carry out a free, instant, online check to see if any new information has come to light since its issue. After viewing the original DBS certificate (see [link here](#)), nominating authorities will be able to carry out a status check via this [link](#) in accordance with the procedures available [here](#). Nominating authorities carrying out online status checks are to ensure that the original certificate is seen to:
 - Ensure thorough robust ID checks, that the person being checked is the same person that is named on the actual DBS certificate,
 - Check that it has been issued in the last 3¹⁰ years,
 - Check that it is to an Enhanced Level with Barred List and for the Child Workforce and,
 - See what, if any, information was revealed about the applicant (where information is revealed, this must be considered as part of the recruitment process).

Interpreting DBS/Criminal Records Checks Results

22. DBS Update Service. By carrying out online checks using the update service, one of the following results will be available:

- a. **The DBS certificate did not reveal any information and remains current as no further information has been identified since its issue.** *This means that the DBS certificate when originally issued was blank, ie did not reveal any information about the person and no new information has been found since its issue and can therefore be accepted as being still current and valid.* Nominating authorities then take action in accordance with para 24 below wrt '**Clear**' disclosure certificates; the date of clearance will be the date the certificate was issued.

¹⁰ 3-year timescale introduced for RAFAC wef 1 Jun 19.

b. This DBS certificate remains current as no further information has been identified since its issue. *This means the DBS certificate revealed information about the person, but no new information has been found since its issue.* Action must be taken in accordance with para 25 below as an **'Amber' disclosure certificate.**

c. This DBS certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information. *This means that new information has come to light since the DBS certificate was issued and the individual will have to apply for a new Enhanced DBS with Barred List check to enable this new information to be seen.* The individual is to be suspended from regulated activity pending a new DBS being received. Upon receipt this shall be reviewed in accordance with point 1 or 2.

d. The details entered do not match those held on our system. Please check and try again. *This means either the individual has not subscribed to the Update Service or the DBS certificate has been removed from the Update Service or the correct information has not been entered.*

23. **UCheck Online.** By carrying out online checks using the UCheck Provider, one of the following results will be available:

a. Clear. This means the DBS return is clear and did not reveal any information about the person. Certificate number and dates will be provided immediately, the applicant will receive a copy in the post. There is no requirement to see this on paper form as it can be viewed electronically.

b. See Paper. This means that DBS has revealed information which requires investigating. The individual should receive their paper copy in the post within a couple of weeks which they should share with Wing and HQ Safeguarding to inform the Amber Interview Process. The Safeguarding Team will undertake routine checks on UCheck results and will alert Wing of any negative returns due. The person is to be suspended straight.

c. If an electronic copy cannot be produced UCheck will get in contact directly to advise that a paper form must be submitted.

Paper Notification of Disclosures

24. **'Clear' disclosure certificates.** A 'Clear' disclosure certificate confirms that a Criminal Records Check has been completed to Enhanced Level and there is no known reason why an individual cannot work with children. These notifications are to be processed as follows:

The disclosure certificate is issued directly to the applicant. It is the applicant's responsibility to present a copy of the paper certificate to the WExO / the Wing Chair for examination, upon receipt.¹¹

a. Anyone who fails to produce their disclosure certificate to their nominating authority without good reason, is to be suspended from all RAFAC activities, without prejudice, until the certificate is produced and verified (the template letters at Annexes C and D may be adapted as appropriate).

¹¹ For AccessNI if the certificate discloses criminal record or other information or you requested a paper copy, you'll receive a printed certificate by post, otherwise you will receive a digital disclosure certificate only.

b. It is the responsibility of Wing to check the paper certificate and transfer the certificate number and dates to Bader SMS. These do not need sending to HQ RAFAC.

25. **‘Amber’ disclosure certificates.** Without exception, nominating authorities are to forward copies of all adverse disclosures immediately, ie those containing details of convictions, cautions, reprimands, warnings or any other relevant information revealed by police authorities to RAFAC HQ Safeguarding Team. A certified true copy of the certificate must be scanned/copied and emailed or sent by post (by recorded delivery) to HQ Safeguarding Team. All copies scanned/emailed need to show all pages of the full document, including back/blank pages. The ‘Amber’ interview process will commence. HQ Safeguarding Team will send a copy of the DBS/PVG/AccessNI Interview Template and Aide Memoire¹² to assist completion.

26. Amber disclosure certificates will result in an interview to explore the nature of the return.¹³ A written record of the interview will be made by the interviewer and used by COS SG, or nominated deputy, to consider the continued suitability of the applicant for engaging in regulated activity. This is to ensure practice remains current with the findings of independent reviews, key legislation, and government guidance. The Wing Chair (for Charity Committee) and/or the OC Wing / WExO (for ATC) or Delivery Assurance Support (for CCF) will decide who is best placed to undertake the interview role.

27. In some cases, the Regional Chair (Charity Committee), RC (ATC) or Delivery Assurance Support (CCF) may wish to offer a view and there is a comments section for this on the interview form. Following the Amber interview process, it may be decided that the applicant cannot fulfil their RAFAC obligations. In such cases an admin report and recommendation for dismissal will proceed in the case of ATC and CCF(RAF). For the Civ Comm, the individual will be asked to resign/not take up their position. In some cases, this may result in an Extraordinary General Meeting being called to formally remove the individual from their post.

- A copy of the interview record is retained and therefore must hold full details. Copies of the certificates are not to be retained, see Standard 7 for more detail on information management.
- Amber DBS process shall be concluded with an outcome prior to the 6-month timeframe. If a period of 6 months has exceeded and a decision has not been reached, then a new disclosure certificate is required.

28. It should be noted that the final decision on suitability sits with the SG Team. In cases where there is disagreement between the ATC, CCF(RAF) or Charity Committee and the HQ Safeguarding Team, further discussions will take place with COS SG and where necessary involve Legal and the Comdt.

29. In cases where the matter is **not** safeguarding related, the HQ Safeguarding Team will forward the relevant paperwork to RAFAC Legal, who will consider the conviction status. If required, Legal shall ensure that Pers, in accordance with para 32 below are provided with the information to make a recommendation in accordance with ACP 20 and ACP 1.

30. **Handling.** In accordance with Section 124 of the Police Act 1997, disclosure information is only to be passed to those who are authorised to receive it in the course of their duties.

¹² Accessible from Forms area on the Safeguarding Portal/Hub).

¹³ In some cases, subject to previous review an Amber interview may not be required. This decision can only be made by COS SG.

31. Retention. Once a decision has been made, RAFAC do not keep certificate information for any longer than is necessary. This is generally for a period of up to 6 months, to allow for the consideration and resolution of any disputes or complaints. Completed Amber interviews are to be retained by HQ RAFAC Safeguarding Team in a secure area, which will be reviewed alongside future renewals.

32. Disclosure Certificate Referrals. Organisations with employees or volunteers doing regulated activity/work, have a duty to report harmful behaviour. Refer to Standard 7 of this ACP for further details.

Appeals and Disputes

33. Details on the appeals and disputes procedures for DBS Liverpool, Disclosure Scotland and AccessNI are available via the following links:

- England and Wales <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>
- Scotland <http://www.disclosurescotland.co.uk/understanding/dispute/more>
- Northern Ireland http://www.dojni.gov.uk/index/accessni/support/accessni_complaints_policy.pdf

34. Disputes are to be raised within 3 months from the date the certificate was issued. When an applicant intends to dispute an “Amber” disclosure, RAFAC HQ Safeguarding Team are to be notified immediately.

35. If a position has been terminated as a result of the Amber DBS process, there are no grounds to appeal.

Penalties for Individuals and Organisations

36. Any individual undertaking, or attempting to undertake, work from which they have been barred is committing an offence. Organisations that appoint barred individuals to regulated activity/work with children or protected adults, are committing an offence. On conviction on indictment the penalty is up to 5 years imprisonment and/or an unlimited fine.

Annexes:

- A. RAFAC Policy Statement on the Appointment of Ex-Offenders.
- B. Creation of SMS Record & DBS Checklist for RAFAC personnel.
- C. Template Suspension Letter pending the receipt of a clear criminals' records check (CFAVs and Staff Cadets).
- D. Template Reinstatement Letter following the receipt of a clear criminals' records check.

RAFAC Policy Statement on The Appointment of Ex-Offenders

1. As an organisation using the Disclosure and Barring Service (DBS)/Disclosure Scotland/Access NI Disclosure Service to assess applicants' suitability for positions of authority and trust, the RAFAC complies fully with the DBS/Disclosure Scotland/Access NI Codes of Practice which are included in the Rehabilitation of Offenders Act 1974 (exceptions) Order to ensure that RAFAC undertakes to treat all applicants for volunteer positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure, on the basis of a conviction, or other information revealed.
2. The RAFAC is committed to the fair treatment of its volunteers and potential volunteers, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for volunteer service based on their skills, qualifications and experience.
4. All volunteers in the RAFAC are subject to Enhanced Disclosure with Barred Check List and this is made clear to applicants from the outset. We encourage all applicants to provide details of their criminal record under separate cover as part of the verification of identity and application process and we guarantee that this information will only be seen by those who need to see it as part of the appointment process.
5. We ensure that all those in the RAFAC who are involved in the appointment process have been suitably trained to identify and assess the relevance and circumstances of offences. However, further guidance can be sought if required from the HQ RAFAC Safeguarding Team who will liaise with Legal, Security Advisers and/or Pers Team, as appropriate, on a case-by-case basis.
6. We ensure that an open and measured discussion takes place on the subject of any offences via the 'Amber Interview' process or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of appointment.
7. We make every subject of a criminal records disclosure aware of the existence of the DBS, Disclosure Scotland and AccessNI Codes of Practice and make copies available on request.

Having a criminal record will not necessarily bar you from volunteering with the RAFAC. This will depend on the circumstances and background of your offence(s) or the information revealed to us. However, HQ RAFAC undertakes the absolute right for appointing and retaining individuals to volunteer positions within the organisation and is not required to give a reason when an applicant is not appointed or retained.

Creation of SMS Record & Criminal Records Checklist for all of RAFAC¹

Adult Category	Bader SMS record	Unsupervised access to cadets	Enhanced with Barred List	Enhanced without Barred List
Adult Volunteer Staff				
RAFVR(T)/CFC² Officers: Volunteers who hold an instructional position and have a uniformed Air Cadet commissioned rank, eg Flying Officer, Flight Lieutenant, Squadron Leader etc.	Yes	Yes	Yes	N/A
WOs/SNCOs: Volunteers who hold an instructional position and have a uniformed Air Cadet non-commissioned rank, eg Sergeant, Flight Sergeant, Warrant Officer.	Yes	Yes	Yes	N/A
Civilian Instructors: Volunteers who hold an instructional position but who are not in uniformed ranks.	Yes	Yes	Yes	N/A
Civilian Gliding Instructors: Volunteers who provide air experience/gliding activity for cadets.	Yes	Yes	Yes	N/A
Service Instructors: Volunteers who are Regular or Reserves service personnel who are assisting with RAFAC activities.	Yes	Yes	Yes	N/A
Honorary Chaplains: Volunteers with a religious background who are officially appointed to provide pastoral support to units.	Yes	Yes	Yes	N/A
Staff Cadets: Volunteers who are still cadets but are over 18 and assist Sqn/Unit personnel with supervisory and instructional duties.	Yes	Yes	Yes	N/A
CCF(RAF) 18+: Role dependant on whether they are conducting regulated activity	Yes ³	Yes	Yes	N/A
Committee Member: Volunteers who support the committee but do not engage in regulated activity with cadets Note: Registered Civ Com members are no longer being appointed. Registered Civ Com should proceed under a CFAV role and be appropriately regulated in their role.	Yes	No	N/A	Yes
Volunteer Software Development Team (VSDT): All members of VSDT.	Yes	No	No	No

¹ Equivalent check of same level regardless of whether it is a DBS, AccessNI or PVG.

² CFC – Cadet Forces Commission.

³ Note for CCF(RAF) 18+ cadets also currently recorded on Westminster system.

Adult Category	Bader SMS record	Unsupervised access to cadets	Enhanced with Barred List	Enhanced without Barred List
RAFAC Permanent Members of Staff				
HQ RAFAC, Regional HQ, Wg HQ staff, 2 FTS: Permanent members of Regular or full time Reserve service staff or civil servants who do not have any regular contact with cadets or meet the EDBS pathway requirement.	Yes	No	No	No
HQ RAFAC, Regional HQ, Wg HQ staff, 2 FTS (teaching/instructional): Permanent members of Regular or full time Reserve service staff or civil servants who have any contact with cadets which can be deemed as <i>regulated activity (see notes at end of table)</i> , including: teaching, instructing, supporting, moderating virtual training and driving.	Yes	Yes	Yes	N/A
Bader Team: All members of the Bader Team working in HQ RAFAC.	Yes	No	No	No
Managers or supervisors of personnel working with cadets: Permanent staff who manage or supervise anyone who is involved in working or volunteering with children in anything that is deemed <i>regulated activity/work</i> , includes RAFAC HQ Comdt, RAFAC HQ COS/COS(Spt), Gp Capt 2FTS & 2FTS Execs, RAFAC HQ DCOS(Ops) and Regional Comdts.	Yes	Yes	Yes	N/A
CCF(RAF): CCF(RAF) staff who hold an instructional position and hold a commissioned or non-commissioned rank.	Yes ⁴	Yes	Yes	N/A
Pilots (6 FTS): Permanent staff offering one- off (occasional) flights to cadets where it doesn't breach the regulated activity requirement. ⁵	No	No	No	No
Regular or Reserve Service personnel assisting with camps: Permanent members of Regular or Reserve service who are assisting with ATC camps, fully supervised by CFAV, normally from the hosting unit.	No	No	No	No
Adult Category	Bader SMS record	Unsupervised access to cadets	Enhanced with Barred List	Enhanced without Barred List
Other				
Honorary Members: Individuals who have been awarded an honorary appointment of a sqn/wg and/or organisation, ie President, Vice-President, who do not have any regular contact with cadets or meet the EDBS pathway requirement.	Yes	No	No	No

⁴ Note currently also recorded on Westminster system.

⁵ Note that 3 separate flights even with the same cadet in the same hour translates to 3 separate incidents which would necessitate an Enhanced DBS Barred Check List.

Note 1: Criminal Records Checklist Table – The checklist above is subject to change, based on individual roles carried out. This is designed to give you an initial view and idea of requirement, however you must match the individual's role in accordance with the definition of regulated activity. You must not take risks, if there is uncertainty you shall contact the Safeguarding Team to discuss the individual role of the applicant.

Note 1: Regulated activity/work – Regulated activity/work is work that anyone who is barred from working with children must not undertake. It is the statutory term used to describe certain job functions carried out by an employee (unsupervised) as defined by the Disclosure and Barring Service (D&BS). Regulated activity is broken down into two separate groups 'Activity with Children' and 'Activity with Adults' (formerly termed Vulnerable Adults). For RAFAC, teaching, training or instruction of cadets, or driving a vehicle used only for cadets, or management of an online platform solely for the use of cadets, carried out by the same person frequently (once a week or more often), or on 3 or more days in a 30-day period is classed as regulated work. It is also regulated activity/work if carried out (even once) at any time between 0200 and 0600 hrs and with an opportunity for face-to-face contact with cadets. In addition, day to day management or supervision on a regular basis of a person providing this activity would be regulated if unsupervised.

Note 3: Information Management – All roles requiring criminal records checks are to be annotated on Bader/Westminster with the relevant information. Where appropriate assurance and audit checks can be undertaken, this is the responsibility of Wings and CCF Test officers.

**Template Suspension Letter Pending The Receipt Of A Clear Criminal Records Check
(CFAVs and Staff Cadets)**

Dear

Suspension From RAF Air Cadets Activities

1. This letter is formal notification that you are suspended from all RAF Air Cadets (RAFAC) activities until a clear Criminal Records Check application has been received. This suspension is without prejudice to any further action and does not constitute any form of judgment or finding against you. You are not to attend squadron or any other RAFAC premises, nor take part in any air cadet activities of any sort until further notice. You will be reinstated when your clearance has been confirmed.

2. If you require any further information, please do not hesitate to contact me.

Yours sincerely,

(Region COS, WExO, OC VGS or OC AEF as appropriate)

Copy to:

HQ RAFAC Multi-User Box:
rafac-hq-safeguarding@mod.gov.uk (FAO Safeguarding Officer)

Template Reinstatement Letter Following the Receipt of a Clear Criminal Records Check

Dear

RAF Air Cadets – Reinstatement

1. We have now received confirmation that your Enhanced DBS Certificate has **been returned Clear (Green)*/been approved by RAFAC COS SG or delegated safeguarding authority following an 'Amber' interview*** and you may resume your membership of the RAF Air Cadets with immediate effect.
2. If you require any further information, please don't hesitate to contact me.

Yours sincerely,

(Region COS, WExO, OC VGS or OC AEF as appropriate)

*Please delete as applicable

Copy to:
HQ RAFAC Multi-User Box:
rafac-hq-safeguarding@mod.gov.uk (FAO Safeguarding Officer)

Standard 4

Education & Training

The 'MoD Cadet Forces Safeguarding Framework' states that for each Cadet Force:

- All staff and volunteers undertake safeguarding training at the appropriate level as part of the induction process.
- All staff and volunteers undertake regular refresher training to update their knowledge and understanding.
- Each Cadet Force has a code of practice or code of conduct to which staff and volunteers are required to sign up to.
- Designated Safeguarding Leads undertake appropriate training to enable them to fulfil their role and have regular opportunities to update their knowledge and understanding.
- Designated Safeguarding Leads have access to specialist advice, support and information.
- Cadets and parents or carers are provided with safeguarding information and details of who to contact if they have concerns¹.

Details in this Standard include:

- Induction Training
- Training Levels/Packages
- PREVENT
- Bespoke Training and Continuing Professional Development
- Online Training Delivery/Other Training Activities
- Refresher Training

¹ For this ACP, this is covered in Standard 8 – Monitoring & Assurance (Communication with Parents/Carers).

Standard 4 – Education and Training

References:

- A. ACTO 099– Mandated Actions and Training for Cadet Force Adult Volunteers and Staff Cadets.
- B. ACP 20 – Personnel Regulations.
- C. ACTO 012 – Adult Volunteer Induction Programme.
- D. JSP 834 – Safeguarding.
- E. ACP 112 – RAF Air Cadets Security Manual.

Introduction - Aims of Safeguarding Training

1. Education and training in safeguarding is vitally important to help keep cadets and those working with them safe, and to provide support when help is needed. The main responsibility of child protection within the RAFAC falls on those in direct contact with cadets under the age of 18. On applying to join, all potential members of RAFAC are given specific training in safeguarding, and child protection issues, throughout their appointment. Training is in accordance with individual roles and responsibilities, to learn and maintain skills and be familiar with safeguarding procedures for children and adults at risk. All safeguarding training is approved by COS SG and/or members of the HQ Safeguarding Team, to ensure consistency and standardisation.

The aims of safeguarding training are to help staff and CFAV:

- Understand their roles in safeguarding and know what to do.
- Recognise potential safeguarding issues.
- Have a knowledge of and know where to find safeguarding policies.
- Establish a network with RAFAC DSLs, the HQ Safeguarding Team and external multi-agency support links.

Induction Training

2. On joining the RAFAC, there are mandatory induction training requirements and tasks for CFAV and permanent staff. Cadets wishing to become a Staff Cadet when they reach the age of 18, are also required to undertake some mandatory induction training/tasks¹. Note that access to mandatory e-Learning is via Utlearn for those personnel with access to Bader, or via the Defence Learning Environment (DLE) for those personnel without Bader accounts. The elements of safeguarding training required to comply with this policy are contained within ACTO 099 (Reference A).

3. All training is to be recorded as part of a CFAVs'/Staff Cadets' personal record on Bader SMS² for monitoring and assurance purposes. For personnel without Bader accounts, printed

¹ Note that those cadets who have applied to undertake a Staff Cadet role are eligible to undertake the Level 1 e-Learning Safeguarding Awareness Training when they reach 17 ½ years of age with the authority of either/or the oc sqn or member or the RAFAC HQ Safeguarding Team.

² Note that CFAVs and Staff Cadets are responsible for checking and ensuring that all their records are up to date.

copies of certificates which show name, date and status should be retained as evidence of completion of courses³.

4. Specific mandatory induction training requirements include:

- For all newly appointed RAFAC(ATC) and 2FTS, CFAVs and Staff Cadets: completion of the Adult Volunteer Induction Programme (AVIP) within 6-months of appointment in accordance with References B and C.
- For CCF(RAF) staff: completion of induction training within 3 months of appointment. Note however CCF staff can still attend CCF activities and have contact with cadets within this period based on the premise that CCF instructors are already employed in a school setting and having contact with cadets is linked to their day-to-day roles. However, any CCF instructor who is external to the school setting shall complete the e-learning before attending any CCF or other cadet activity or where they would have any contact with cadets; face-face, virtually or otherwise.
- For all RAFAC personnel (staff, CFAV, CIs, CGIs, SIs, Chaplains, CCF(RAF) and Staff Cadets): completion of the Safeguarding Awareness Induction Training e-learning package which forms the Level 1 safeguarding training requirement. When completing this e-learning as part of the AVIP, the Level 1 training complements the face-to-face safeguarding consolidation on the AVIP briefing day. Note that the *safeguarding* element of the training must be successfully completed within 3-months of appointment *and* prior to attendance at sqn-based activities or before any contact with cadets.

PREVENT

5. PREVENT forms part of the current Government Counter Terrorist strategy relating to the recognition of the radicalisation of young persons by extremists. It is centred on identifying those liable to be groomed, recognising associated behaviours and having the ability to refer them to the appropriate teams, who can then assess the individual and attempt to redirect them using a number of strategies. For all RAFAC personnel (staff, CFAV, CIs, CGIs, SIs, CCF(RAF), Chaplains and Staff Cadets), completion of PREVENT Awareness Training is mandatory induction training. Access to the PREVENT awareness training is via the Government e-learning package <https://www.elearning.prevent.homeoffice.gov.uk/> which shall be completed as part of the AVIP programme. Note that whilst PREVENT sits within this safeguarding policy, additional information is at Reference D (also available via the Security Advice Hub).

Training Levels/Packages

6. RAFAC safeguarding training is delivered at 4 different levels; Level 1 is mandatory for all RAFAC personnel. Levels 2 is mandated for most, but with some exceptions (see table at Annex A). Levels 3 and 4 are 'Specific to Role' safeguarding/child protection awareness training courses, and are aimed at OC Wgs, WCPAs and permanent members of staff who have the potential to deal with child protection matters. Levels 2, 3 and 4 training packages are delivered either at the RAFAC Command and Leadership School, virtually, or locally to Wings as bespoke HQ RAFAC guided and approved training packages. Note that each level of training must be successfully completed in numerical order to enable approval and progression to the next level of training.

More detail is below, and an outline summary of training requirements is at Annex A.

³ Note it is advisable to 'screen shot' and save certificates of completion prior to exiting courses on Utlilearn or the DLE.

- **Level 1** safeguarding training comprises of an e-learning package which is part of the mandatory induction training as per para 4 above. When completing this e-learning as part of the AVIP, the Level 1 training complements the face-to-face safeguarding consolidation on the AVIP briefing day.
- **Level 2** safeguarding training is delivered as face-to-face training either at RAFAC Command and Leadership School or virtually.⁴ Level 2 training is mandated for uniformed staff and CFAV, CIs, CGIs, SIs and Padres working with children. Whilst Level 2 is not mandated for Civ Comms, it is encouraged for Civ Comms to take any opportunities offered via the Safeguarding Team, to widen knowledge base and build on confidence in managing any safeguarding incidents.⁵
- **Level 3** safeguarding training is delivered as practical sessions developing confidence and thinking, building on Levels 1 and 2. The Level 3 is aimed at WCPAs, WExOs, RCs and those within certain roles within RAFAC HQ and Region COSs and any other role specific member of RAFAC who is exposed to safeguarding and supporting young people and/or signposted to attend via their line manager or CoC.⁶
- **Level 4** safeguarding training is the Train the Trainer (TTT). This training is specifically designed to upskill the WCPA, RAFAC HQ Safeguarding Team and any other safeguarding lead to enable them to confidently deliver safeguarding training at a local level, and where required, be on hand to provide refresher sessions. Level 4 training is not mandatory with the exception of the RAFAC HQ Safeguarding Team and WCPAs, however those RAFAC personnel in key roles are strongly advised to undertake the training. Attendance on Level 4 training may also be at the discretion of a line manager or the CoC.

7. External safeguarding expertise and/or qualifications. RAFAC personnel who are employed in current and specific external roles, such as social work, child protection etc, are still required to undertake mandatory training. There are no exceptions, this is because RAFAC training is very specific to the volunteer role and RAFAC and MoD policies.

Bespoke Training and Continuing Professional Development

8. The HQ Safeguarding Team offer optional bespoke training on specific safeguarding related topics, on an ad-hoc basis, to aid individuals' professional development and/or address current issues. These bespoke packages are advertised via the Bader SharePoint Safeguarding Portal/Hub and SMS courses when available. Any training delivered to Wings and Regions must have the prior approval of the HQ Safeguarding Team, to ensure accuracy and consistency.

Online Training Delivery/Other Training Activities

9. All staff, CFAV and Staff Cadets involved in the delivery or monitoring of online training or virtual parade nights for cadets are to follow the procedures and guidelines outlined in ACTO 14 (Policy for the Use of the Bader Platform for the Delivery of Virtual Training and Meetings). ACTO 14 (paras 10-14) details actions to be taken to ensure appropriate safeguarding measures are in place at all times and is to be used in conjunction with the 'RAFAC Use of Microsoft Teams - Live Streaming Protocols'⁷ guidance.

⁴ Note uniformed CFAV and staff will undertake Level 2 training at the RAFAC Command and Leadership School and forms part of the conditions of appointment for SSIC, OIC & SCC. Participation in Level 2 is subject to successful completion of Level 1 safeguarding training.

⁵ Note that virtual Level 2 training offered as optional and not mandatory 'Specific to Role' training can be tailored and bespoke to the needs of the attendees under the guidance of the HQ Safeguarding Team.

⁶ This is mandatory for specific roles detailed at Annex A but is not contained within Reference A which details generic mandatory training to the wider RAFAC. Participation in Level 3 is subject to successful completion of Levels 1 and 2 safeguarding training.

⁷ Accessible via Bader SharePoint/RAFAC HQ-Safeguarding Portal/Hub.

Refresher Training

10. All staff, CFAV and Staff Cadets, with any contact with cadets, are required to undertake Safeguarding Refresher training every 3 years. Refresher training is delivered as e-Learning via Ultilearn and logged and tracked on SMS on Bader. For those personnel without access to Ultilearn, the training can also be accessed via the DLE.

Annex:

A. RAFAC Safeguarding Training Requirements Summary Table.

RAFAC Safeguarding Training Requirements Summary Table

RAFAC Role	Safeguarding Training Levels				PREVENT / Radicalisation Awareness Training	WRAP ¹	3-yearly Refresher Training	Virtual / Online Support Training
	Level 1	Level 2	Level 3	Level 4 TTT				
Comdt HQ RAFAC / COS/COS(Spt) HQ RAFAC	Yes	Yes	Yes	NR	Yes	NR	Yes	See para 9
Regional ² Comdts	Yes	Yes	Yes	Yes	Yes	NR	Yes	See para 9
Region COS	Yes	Yes	Yes	Yes	Yes	Yes?	Yes	See para 9
WExO	Yes	Yes	Yes	Yes	Yes	Yes	Yes	See para 9
WCPA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	See para 9
OC Wg/Dep OC Wg/ 2 FTS Execs OC 6 FTS	Yes	Yes	Yes	NR	Yes	Yes	Yes	See para 9
HQ Wg & HQ RAFAC Staff	Yes	Yes	NR	NR	Yes	NR	Yes	See para 9
Sqn Cdr	Yes	Yes	Yes	NR	Yes	Yes	Yes	Yes
OC VGS/OC AGS	Yes	Yes	Yes	NR	Yes	Yes	Yes	Yes
Junior Officers	Yes	Yes	Yes	NR	Yes	NR	Yes	Yes
Sqn SNCOs	Yes	Yes	NR	NR	Yes	NR	Yes	Yes
CI / CGI / SI	Yes	Yes	NR	NR	Yes	NR	Yes	See para 9
Staff Cadets	Yes	Yes	NR	NR	Yes	NR	Yes	See para 9
Chaplains	Yes	Yes	Yes	NR	Yes	NR	Yes	See para 9
Civ Comms ³	Yes	Yes	NR	NR	Yes	NR	Yes	See para 9

Yes
Yes
NR (Not Required)

Mandatory
Eligible but not mandatory
Course not required to be undertaken but can be offered at the discretion of HQ Safeguarding Team subject to availability of places and specific request/need

¹ Workshop to Raise Awareness of PREVENT.
² Gp Capt 2 FTS falls within 2FTS Execs category.
³ Includes *Registered* Civ Comms until phase out.

RAFAC Role	Safeguarding Training Levels				PREVENT / Radicalisation Awareness Training	WRAP ¹	3-yearly Refresher Training	Virtual / Online Support Training
	Level 1	Level 2	Level 3	Level 4 TTT				
Pers Caseworkers	Yes	Yes	Yes	NR	Yes	NR	Yes	See para 9
HQ Security Advisers	Yes	Yes	Yes	NR	Yes	Yes	Yes	See para 9
HQ Safeguarding Team	Yes	The HQ SQ Team undertake internal and external training on a regular basis to maintain and upskill SQ skills and knowledge. This training is organised by COS SQ and the Senior SQ officers. The SQ team also design and deliver Level 2 and 3 SQ training. Level 4 SQ, TTT, is achieved via either internal training or via an externally sourced training provider.			Yes	NR	Yes	See para 9

Yes
Yes
NR (Not Required)

Mandatory
Eligible but not mandatory
Course not required to be undertaken but can be offered at the discretion of HQ Safeguarding Team subject to availability of places and specific request/need

Standard 5

Prevention

The 'MoD Cadet Forces Safeguarding Framework' states that the safer recruitment principles in the framework are key measures aimed at preventing unsuitable people volunteering to work with children and that:

- All those in Regulated Activity (in Scotland, Regulated Work) who have significant contact with children are subject to safer recruitment processes and only those adults who are properly cleared and appointed may have regular unsupervised access to cadets¹.
- Safeguarding plans and guidance are in place covering transporting children or taking them on camps, to courses and to other events.
- There is clear guidance about the safe and appropriate use of photography, mobile phones and social media.
- Where there is direct Cadet Force responsibility for running or providing activities, operating standards are set out and followed to ensure that a pre-event risk assessment is undertaken and that children are adequately supervised at all times.
- The MoD also aims to protect Cadet Force Adult Volunteers and staff by ensuring, where possible, that they are not placed in situations where their conduct could be misconstrued.

Details in this Standard include:

- Cadet Safeguarding Guidance
- Access to Cadets
- Conduct²
- Digital Safeguarding³
- Supervisory Care Directive and Welfare Support⁴

¹ See 'Safer Recruitment' Standard 3.

² Includes Codes of Conduct which staff and volunteers are required to adhere to and sign up to.

³ Details signposting to the safe and appropriate use of Digital Media; including the use of photography, mobile phones and social media.

⁴ Details signposting to policies, processes and guidance in relation to supervisory care and welfare support.

Standard 5 – Prevention

References:

- A. ACP 20 - Personnel Regulations.
- B. AP 1919 - Regulations for the Air Training Corps.
- C. JSP 814 - Policy and Regulations for Ministry of Defence Sponsored Cadet Forces.
- D. ACP 50 - Corporate Communication Regulations.

Introduction

1. Safeguarding the welfare of children and protecting them from harm is every adult's¹ responsibility. Cadets should see staff and CFAV as people they can trust and from whom they can seek help. All RAFAC staff, CFAV and Staff Cadets have a personal responsibility for the safety and welfare of cadets, and this applies not only to cadets under their immediate control, but to all cadets. The protection of cadets also includes health and safety considerations, including risk assessments; the safety and welfare of cadets overrides any other consideration.

2. 'Prevention' is about ensuring that there are robust policies, effective training, safe recruitment and experienced² personnel in key safeguarding and child protection roles such as the WCPAs, HQ Safeguarding Team, WExOs and DSLs, to guide and support wings and regions/ areas and sections on behalf of the organisation in all matters of keeping cadets safe. The power and influence a member of staff, CFAV, or someone in a leadership role, has over cadets, or others participating in RAFAC activities, cannot be underestimated. All staff, CFAV and Staff Cadets, and those in a leadership role, are expected to act within the appropriate boundaries with cadets, in relation to all forms of communication. Staff, CFAV and Staff Cadets should also be mindful of any physical contact and not have intimate or sexual relationships with cadets. Furthermore, Staff and CFAV shall not have intimate or sexual relationships with Staff Cadets due to the position of authority and trust held over them³.

"It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where they⁴ are in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people." (Sexual Offences Act 2003).

3. The focus of this Standard therefore is to outline the policies, processes and measures to be followed by RAFAC staff, CFAV and Staff Cadets, or CCF(RAF) 18+ engaging in regulated activity, and is aimed at preventing harm, protecting cadets and also the wider responsibility to protect and safeguard adult volunteers where there are concerns raised of a safeguarding nature. This Standard is in addition to RAFACs policy on Safer Recruitment (Standard 3) and the RAFACs 'Safeguarding 'Speak Up' Policy' in support of 'Whistleblowing' (Standard 6 - Annex C). The 'Speak Up' Policy details actions to be taken where there is a concern of a malpractice, wrongdoing, increased risk or of illegal proceedings regarding safeguarding or child protection.

¹ In this context, adult refers to any paid staff, CFAV and/or Staff Cadet or CCF 18+ engaging in regulated activity/work.

² In support of having personnel with the relevant experience in the key safeguarding roles (WCPA), 'interviews of suitability' are undertaken with an agreed panel (agreed by the HQ Safeguarding Team) including a member of the safeguarding team, where required.

³ Note Annex A and guidance on pre-existing relationships.

⁴ The gender specific term 'he or she' has been replaced by 'they' to align with current D&I policy.

Cadet Safeguarding Guidance

4. All cadets on joining are given a copy of 'A Young Persons' Guide to Keeping Safe in The Royal Air Force Cadets,' which is to be always kept with them when undertaking any RAFAC activity. For those with access, the guide which is included in the electronic version of the Form 3822A⁵, or MyRAFAC App, must be readily accessible (eg via smartphone etc). Staff and CFAV are to remind cadets periodically⁶ of the need to have access to both the guide and the Form 3822 when attending any RAFAC activity.

Access to Cadets

5. Only formally appointed staff, CFAV and Staff Cadets, who have been vetted and cleared iaw the provisions of Reference A (PI 103 - Baseline Personnel Security Standard and Counter Terrorist Checks) and Standard 3 (DBS/PVG/Access NI checks), are permitted regular unsupervised access to cadets for RAFAC activities. It is the responsibility of all sqn commanders to ensure that the correct vetting and clearance procedures have been followed.

Conduct

Propriety and Behaviour

6. All staff, CFAV and Staff Cadets should understand that safe practice also involves using judgement and integrity about behaviour in places other than the RAFAC environment, and that behaviour in their personal lives may impact upon their appointment in the RAFAC. Should the behaviour of a member of staff, or Staff Cadets,' partner or other family members, also raise similar concerns, RAFAC shall need to carefully consider as to whether there may be a potential risk to children and take advice from the RAFAC HQ Safeguarding Team. Where staff or CFAV are already aware of any incident or behaviour from someone they reside with, that may bring the organisation into disrepute, or present a risk, they have a duty to disclose the information at the earliest opportunity through the CoC ensuring the HQ Safeguarding Team are informed. If unsure, advice shall be sought in the first instance and a copy of any relevant information kept in case of future requirement.

7. Reference A (PI 103) and Reference B (Chapter 3) directs members of staff and cadets to report to HQ RAFAC, through the CoC, when a criminal charge is to be preferred/pursued against them by the civil authorities, their professional body or by their employer. This Includes where there are:

- Child protection concerns,
- Convictions,
- Cautions,
- Reprimands,
- Anti-social behaviour orders.

Sexual Offenders' Prevention Orders (SOPOs) (where individuals are added to the sex offenders' register) are also to be reported to the HQ RAFAC Safeguarding Team, through the CoC.

⁵ Form 3822A – Royal Air Force Air Cadet Consent Certificate

⁶ A suggested timeframe would be to coincide with new cadet intakes.

Abuse of Power

8. Staff, CFAV and Staff Cadets are legitimately allowed to direct and correct the behaviour of cadets where warranted, however methods used when doing so are to be fair, reasonable and not likely to give rise to complaints of harassment, amount to a misuse of authority, abuse of power or constitute victimisation. Cadets who are not performing to a satisfactory standard shall be properly counselled in accordance with Reference A (Pers 501 – Terms of Enrolment/Appointment and conditions of Membership for ATC Cadets). Note any adult who is alleged to have abused their power shall be subject to an investigation, where if founded, may be subject to an administrative action in accordance with Reference A (Pers 118).

Infatuations & Crushes

9. Occasionally, a cadet (either U18 or a Staff Cadet) may develop an infatuation or a crush with a member of staff, CFAV or Staff Cadet. It is not uncommon, and these situations should be dealt with sensitively and appropriately to maintain the dignity and safety of all concerned. All staff, CFAV or Staff Cadets should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

10. A member of staff, CFAV or Staff Cadet/CCF(RAF) 18+ cadet who becomes aware that a cadet is developing an infatuation or crush shall discuss this at the earliest opportunity with their CoC and/or parent/carer, so that a plan can be considered on how best to manage the situation. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

Physical Contact

11. There are occasions when it is entirely appropriate for members of staff, CFAV and Staff Cadets/CCF(RAF) 18+ cadets, to have some physical contact with cadets. However, it is crucial that in all circumstances, adults only touch children in ways that are appropriate to their professional or agreed role and responsibilities. When a cadet under the age of 18 is required to be measured for their uniform, if possible, cadets should be measured by their parents or themselves, if not, then there shall always be 2 adults present (one of whom may be a Staff Cadet).

12. Not all children and young people feel comfortable about physical contact. Adults should not assume that it is acceptable practice to use touch as a means of communication.

- Permission shall be sought from a child or young person before physical contact is made and:
 - Only take place when it is necessary in relation to a particular activity (eg safety or training).
 - Take place in safe and open environment, ie one easily observed by others.
 - Last for the minimum time necessary.
 - For adjustments of PPE or uniform, cadets should be encouraged to adjust their own PPE or uniform or ask for a peer that the cadet is comfortable with to assist.

13. Children are to be treated with dignity and respect and contact with intimate parts of the body is to be avoided. Members of staff and cadets are to be aware of gender, ethnicity, background or religious sensitivities that shall need to be considered prior to initiating physical contact.

14. Children and Young People in Distress. There will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Members of staff should use their professional judgement to reassure a child in an age-appropriate way whilst maintaining clear professional boundaries; such actions shall always be recorded locally. If the concern is related to child protection or wider safeguarding, consultation with the Safeguarding Team should be sought.

Grooming

15. The definitions of grooming and online grooming are at Annex A to Standard 1. Children and young people can be groomed online, in person or both – by a stranger or someone they know. It should be noted that it is an offence under the 2015 Serious Crime Act to have “sexual conversation with a child”; this covers all forms of communication: social media, email, text, letter etc. It can be difficult to tell if a child is being groomed – the signs aren't always obvious and may be hidden. Older children might behave in a way that seems to be "normal" teenage behaviour, masking underlying problems. It's important to remember that children and young people may not understand or recognise that they've been groomed, and this may form later disclosures. They may have complicated feelings, a sense of loyalty, admiration, love, as well as fear, distress and confusion.

16. Grooming can have both short and long-term effects, in some cases the impact can last a lifetime, no matter whether it happened in person, online or both. Staff, CFAV and Staff Cadets/18+ cadets are to be alert to signs of grooming and not place themselves in a position where their own actions, such as conferring inappropriate special attention or ‘over-familiarity’ could be construed as grooming. Any worries or concerns that a child is being groomed shall be reported immediately to the Safeguarding Team using the notification handling processes as detailed in Standard 6.

Position of Authority and Trust

17. ‘POT’ is a criminal law term that refers to certain roles and settings where an adult has regular and direct contact with children. RAFAC have also as a matter of policy adopted the term POAT. RAFAC use this term to describe the relationship between adults and cadets, Staff Cadets and cadets as well as CFAV and Staff Cadets. More detail can be located at Standard 1, 1-A-1. If there are any concerns that an individual has breached their POAT with any vulnerable persons the Safeguarding Team are to be notified immediately.

Pre-existing Relationships

18. Staff, CFAV and Staff Cadets shall not overstep the boundaries between themselves and cadets by engaging in friendships or sexual relationships. This is an important factor to prevent any breaches of the POT or POAT, to make sure that any volunteer acts appropriately towards cadets, and to prevent grooming and child abuse occurring. However, in line with Section 24 of the Sexual Offences Act, there are particular circumstances where a pre-existing relationship will be accepted.

19. Circumstances. The circumstances are as follows:

- An 18-year-old has recently become a Staff Cadet.
- The Staff Cadet is in a relationship with a cadet who's is aged over 16, the start of which pre-dates the individual taking on the role as a Staff Cadet.
- The relationship is consensual, and

- The Staff Cadet has informed their CoC of the pre-existing relationship prior to taking their appointment.

In the above circumstances, the HQ Safeguarding Team are to satisfy themselves that the above conditions are in place. A meeting must be held with all parties to explore the context of the relationship. A meeting will be held with the cadet (the under 18) and their parent/carer to make sure that there's a full understanding of the situation and any restrictions that will need to be put in place. A meeting will also be held with the Staff Cadet to form an agreement that will be strictly adhered to, this may be asking that the Staff Cadet relocates to another sqn or that they do not provide any instruction to the cadet under 18. If any volunteer or staff member has a concern in regard to any of these areas, the HQ Safeguarding Team are to be contacted for advice and guidance. A framework for conversations regarding pre-existing relationships is attached at Annex A.

Note that: The pre-existing relationship cannot exist between CFAV (20+) and a young person under the age of 18, otherwise it would have been brought to the attention of the sqn before the Staff Cadet / adult volunteer turned 18.

13. Relationships between Staff Cadets (18-20) and adult volunteers (20+) do not breach the Sexual Offences Act in relation to POT. They do however breach a POAT as a result of the power imbalance. Therefore, any pre-existing relationships must be brought to the attention of the HQ Safeguarding Team for consideration in line with the above (para 19), this shall be done prior to the CFAV turning 20 when both parties are Staff Cadets. The HQ Safeguarding Team must satisfy themselves that the conditions of a pre-existing relationship are met, and that grooming is not a factor. Both parties will be spoken with, agreements reached in how the relationship will be managed and appropriately recorded. Each case presented will be considered on an individual basis once all of the facts are established. A framework for conversations regarding pre-existing relationships is attached at Annex A.

Gifts, Rewards or Favouritism.

14. Regarding the giving or receiving of gifts, or rewards, the following applies to all staff, CFAV and Staff Cadets:

- Gifts to cadets should generally only be given as part of an agreed reward system⁷ and any gifts shall be given openly. Additionally, care shall be taken when selecting cadets for specific activities or privileges to avoid perceptions of favouritism or unfairness. Staff, CFAV and Staff Cadets need to be aware however, that the giving of gifts can be misinterpreted by others as a gesture to 'bribe' or 'groom' a child.
- Care should also be taken to ensure that members of staff do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment. There will be occasions when cadets or parents/carers wish to pass small tokens of appreciation to members of staff, eg on special occasions, or as a thank you, and this is acceptable, and any such gifts are to be logged/recorded at local sqn/unit level. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Social Contact

22. Other than in normal family relationships, members of staff shall not seek to have social contact with cadets or their families outside of cadet functions and activities. Any pre-existing

⁷ Methods and criteria for selection should always be transparent and subject to scrutiny.

friendships / relationships in the community shall be brought to the attention of the sqn oc⁸. It is important to note that when incidents of concern are reported to have occurred outside of cadets, which involve cadets and their families, an investigation will always take into consideration the role of the volunteer, their honesty and integrity and any boundaries which have been overstepped.

Challenging Behaviour and Management

23. Challenging behaviour may be seen in the use of foul language, degrading treatment, sarcasm, demeaning or insensitive comments towards cadets or physical harm. These behaviours are not acceptable in any situation. Note that under **no** circumstances is the use or physical chastisement acceptable, any such actions are a criminal offence and if such actions are used, will be reported to the police. Further information can be found in Reference A (P1 501, Annex B) - 'A Guide to Commanding Officers on Managing Behaviour and Maintaining Discipline Amongst Cadets.'

Bullying

24. RAFAC is committed to ensure, as far as is reasonably practicable, the prevention of all forms of bullying and has a zero-tolerance to bullying by any of its members. All RAFAC activities are to have in place, rigorous anti-bullying strategies and all members of RAFAC shall adhere to RAFACs Anti-Bullying Policy Statement⁹. All RAFAC members shall also follow guidance for Cadet Forces in Reference C (JSP 814 Policy and Regulations for Ministry of Defence Sponsored Cadet Forces).

Digital Safeguarding

Overview

25. Digital safeguarding is about helping everyone to keep safe online and when using digital technologies. The Internet and mobile phones have a significant impact on the way we live; for young people and cadets, they offer the opportunity to socialise, communicate and learn. However, use of digital technologies can also leave young people and cadets open and susceptible to online harm.

26. Some examples (which are not exhaustive) of online harm can include: cyberstalking, online bullying and/or harassment, hoaxes, disinformation, radicalisation, grooming, CSE, oversharing/misuse of personal information, inappropriate videos/imagery, harmful online challenges, hacking, discrimination, impersonation, promotion of self-harm, suicide and eating disorders.

27. Digital safeguarding for RAFAC is aimed at providing individuals with the correct policy, procedures and protocols to make the best use of new technologies whilst safeguarding and protecting cadets and preventing placing staff and CFAV in vulnerable positions. Reference D - ACP 50 - Corporate Communication Regulations is the main source policy document which details the measures to be taken with regard to the correct use of all forms of digital media; this will include:

- Use of media and personal data.
- Social networking sites.
- Emails.

⁸ If the sqn oc has a pre-existing relationship, then it shall be brought to the attention of the WExO.

⁹ More information on RAFACs Anti-Bullying Policy is available via the RAFAC HQ Pers Team.

- Use of phones and text messages.
- Instant Messaging.
- Use of videos and photographs.
- Virtual meetings and virtual training activities.
- Internet usage.

Note currently under review

Communication with Cadets

28. When communicating with cadets, all RAFAC personnel shall ensure that it is in a RAFAC context and be the most appropriate method of communication depending on the message/information being sent. As a general rule, before sending an email or a text, ask yourself “would you be happy to copy in the cadet’s parents/carers?” If the answer is ‘no,’ then do not send it.

29. Any texts or conversations that raise concerns shall be *saved* and passed/shown immediately to superior officers in addition to the RAFAC HQ Safeguarding Team; note that any photographic material causing concern or considered inappropriate **MUST NOT** be forwarded on as this may be deemed to be committing a criminal offence of distribution of inappropriate content.

Media Communications – Further Information

30. Note that all sqns have assigned a Media Communications Officer (MCO), details of responsibilities, further guidance and TORs for the Sqn MCO are at Reference D (Chapter 2).

Supervisory Care Directive and Welfare Support

31. The RAFAC Supervisory Care Directive (SCD) and Welfare Support guide (*currently under review*) details RAFACs’ supervisory and duty of care responsibilities for all adult staff and cadets which will cover the following:

- Mandatory Induction and Specific to Role Training.
- Training Courses and Activities.
- Supervisory Ratios.
- Accommodation.
- Mobile Phones on Camps.
- Transportation/Travel - Policy and Guidelines.
- Maintenance of Discipline and Standards.
- Medical.
- Safeguarding and Child Protection.
- PREVENT Duty.

Note currently under review

32. When dealing with supervisory care, all RAFAC members should be aware of the difference between ‘parental responsibility (PR)’ and ‘in loco parentis’ as detailed below:

- ‘PR’ means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and their property. More detail and definitions specific to countries within the UK are covered in: Sections 2 and 3 of The Children Act 1989 (England and Wales), Part 1 of The Children (Scotland) Act 1995 and Sections 5-7 of The Children Act (Northern Ireland) Order 1995.
- ‘*In loco parentis*’ is Latin for “in the place of a parent”, it refers to the legal responsibility of a person or organisation, to take on some of the functions of a parent. For RAFAC, ‘*in loco*

parentis' may be permitted with prior consent from the parent/carer, for example on extended trips/camps or in the case of medical emergency when a parent/carer cannot be contacted. It should be noted however that PR is always retained by the parents and shall always be the first port of call. In cases of medical emergency where '*in loco parentis*' may be applicable, the emergency services will always respond to what is in the best interest of the child.

Annex:

A - Conversations Regarding Pre-Existing Relationships.

Conversations Regarding Pre-Existing Relationships

1. This guide shall be followed in the circumstances where pre-existing relationships exist between Staff Cadets/cadets which meet the following circumstances:

- An 18-year-old has recently become a Staff Cadet.
- The Staff Cadet is in a relationship with a cadet who is aged over 16, the start of which pre-dates the individual taking on the role as a Staff Cadet.
- The relationship is consensual, and
- The Staff Cadet has informed their line-manager of the pre-existing relationship prior to taking their appointment.

For Staff Cadets and CFAV in pre-existing relationships, please see para 7.

‘Planning a conversation’

2. When a pre-existing relationship has been declared, a conversation is required with the cadet and their parent/carer, as well as a separate conversation with the individual who wishes to become an adult volunteer. The person making arrangements¹ for the conversation shall arrange for an appropriate place for the conversation to take place. This should be a neutral and comfortable space, where everyone is able to talk without being interrupted. The conversation shall involve the oc and a second person if available. A record of all conversations shall be logged and recorded as these will be required by the HQ Safeguarding Team.

3. All reasonable steps must be taken to ensure that this assessment process remains inclusive for any individual who has a disability or additional needs.

Conversation questions to consider with the Staff Cadet

4. The individual who has arranged the conversation shall:

- Make sure that the Staff Cadet understands that this is a formal conversation and the outcomes will be recorded.
- Be supportive and commend them for informing you of/discussing the relationship.
- Be positive but realistic. Explain that there are only certain criteria allowed for a pre-existing relationship to be accepted and agreed in line with ACP 4.
- Talk to the Staff Cadet who has the pre-existing relationship with the under 18 year old cadet. Key points to cover are:
 - How old is the under 18?
 - When did the relationship commence? If prior to the under 18 year old cadet reaching 16, explore this aspect.
 - Are the under 18’s parent/carer aware of the relationship?
 - What’s the age gap?
 - Where did they meet?
 - Do other members of RAFAC (cadets and CFAV) know about the relationship? Has it ever been reported to anyone?

¹ This might be the OC, WCPA, WEXO or a member of the HQ Safeguarding Team – to be determined on a case by case basis.

- Does the under 18 cadet know of this process? If so, what are their views?
- Do they have any concerns or reservations?
- Do they have any questions?

Conversation with cadet (under 18) and their parent/carer

5. The individual who has arranged the conversation shall:
- Make sure that the cadet and their parent/carer understands that this is a formal conversation, and the outcomes will be recorded.
 - Start the conversation with some simple introductions, an explanation of the safeguarding policy, and the importance of adherence to this in terms of POAT.
 - Explain that the policy states, 'Do not overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships' and the exemption of pre-existing relationships.
 - Ask the cadet about the relationship (following similar questions that were suggested with the Staff Cadet), acknowledging that it's difficult having these conversations with them and in front of their parent/carer.
 - The cadet may request for the parent to leave the room. This is acceptable if agreed by all parties and the cadet is considered to be competent to understand the purpose of the meeting.
 - Ask the parent(s)/carer(s) questions in regards to the relationship between their child and the over 18 year old. Key points to cover are:
 - How long have they known about the relationship?
 - What were their views when they found out about the relationship?
 - What are their views of the relationship now?
 - How old was their child at the commencement of the relationship?
 - Do they know how they met?
 - Do they have any concerns?
 - Do they understand why the sqn requires this conversation and process to occur?
 - Do they have any questions?

Point to consider

6. During the conversation, the following points should be considered:
- Remember that each person will be different and some may find discussing personal issues difficult or embarrassing. Reassure them as to why this conversation must occur and why.
 - Explain to each party that you will be speaking with the other party and in the case of the under 18 cadet, also their parents / carer. Explain how you plan to store and share any information you record, and what the next steps will be.
 - Explain to each party that there will be restrictions placed on the Staff Cadet, due to any agreed pre-existing relationship and that part of their continued volunteering/attendance will be to accept and adhere to any restrictions put in place. There would be an expectation that all persons are in agreement and support any restrictions.
 - If the answers to the questions or other information available indicate that this relationship doesn't fall into the criteria of a pre-existing relationship, be transparent. If you feel that you need to take further advice, let them know and give them an appropriate timescale when you'll give them an update.

In Relation to Staff Cadet and CFAV

7. Staff Cadets and CFAV in pre-existing relationships shall follow the same process set out above and the same principles apply, however the questions to consider with the Staff Cadet shall be aimed at the adult volunteer and the questions for the cadet (under 18) shall take place with the Staff Cadet and does not require any contact with a parent / carer due to them legally being an adult.

Next steps

8. It's important all parties understand what will take place next in the case of either a pre-existing relationship between Staff Cadet and Cadet or Staff Cadet and CFAV. The relationship and interview records are to be forwarded to the HQ Safeguarding Team using the notification process and attaching the interview reports as additional evidence.

- If it's unclear whether the relationship meets the criteria of a pre-existing relationship, then be transparent with all parties and advise them that you need to gain further information or clarity and the timescales involved.

9. The HQ Safeguarding Team will consider all of the facts presented and if it's clear that this is an accepted pre-existing relationship then discussions shall be had with all parties as to the next steps and any restrictions that may be required.

10. If it's clear that the relationship doesn't meet the criteria of a pre-existing relationship, it's important that all parties are informed of this decision and the reasons for this.

11. The HQ Safeguarding Team will:

- Advise on all outcomes.
- Record all cases.

If you have concerns regarding any 'relationship' disclosed, make contact with the HQ Safeguarding Team immediately.

Standard 6

Reporting A Concern

The 'MoD Cadet Forces Safeguarding Framework' requires:

- Each Cadet Force has Designated Safeguarding Leads with clearly-defined roles and responsibilities in relation to safeguarding, which are appropriate to the level at which they operate.
- Designated Safeguarding Leads have clear links with relevant statutory authorities (eg. Police, Local Authorities, Children's Social Services).
- Everyone in each Cadet Force knows who the Designated Safeguarding Lead is and how to contact them.
- Investigations and responses to safeguarding and child protection concerns should follow local inter-agency child protection protocols.
- Each Cadet Force has well-publicised ways to raise concerns about unacceptable behaviour by staff or volunteer (complaints procedures and whistleblowing).
- Everyone in each Cadet Force knows who to contact in the event of a concern about a cadet.
- Each Cadet Force has clear escalation policies for staff and volunteers to follow when their child safeguarding concerns are not being addressed within their organisation or by other agencies.

Details in this Standard include:

- Confidentiality
- DSLs
- Responding to allegations & concerns
- Interviewing minors
- Suspension of adult members of staff / volunteers / staff cadets / cadets allegedly involved in child abuse, child protection incidents, sexual offences or other serious allegations
- Supporting victims and alleged perpetrators
- Resignation and compromise agreements
- Responding to allegations/disclosures outside the UK
- Safeguarding whistleblowing procedures
- Cadet freedom to speak out

Standard 6 – Reporting A Concern

References:

- A. ACP 20, PI 120 - RAFAC Confidentiality Statement.
- B. ACP 20, PI 115 - Suspension of CFAVs, Service Instructors and Civilian Committee members and the Roles and Responsibilities of Assisting Officers.
- C. ACP 6 - RAFAC Welfare Support Leaflet.
- D. ACP 20, PI 121 - RAFAC Whistleblowing Policy.

Introduction

1. All personnel working with cadets shall be familiar with local procedures for safeguarding the welfare of children and young people. All adults (including Staff Cadets) have a duty to report any child protection or welfare concerns. All allegations must be taken seriously and be properly investigated in accordance with statutory guidance and organisational policies.
2. All personnel when dealing with safeguarding matters are required to ensure that information is captured and recorded accurately and in a timely manner.
3. This Standard must be read in conjunction with Standard 7 - Recording, Storing and Sharing Information, for further direction and guidance when managing a concern or disclosure.

Confidentiality

4. The legal principle that “the welfare of the child is paramount”¹ means that the considerations of confidentiality which might apply to other situations in the organisation, shall not be allowed to override the right of children to be protected from harm. However, every effort shall be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
5. No one shall promise confidentiality to a cadet, and it shall always be made clear that when receiving information that this may need to be shared with others: including RAFAC HQ, the Police and Social Services, to ensure the safety of the child is always protected. The RAFAC Confidentiality Statement at Reference A details further information.

Designated Safeguarding Leads (DSLs)

6. Safeguarding is the golden thread which runs through an organisation to ensure that it, and all those involved with it, do so in a safe and secure environment. The RAFAC organisation prides itself on having a robust safeguarding policy with procedures in place to ensure both its legal and moral responsibilities are met to the full.

¹ Children Act 1989 (England and Wales), The Children (Scotland) Act 1995, The Children (Northern Ireland) Order 1995, Jersey Child Protection Committee Multi-Agency Child Protection Procedures (2011), The Children Law (Guernsey and Alderney) and the Isle of Man Safeguarding Act 2018.

7. To ensure the RAFAC's continuing safeguarding responsibilities are met, a dedicated safeguarding team is in place to advise and direct the organisation on the way forward in these matters.

8. The safeguarding team is made up of the following personnel based at HQ RAFAC - RAF College Cranwell:

- COS SG.
- 2 x Safeguarding Managers/DCOS SG.
- 6 x Senior Safeguarding Officers.
- 4 x Safeguarding Officers.
- 3 x Volunteer Safeguarding and Welfare Advisors.
- Business Support Assistant.

Overarching leadership and management is detailed in Standard 2 – Leadership and Management.

9. **ATC.** For ATC, the RCs and the Region COS have oversight of all safeguarding matters pertaining to their region and regional staff. At wing or sqn level, the WExO and the WCPA are the local points of contact (poc) for all safeguarding matters.

10. **CCF(RAF).** For CCF(RAF), the RCs and the Region COS have oversight of all safeguarding matters pertaining to their region and regional staff. At local level the headteacher, DSLs and Area TEST officers have oversight of all safeguarding matters pertaining to CCF(RAF) cadets and CFAV.

11. **RAFAC HQ.** For RAFAC HQ, the COS and Deputy COS will have line manager oversight for cases which may involve their permanent staff or those CFAV holding a primary position under RAFAC HQ.

12. **All DSLs.** All DSLs (ATC and CCF(RAF)) have responsibility for:

- Ensuring that the procedures for safeguarding are used in accordance with this policy and statutory guidance.
- Resolving any inter-agency issues with support from their Local Safeguarding Partnership Board.
- Ensuring that information is appropriately shared between agencies (statutory (UK) / contracted social work service (overseas), Service welfare agency, CoC).
- Ensuring required reporting, notification and record keeping is undertaken.
- Ensuring the RAFAC HQ Safeguarding Team is informed on all safeguarding matters in accordance with the Safeguarding Notification and Handling Processes at Annexes A and B.

13. The above robust structure allows all members of the RAFAC to have confidence in the process and to be reassured that safeguarding is at the heart of the organisation and is committed to keeping its young people safe.

Responding to Allegations/Disclosures and Concerns

14. It is not the responsibility of any individual within the RAFAC to decide whether or not child abuse has taken place. The wishes of a complainant in an allegation of sexual offending must be taken seriously. It is not the responsibility of the RAFAC to undertake an investigation or questioning

into any allegations which require the input from statutory agencies. Any such investigation can jeopardise any formal statutory investigation. However, the RAFAC will be guided by the WCPA, WExO or RAFAC HQ Safeguarding Team to explore some clarifying questions to enable stronger incident reporting to the relevant authorities. Note that the statutory authorities for dealing with cases of child abuse are Children's Services, the Police or NSPCC (the latter of which will refer to the relevant authority as required). As arrangements differ across the UK, appropriate local contacts shall be readily available and advertised within the sqn/unit; this responsibility sits with the WExO and WCPA for ATC and CCF Area TEST Officer or DSL for CCF(RAF). A contact list for local authorities may be found via the following link: <https://www.gov.uk/find-local-council>.

- In cases of safeguarding, the Safeguarding Notification Handling Process charts for ATC and CCF(RAF) (which includes VGS/AGS & 2 FTS) are at Annexes A and B respectively and the Safeguarding and General Notifiable Occurrence Form (available via the 'Report a Concern' tab² on the Safeguarding Portal/Hub³) shall be completed at the first opportunity but completed and submitted within 24 hrs. Paper referrals/Word doc. referrals are to be completed within 24 hrs and submitted with the WCPA and WExO or DSL cc'd into the email rafac-hq-safeguardingreferrals@mod.gov.uk.

15. In **urgent** cases, if there is an **immediate** concern about the welfare of a cadet who may be at **risk**, all RAFAC adult members of staff must be prepared to make direct contact with the statutory authorities/devolved administration's children's social care services⁴ utilising local guidance and procedures which can be accessed via individual local authority websites. The case shall then be later reported to the CoC that contact with local authority/devolved administrations services has been made, reporting also to the RAFAC HQ Safeguarding Team for recording and tracking purposes.

- Where concerns about a child are referred to a local authority children's social care department, the local authority will determine whether the referral meets their threshold for intervention. Feedback should be provided by the local authority to the referrer on decisions taken and should where appropriate, include reasons why a case may not have met the statutory threshold and offer suggestions for alternative sources of suitable support. The referrer should always follow up their concerns if they are not satisfied with the local authority's response and should escalate their concerns if they remain dissatisfied via the HQ RAFAC Safeguarding Team.
- In cases where a safeguarding referral has been made to a local authority children's social care department, families may also be supported by their single Service specialist welfare agency, for the RAFAC, poc is via the RAF:

RAF Personal Support and Social Work Service:
Air Command, RAF High Wycombe, HP14 4UE
Telephone: 03000 111 723
(available 24 hours a day, 365 days a year)
Email: psswsRAF@ssafa.org.uk
(monitored during office hours, Monday to Friday 0830 – 1700)

² Note the primary method for Reporting a Concern is direct via the Report a Concern tab on the Safeguarding Hub/Portal on Bader, or direct via the RAF Air Cadet website. However paper/electronic copies will still be accepted, reporting timescales must still be within 24 hrs.

³ Also accessible via link in ACP 4 Standard 1, page ix.

⁴ JSP 834 Part 1 (V5.2, Nov 21), Chapter 4 refers.

16. Any member of staff or adult volunteer making referrals to statutory agencies on behalf of the organisation, the RAFAC, must ensure that their full contact details and position are given. This may be shared with the family and cadet, as it will be classed as a professional referral. It is therefore always good practice, where safe to do so and does not present an increased risk to the cadet, to advise the family that you will be making a referral to a statutory organisation. Representatives of the organisation cannot be 'anonymous' or act as a 'concerned member of the public'. If a volunteer does not feel comfortable to report a matter to the authorities under these terms, then the information must be passed over to the WExO who will undertake the role as the permanent member of staff or DSL (for CCF(RAF)).

- Note each Local Safeguarding Children Partnership may have their own procedures in place for responding to concerns about the safety of children; the details of which are accessed on the relevant local authority website.
 - When making a referral, the 'referrer' should consider passing details of the relevant WExO and/or WCPA for the locality or DSL, to enable information sharing, where appropriate⁵.
- Note that there may be occasions when the decision is taken by the RAFAC to report an alleged criminal offence to the Police, against the wishes of the complainant or the parents/guardians. Standard notification processes and recording/tracking will apply.

17. In all cases, adult members of staff, including Staff Cadets who hear disclosures or allegations or hold suspicions or concerns are to report them to their CO at the earliest opportunity, unless the CO is implicated or there is a conflict of interest. Where it is not appropriate to report to the CO, reporting can be direct to the RAFAC HQ Safeguarding Team. In some cases, concerns of a cadet may need to be shared with all volunteers on the sqn/unit to ensure that there is an appropriate level of supervision (see Standard 7 – Recording, Storing and Sharing Information (Internal Sharing – paras 14-16)).

Action to be taken if a cadet confides in an adult member of staff

18. In the event of incidents, complaints, allegations or suspicions involving cadets under the age of 18, the person in whom the cadet confides should take the action in accordance with the Safeguarding Notification Handling Process charts at Annexes A and B for (ATC and CCF(RAF) respectively⁶). In the case of safeguarding concerns, the RAFAC Safeguarding and General Notifiable Form shall be completed within 24 hours. See Standard 7 (Recording, Storing and Information Sharing) for more information and further actions to be taken.

Interviewing Minors

19. Two CFAVs must always be present when anyone under 18 years of age is interviewed. Those under 18 years of age must also be accompanied by an appropriate adult, who may be an additional CFAV or member of staff or other professional trusted by the young person in the instance where a parent/guardian/carer is content not to be present. A Staff Cadet is not able to act as an appropriate adult or interviewer. The role of the appropriate adult is to safeguard the rights, entitlements and welfare of cadets and vulnerable persons. They are to observe whether the interviewers are acting properly and fairly to respect their rights and entitlements and assisting them to communicate effectively. Note if a parent is estranged from the cadet, they shall not be asked to

⁵ Some Statutory Authorities may only provide information direct to the 'referrer.'

⁶ Includes process for VGS/AGS & 2 FTS.

act as the appropriate adult if the cadet expressly and specifically objects to their presence, nor shall they be informed of the matter.

20. Exceptions to the appropriate adult being present can be considered in the following circumstances:

- If a young person over the age of 17 years does not wish for a parent or appropriate adult to accompany them during the interview process and explicitly states as such. This should however be considered in association with the alleged incident, welfare needs of the cadet and the cadet's capacity to understand and make informed decisions. If unsure seek guidance from the Safeguarding Team.

21. When staff or CFAV (see para 19) are interviewing children:

- Use open questions, 'what happened, can you tell me, describe, what did that feel like? etc'.
- Avoid leading questions.
- Listen carefully to what is being said.
- If you don't understand something, ask the interviewee to clarify for you.
- Should at any point the interview reveal, or disclose what could be construed a criminal offence, stop the interview straight away, complete a Safeguarding and General Notifiable immediately, informing the WExO, WCPA or DSL and HQ RAFAC Safeguarding Team at the same time.

Suspension of adult members of staff and volunteers allegedly involved in child abuse, child protection incidents, sexual offences or other serious allegations

22. If, for reasons of safeguarding a cadet or cadets, the immediate removal of a CFAV, Chaplain, SI or Civ Comm Member, is deemed necessary and of urgency, the subject may be removed from activity pending a formal suspension by an authorised person⁷. Please refer to Reference B (ACP20 PI 115) for full guidance, as the parent document. Should an individual need to be removed from an *event/activity/sqn/unit* due to an immediate concern, then in such circumstances, the Sqn OC or SC is authorised to ask the person to leave. They should then alert the WCPA / WExO / Area TEST Officer or HQ COS (for those under a primary HQ role) and follow reporting processes to the HQ RAFAC Safeguarding Team to enable the suspension process to commence.

Suspension of Staff Cadets and cadets allegedly involved in child abuse, child protection incidents, sexual offences or other serious allegations

23. Where a multi-agency strategy discussion is required, or it is clear that Police or Children's Social Care may need to be involved, formal suspension action shall not normally be taken until the agencies involved have been consulted and agreed the extent of the information that can be disclosed to the accused person; premature suspension action by the RAFAC may jeopardise a police investigation. There may be occasions where RAFAC are asked to delay the suspension of an individual pending further inquiries by the statutory authorities. Any safeguarding concerns as a result of a request to delay the suspension of an individual are to be brought to the statutory authorities' attention and advice is to be sought from the HQ Safeguarding Team through the relevant HQ RAFAC Caseworker.

⁷ Authorised person could be sqn oc, WExO, RC, Region COS, COS SG or RAFAC HQ Safeguarding Manager (DCOS).

24. Reference B (ACP 20, PI 115 - Suspension of CFAVs, Service Instructors and Civilian Committee members and the Roles and Responsibilities of Assisting Officers) details actions to be taken for any persons suspended following allegations of any nature, including suspension until the conclusion of the case is determined.

Supporting victims and alleged perpetrators

25. Supporting victims and alleged perpetrators. Support for individuals who are the subject of an allegation or have been the victim of abuse is important and a suitable Assisting Officer (AO) is to be appointed in accordance with Reference B (ACP 20, PI 115, Annex B). The AO will not be involved in any way with the allegation, or with any subsequent investigation and will not play any part in the process of suspension. In addition, support will be available from both the Chaplaincy Team and from the RAF Benevolent Fund (RAFBF).⁸ The RAFAC Welfare Support Leaflet (Reference C) is available to all RAFAC personnel.

- **Alleged victim.** In cases where a cadet may have suffered significant harm, or there may be a criminal prosecution, Children's Services or the Police, as appropriate, will consider what support the cadet or cadets involved may need. Although the local authority retains primacy for the professional welfare support of a cadet who is a victim of alleged child abuse, when a CFAV or other cadet is accused, sqn and wing management or CCF(RAF) shall also offer appropriate local welfare support to the cadet where possible. It is important however to ensure that any support/welfare services given do not conflict with any existing external professional support services, such as Child and Adolescent Mental Health Services (CAMHS) or counselling.
- **Parents or carers of an alleged victim.** The parents or carers of a cadet or cadets involved shall be informed about the allegation as soon as possible, if they do not already know about it. How this is done, and by whom, will be decided with the Local Authority Designated Officer (LADO) during the initial discussion. Depending on the severity of the concern and which agencies are involved will determine the level of support offered and by whom. When there is no external agency welfare services involvement then the RAFAC HQ Safeguarding Team can be contacted to signpost and/or refer to other services.
- **Alleged offender.** Any member of RAFAC when suspended / under investigation is entitled to the support of an AO. The role of the AO is to ensure that the person is offered the necessary support and given updates at least monthly (in writing where possible). The individual is able to identify their own AO, where possible. By virtue of a protocol negotiated between the RAFAC and Soldiers, Sailors and Airmens Families Association (SSAFA) Forces Help, adult members of staff and cadets involved in allegations of child abuse may seek social worker support from SSAFA Forces. Additional support can be provided via the RAF Benevolent Fund, see Reference C (ACP 6 - Welfare Support Leaflet) and ACP 20 (Personnel Regulations).

Resignations and 'compromise agreements'

26. Resignations and 'compromise agreements.' The fact that a person tenders their resignation, or ceases to attend RAFAC duties, must not prevent an allegation being followed up in accordance with these procedures. It is important that every effort is made to reach a conclusion in

⁸ Note that RAFAC HQ works in partnership with the RAFBF who have been able to secure funding to provide those volunteers and cadets who are need of additional welfare support.

all cases of allegations bearing on the safety or welfare of cadets, including any in which the person concerned refuses to cooperate with the process. In the eventuality that a person does leave, a conclusion will still be drawn on the case with the detail held, based on the premises of had they remained. The outcome will be annotated on any records and if the concern meets the threshold for referral to external agencies then this will be actioned, regardless of the fact the person has left.

- ‘Compromise agreements’, whereby a person agrees to resign to avoid administrative or disciplinary action pose a significant risk whereby a person may try to rejoin the organisation at a later date or join another youth organisation to work with children or young people, and therefore shall not be used under any circumstances.

27. Follow up action. Where adult members of staff or cadets are involved in allegations, WExOs may be invited to attend multi-agency child protection strategy or allegations meetings with local authorities and the Police. In some cases the WExO may delegate to the WCPA, if the WCPA is available. When necessary, RAFAC HQ Safeguarding Team may also be invited to attend these meetings to share information as a representative of the RAFAC HQ. Sqn personnel shouldn't normally attend unless specifically invited to do so by the WExO, WCPA or a member of the HQ RAFAC Safeguarding Team. CCF(RAF) will engage in meetings typically linked within the school role.

Responding to Allegations/Disclosures outside the UK

Overseas RAFAC sqns/units

28. The agency responsible for investigating allegations of child abuse by members of ATC sqns in Germany, Cyprus, Gibraltar and The Channel Islands, will depend on jurisdiction arrangements in place at the time of the alleged offence (military or civilian). In the event of an allegation against a CFAV or a Staff Cadet aged 18 or over on an overseas sqn, the parent WExO is to consult the RAFAC HQ Safeguarding Team, who will obtain legal advice from the RAFAC Legal Adviser if necessary.⁹

Safeguarding Whistleblowing Procedures

Adult Duty to Speak Out (often described as “Whistleblowing”)

29. RAFACs' safeguarding structure provides clearly defined roles and responsibilities across different management levels. Every member of staff and Staff Cadet is required to report any suspicions or evidence of abuse or harm concerning a child whether it is within or outside the RAFAC and no-one should feel, or be made to feel, uncomfortable, bullied or intimidated by doing so or being coerced into not reporting them. RAFACs' 'Whistleblowing' Policy (Reference D) is in addition to the safeguarding structure and aims to afford volunteers similar protections to those provided for employees under the Public Interest Disclosure Act 1998. It enables cadets, CFAVs (including SIs) and relevant third parties, to raise concerns internally and in a confidential manner, about a range of possible serious misconduct or malpractice.

30. It should be noted however that the RAFAC 'Whistleblowing' Policy doesn't apply if the complaint or concern is about a safeguarding incident. In this instance refer to:

⁹ Note that JSP 834 states that the MOD acts in lieu of UK Local Authorities.

- RAFAC *Safeguarding 'Speak Up' Policy* – Annex C or
- MoD Whistleblowing Policy.

Cadet Freedom to Speak Out

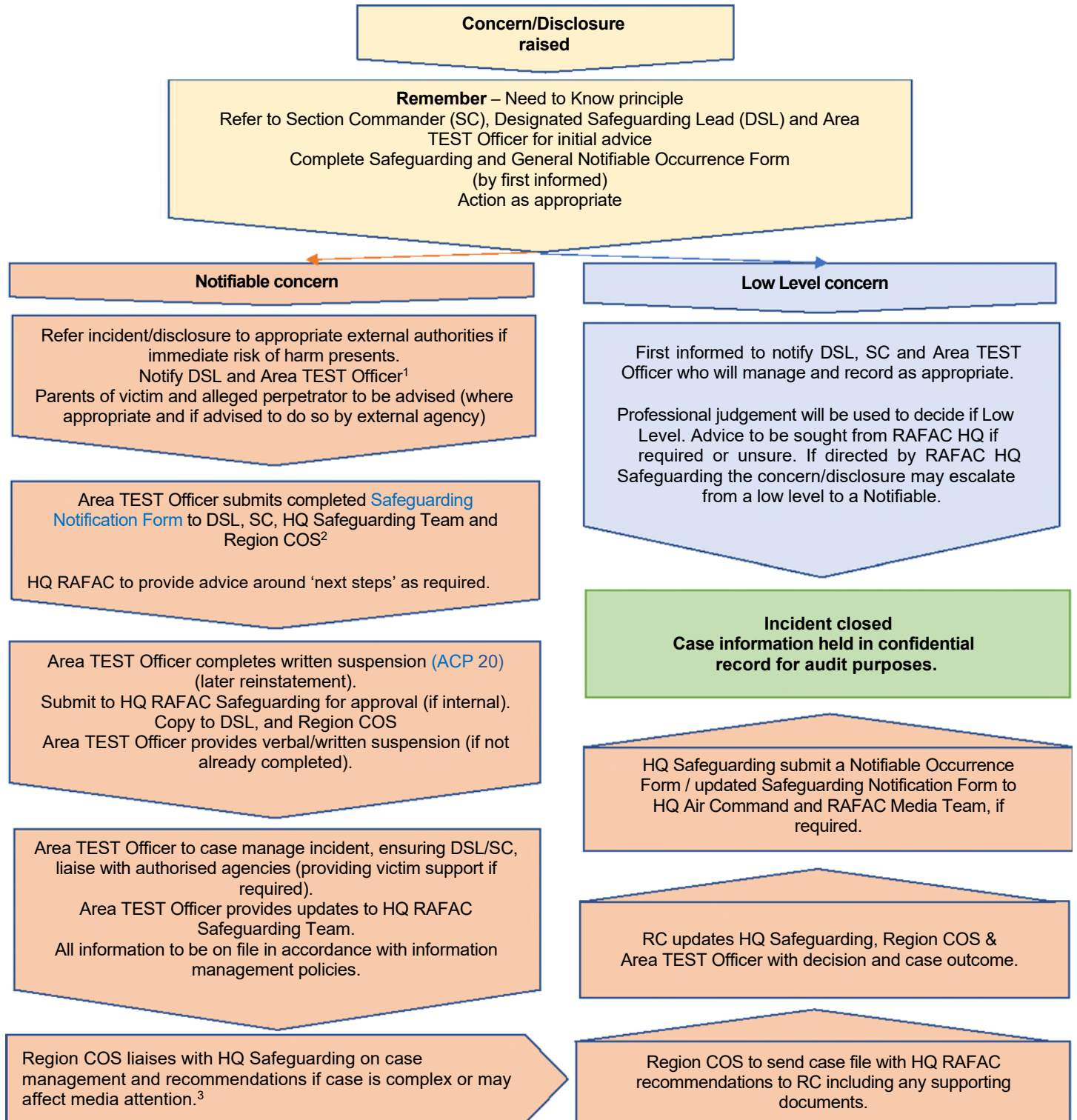
31. Cadets should feel comfortable and free to report, at any time, any child protection concerns within or outside the RAFAC to any member of staff. All OC Sqns/SCs are to endeavour to create a culture to ensure that there is some means for cadets to do so. A 'RAFAC Cadet Confidentiality Promise' exists which clearly explains to cadets what happens if they wish to speak with a member of staff about a concern they may have and how that information will be used or shared and how they can be assured that they will be listened to. It is the responsibility of sqn/wing/unit staff to ensure that all the following guides and documents are readily available to all cadets and accessible as follows:

- The RAFAC Cadet Confidentiality Promise (available via Cadet Portal, Bader and on display in all RAFAC premises).
- Cadet Code of Conduct (available via Cadet Portal, Bader and on display in all RAFAC premises).
- Volunteer Code of Conduct (available via Cadet Portal, Bader and on display in all RAFAC premises).
- Keeping Children Safe (copy given to all cadets on joining and accessible via Bader).
- Safeguarding guide for Parents/Carers (available via RAFAC website, Bader and Safeguarding Portal).
- Contact details for the NSPCC Childline (0800-1111) <https://www.nspcc.org.uk/what-we-do/about-us/> (Prominently displayed in all RAFAC premises).

Annexes:

- A – ATC Safeguarding Notification Handling Process.
- B – CCF(RAF) Safeguarding Notification Handling Process.
- C – RAFAC 'Speak-Up' Policy.

CCF(RAF) Safeguarding Notification Handling Process



1. If VGS or AGS Units receive a disclosure or become aware of a safeguarding concern they should notify the DSL, SC, Area TEST Officer and RAFAC HQ via the Safeguarding Notification template. The Area TEST Officer of the cadet's locality will resume responsibility of the cadet and any ongoing investigation.
2. Primary method is to use the Report a Concern tab via the Safeguarding Hub/Portal, if this is not possible paper/electronic versions will still be accepted. The Safeguarding Notification Form shall be completed and returned within 24 hours.
3. RC may wish to be involved at an earlier stage, dependent on the severity of the case and risk or appoint an alternative contact in the case of gapped posts.

RAFAC Safeguarding 'Speak Up' Policy

Introduction

1. Whistleblowing is the process whereby someone raises a concern about malpractice, wrongdoing, risk, or illegal proceedings, which harms or creates a risk of harm to the people who use the service, employees, or the wider community. Whistleblowing is not the same as making a complaint or raising a grievance, it is about situations where an individual has witnessed some form of malpractice in their organisation and needs to raise a concern.

2. This policy covers whistleblowing and encourages anyone in the Air Cadets family to 'Speak Up'; in relation to **safeguarding** concerns. Whistleblowing related to other concerns such as: health, safety and environment, fraud, criminal offences, miscarriages of justice, failure to comply with legal obligations, unethical conduct etc are covered by RAFACs main Whistleblowing Policy detailed in ACP 20 (Pers 121) (volunteers and cadets) or the MoDs Whistleblowing Policy and Reporting Procedures (permanent staff). Note that this policy does not remove the usual reporting processes for safeguarding concerns about an individual. If the concern relates to a general complaint or grievance, then the procedures set out in the ACP 20 Personnel Regulations (Pers 120) apply.

3. The RAFAC is committed to conducting its business with honesty and integrity and expects all employees and volunteers to maintain the same high standards. It is always possible, however, for things to go wrong or for organisations to unknowingly harbour illegal or unethical conduct. The RAFAC promotes a culture of openness and accountability, and this policy is intended to:

- a. Encourage you to report any safeguarding concerns or suspected wrongdoing as soon as possible.
- b. Provide guidance on how you can raise those concerns.
- c. Reassure you that you can raise genuine concerns in good faith without fear of reprisals.

4. Although you can make a disclosure to certain public authorities, Commandant (Comdt) RAFAC urges you in the first instance to make any safeguarding disclosures direct to the HQ Safeguarding Team before you seek advice from external agencies. This elevation will provide an opportunity to better understand, investigate and address your concern.

Scope

5. All parents, guardians and carers, cadets and volunteers are covered by this policy. Employed staff must use the MoD Whistleblowing Policy and Reporting Procedures. Within your Squadron or Section environment you can often be the first to recognise concerns within your group. However, you may not feel that you can express your concerns due to fear that speaking up could be difficult for you to handle. You may also be afraid of harassment or victimisation, and you may feel that it could be easier for you to ignore the concerns. At RAFAC, we encourage anyone to come forward and voice their concerns, remember:

- a. Safeguarding is everyone's responsibility. Doing nothing is not an option.

- b. It is in everyone's interest that all concerns and allegations of wrongdoing ('disclosures') are responded to and managed appropriately without delay.
- c. Don't be worried about telling someone. Our whistleblowing policy makes sure that you will be listened to with respect and taken seriously. We will take all reasonable steps to treat what you say confidentially.

Purpose

6. This policy sets out how you can raise concerns about the welfare and safety of anyone who is involved in activities within the cadets. This can be called 'whistleblowing'. This policy will also explain how you will get feedback. We will aim to make sure that you:

- a. Get a response to your concern,
- b. Are made aware of how to take the concern further if you are not happy with the response; and
- c. Are reassured that you will be protected from reprisals.

Safeguarding

7. RAFAC realises that raising and reporting concerns is often difficult to do through fear of reprisals. This policy is designed to offer protection to you if you raise a concern provided that your disclosure is made:

- a. In good faith; and
- b. You believe what you say to be true, and you are not being malicious.

8. We will support you if you speak up and will not tolerate any bullying, harassment or victimisation. If any bullying, harassment or victimisation does occur, we will deal with it according to RAFAC disciplinary policy and procedures.

Confidentiality

9. RAFAC will do its utmost best to keep your identity confidential if you wish, if you make an allegation/disclosure (see RAFACs Confidentiality Statement ACP 20 – Pers 120). If you make an allegation in accordance with this Policy, you should note you may need to give a statement that maybe needed to form part of the evidence. If you need to be identified for any reason or it becomes apparent that you may be identified because of any subsequent investigation, you will be given notice, by a safeguarding representative (usually Chief of Staff Safeguarding (COS SG)) so that an opportunity is provided to discuss any likely consequences and support required.

Raising a Concern or Making an Allegation

10. If you wish to raise a concern you should do so in writing to the COS SG. Your concern needs to be as specific as possible including any names, dates, times and locations (where possible). You can E-mail: rafac-hq-safeguardingreferrals@mod.gov.uk

11. Concerns will initially be reviewed by the COS SG and, where appropriate, handed to a Safeguarding Manager/nominated Senior Safeguarding Officer to manage and investigate, drawing together their findings to present to the COS SG. If, after the course of an investigation, it has been found that your concerns or allegations are untrue or have not been substantiated then no action will be taken against you. If, however, it is established that you have made malicious allegations, disciplinary action may be taken against you. In such cases, the RAFAC's disciplinary policy and procedures will apply. If you are dissatisfied with the outcome of the investigation, then you can request a further discussion with COS SG who will review the material in full, and provide an outcome, taking into consideration, where required, legal advice. If you remain dissatisfied, then the COS SG will refer the matter to Comdt RAFAC for a final decision.

12. There is also an independent charity called **Protect** that operates a confidential helpline, aimed at supporting individuals with whistleblowing [Link](#).

Anonymous allegations

13. You may raise a concern anonymously (without identifying yourself), but you should consider that a concern that is raised anonymously can be more difficult to deal with. COS SG will make the decision to investigate a concern raised anonymously based on:

- a. The seriousness of the issue and any safeguarding risks;
- b. The credibility of proving the allegation(s); and
- c. Advice from the local authorities and legal.

14. If you feel unable to disclose who you are you can report any safeguarding concerns to agencies such as the **NSPCC helpline 0808 800 5000**, **Protect** or your **Local Authority Designated Officer (LADO)**¹ who will refer concerns to COS SG or in most serious cases other statutory authorities.

¹ For Scotland, Wales, Northern Ireland, Jersey and the Isle of Man, the LADO equivalent is to be consulted.

Standard 7

Recording, Storing & Sharing Information

The 'MoD Cadet Forces Safeguarding Framework' requires that:

- Each Cadet Force has a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation.
- Each Cadet Force has written guidance on confidentiality and information sharing.
- Applicants for adult roles (and existing staff and volunteers) are made aware that their information may be shared lawfully with other Cadet Forces or outside agencies in the interests of safeguarding cadets.
- Each Designated Safeguarding Lead has clear lines of contact with local safeguarding partners (eg. Police, Local Authorities, Children's Social Services).

Details in this Standard include:

- Recording incidents, disclosures, concerns and referrals
- What to do if you suspect abuse
- Information Sharing
- Local Authority Designated Officer
- DBS referrals in England, Wales and NI
- DBS referrals following investigation
- PVGS referrals in Scotland
- Actions on Notification of Barring Decisions by DBS or PVGS
- Storage of information in compliance with relevant legislation
- Storage of RAFAC safeguarding documents

Standard 7 – Recording, Storing & Sharing Information

References:

- A. RAFAC Information Management Directive and Information Management Plan.
- B. HM Government ‘Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018).
- C. ACP 20, PI 113 - Personnel Regulations, Notifications of Significant Occurrences to RAF Air Cadets.
- D. ACP 50 - Corporate Communications Regulations.

Recording Incidents, Disclosures, Concerns and Referrals

1. Where there is an allegation or safeguarding concern, the Safeguarding Notification Handling Process¹ is to be followed and the Safeguarding and General Notifiable Occurrence Form, available via the Report a Concern tab on the Safeguarding Hub/Portal shall be completed within 24 hours². The Safeguarding and General Notifiable Occurrence Form is to be completed by the first person (referrer) who has identified the concern, complaint, allegation or disclosure. This is to ensure that the information presented to the HQ Safeguarding Team is full, detailed and accurate and to enable effective and safe guidance to be issued without delay. This task must not be handed over to anyone else unless there are exceptional circumstances *and* with the prior agreement from the HQ Safeguarding Team. Persons who can be responsible for completing the Safeguarding and General Notifiable Occurrence Form include Staff Cadets, all CFAV or permanent members of staff.
2. When dealing with open cases, any activity shall be recorded and stored under the subjects’ name; this includes correspondence and written records of discussions and telephone calls. At HQ RAFAC, the Safeguarding Team uses the Air Cadet Casework Database (ACCD), a system for recording such interactions and retains copies of all activity. All names including subjects of concern, victims or alleged perpetrator will have a case opened and recorded against. Key documentation is uploaded to a Sharepoint Ltd site which is accessible only to relevant HQ caseworkers, including the WExO, who also has the capacity to upload documents to the site (in this instance, the WExO should concurrently ensure the HQ Safeguarding Team are informed to enable the safeguarding case officers to upload the information to Sharepoint for future case referencing and enabling of tracking and capture of updates). Note that sqn recording of information shall be in liaison with the WExO on a secure sqn site for storing of relevant data and copies of such data must be shared with HQ RAFAC to ensure the full file is available to HQ.

What to do if you suspect abuse

3. **You must do something** if an allegation or concern has not been reported but you suspect abuse where:

¹ Standard 6, Annexes A and B.

² Note that paper/electronic copies will be accepted if the primary method of using the Report a Concern tab is not possible.

- A cadet tells you, or shows that, they are being abused in any way.
- You have reason to believe anyone within or outside the RAFAC is abusing or harming a child.
- Someone tells you that a child is being abused.
- You become aware that someone who has contact with and access to children has offended against them or poses a risk to them.
- You have concerns for the welfare of a cadet or presentation of a cadet, CFAV or permanent member of staff.

4. You should be aware that abusers are not just strangers; they can include parents, carers, family members, friends, people in positions of trust and authority, other children or young people, anyone who has contact with children and young people. Children are often abused by an adult they know and trust. Cadets will and should be able to see a RAFAC member of staff or CFAV as someone they can trust and from whom they can seek help – listen to them, take what they have been told seriously and help reassure and protect the child.

5. When a cadet speaks to you about a child protection matter try to make sure you are out of hearing and sight of others and that you have a third person³ (who is acceptable to both you and the cadet) present to witness what is said:

- Listen carefully to what they are saying.
- Show you take them seriously.
- Avoid asking them to repeat information.
- Avoid leading questions and instead use more open questions “What do you want to tell me?” “Is there anything else you want to say?”
- Explain that you cannot keep what they say a secret, but any information will be “in confidence and on a need-to-know basis.” The RAFAC Cadet Confidentiality Promise poster (accessible via the RAF Air Cadets website, Bader/ Safeguarding Hub) shall be on display in all sqns/units, use this as a reference guide or to help the cadet understand confidentiality and when information may need to be shared.
- Reassure them that they have done the right thing.
- Make no judgement about what you have heard and stay calm.
- Make an immediate, accurate record of what has been said. Use the cadets' actual words where possible, do not substitute with other words, even if you consider the actual word to be offensive. The specific language used and context is important.

Low Level Incidents

6. At times, there will be some incidents which will be low level and do not need to be escalated to HQ RAFAC for oversight. If unsure, the WCPA or WExO (ATC) or DSL or Area TEST Officer (CCF(RAF)) can be contacted for further guidance, or a member of the HQ Safeguarding Team. In such cases there shall still be a local, safe and secure way to record all relevant information unique to each cadet. This is important as sometimes a series of low level incidents may build a bigger picture or a pattern(s) of behaviour which may then indicate a safeguarding concern. All information regarding low level incidents may be called upon by HQ RAFAC or external agencies if future incidents or concerns arise and also for the purposes of monitoring and assurance (see Standard 8). The RAFAC Safeguarding and General Notifiable Occurrence Form (download available from the

³ Whilst preferred to have a third person present, the absence of a third person should not prohibit listening to a cadet who has a concern or wishes to make a disclosure, as otherwise the opportunity to hear the concern/disclosure may be lost.

Safeguarding Portal/Hub) shall be used for the recording of all low level concerns as this is the first step in the process for reporting a concern/disclosure. All low level incidents shall be recorded and stored in liaison with the WExO on a secure sqn site, and shall be submitted to RAFAC HQ Safeguarding when called upon.

What to do if you hear allegations about colleagues

7. In cases where you hear allegations about yourself or colleagues or hold suspicions or concerns in which your colleagues are implicated, the CoC shall be informed who will advise the WExO/WCPA or DSL where applicable. If the immediate CoC is implicated in any allegations, the WExO or DSL shall be informed in the first instance, who will in turn inform the RAFAC HQ Safeguarding Team. In addition, when staff, CFAV or Staff Cadets are implicated, the matter will normally be reported to the LADO/devolved administrations services in the UK or the Local Safeguarding Children Partnership/GST for overseas locations so that cases can be dealt with across county boundaries, in addition to multi agency risk management processes.

False/Malicious Allegations

8. False/malicious allegations are rare and may be a strong indicator of abuse taking place elsewhere in a child's life, which may require further exploration. Consequently, in the rare event that an allegation is shown to have been deliberately invented or malicious, the police can be asked to consider whether any action might be appropriate against the person responsible. RAFAC shall also consider whether any action is taken if considered that the allegation has been malicious/vexatious.

Information Sharing

9. Information sharing is essential for effective safeguarding and promoting the welfare of cadets. Information can be shared with a number of agencies and with a number of persons, where relevant, in accordance with multi agency working together government guidance⁴. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe. Poor or non-existent information sharing is a factor repeatedly identified as an issue in SCRs carried out following the death of or serious injury to, a child. In some situations, sharing information can be the difference between life and death.

10. There are 7 Golden rules to Information Sharing⁵:

- a. 'Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights Law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately'.
 - For more detail on GDPR see para 46 'Storage of information in compliance with relevant legislation.'

⁴ 'Working Together to Safeguard Children July 2018', is the government guidance to inter-agency working to safeguard and promote the welfare of children in England. For Scotland, it is 'National Guidance for Child Protection in Scotland 2021', for Wales, it is 'Welsh Government Safeguarding Guidance' and for Northern Ireland it is 'The Co-operating to Safeguard Children and Young people in Northern Ireland' and 'Regional Core Child Protection Policies and Procedures for Northern Ireland'. Channel Isles guidance is: for Jersey 'Jersey Child Protection Committee 'Protocol for Information Exchange between States Department' (revised 2008)', for Guernsey (including Alderney) 'The Children (Guernsey and Alderney) Law 2008 and for Sark 'The Children (Sark) Law (2016)'. For the Isle of Man guidance is detailed in the 'Isle of Man Safeguarding Board – Isle of Man Information Sharing Protocol.'

⁵ HM Government 'Information Sharing' – Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018).

- a. 'Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so'.
- b. 'Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible'.
 - For RAFAC, information governance lead is RAFAC IM Manager.
- c. 'Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared'.
- d. 'Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions'.
- e. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles)'.
- f. 'Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose'.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

11. To effectively share information:
 - All RAFAC staff, CFAV and Staff Cadets should be confident of the processes and conditions, which allow them to store, and share, the information that they need to carry out their safeguarding role. Mandatory training requirements for all staff and CFAV in order to handle personal data is detailed in Reference A - RAFAC Information Management Directive and Management Plan. Information which is relevant to safeguarding will often be data which is considered 'special category personal data' meaning it is sensitive and personal. Note that when dealing with information in relation to sexual offences the following warning shall be added to the documentation:

Warning

- **Sexual Offences (Amendment) Act 1976, 1992 And Sexual Offences Act 2003 Refer. This Document Contains Information That Is Subject to Reporting Restrictions. Unauthorised Disclosure to Non-Entitled Personnel Is Prohibited. This Document Shall Not Be Forwarded to Any Personnel Other Than Those on The Distribution List.**

- Where it is needed to share special category personal data, staff, CFAV and Staff Cadets should be aware that the Data Protection Act 2018 includes ‘safeguarding of children and individuals at risk’ as a condition that allows them to share information **without consent**.
- Information **can be shared legally without consent**, if a practitioner is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.
- Relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.

12. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. All staff, CFAV and Staff Cadets must take responsibility for sharing the information they hold and cannot assume that someone else will pass on information, which may be critical to keeping a child safe.

13. More information is at:

- Reference A (paras 10-12) - RAFAC Information Management Directive and Management Plan outlines RAFAC policy and guidance on handling of personal information.
- Reference A (B-1) - RAFAC Information Management Guidance for CFAVs.
- Reference A (E-1 to E-2) - RAFAC Information Management Plan details IM leadership and governance, guiding principles and training requirements.
- The RAFAC Cadet Privacy Notice (v8.0) and the RAFAC CFAV Privacy Notice (v7.0), both on Bader SharePoint.

Principles of Sharing Information

14. **The principles.** The principles (detailed at Reference B and below) of sharing information below should be used to help share information between organisations and/or relevant agencies. Judgement will need to be used in some instances when making decisions about what information to share and shall follow procedures in this policy and GDPR rules, if there is any doubt about what or how information can be used, seek advice through the CoC, RAFAC IM Manager and/or member of the RAFAC HQ Safeguarding Team. Reference B - HM Government ‘Information Sharing’ – Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018), provides further and more detailed information and guidance.

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

Principles
Necessary and proportionate - When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you shall consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.
Relevant - Only information that is relevant to the purposes shall be shared with those who need it. This <u>allows others to do their job effectively and make informed decisions.</u>

Adequate - Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.
Accurate - Information shall be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.
Timely - Information shall be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm. Practitioners shall ensure that sufficient information is shared, as well as consider the urgency with which to share it.
Secure - Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information.
Record - Information sharing decisions shall be recorded, whether or not the decision is taken to share. If the decision is to share, reasons shall be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information shall not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there shall be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

Internal Sharing

15. Internal information sharing is to be completed in accordance with the Safeguarding Notification Handling process. This can be widened if required to ensure safeguarding standards. For example, it could be necessary for sqn volunteers to be aware of a cadet who is experiencing mental health deterioration, self-harming episodes or suffered abuse. This would be considered relevant to ensure that those present are mindful of the young persons' needs and vulnerabilities and can ensure that they are monitored and observed throughout the course of the evening/activity.

16. Information should always be kept to a minimum and only shared where there is a need. Individuals involved in the recording of incidents, concerns, disclosures or referrals are responsible for recording who the information has been shared with and for what purpose.

17. In instances where cases are managed by HQ RAFAC Safeguarding Officers, then the referrer will receive feedback on the case, where appropriate, and in accordance with the above information sharing principles. If the referrer is not satisfied with the outcome, the referrer can escalate the case to a RAFAC Senior Safeguarding Officer, Safeguarding Manager or COS SG.

Media Interest

18. When an occurrence affecting any individual involved with the RAFAC (including a cadet) is likely to attract ministerial or any type of media interest, HQ RAFAC are under remit to inform HQ Air and Comdt RAFAC as quickly, and in as much detail, as possible. The referrer must ensure that the Safeguarding and General Notifiable Occurrence Form is therefore completed with full detail and forwarded to their CoC who will ensure the correct HQ RAFAC department is aware and can take the appropriate action required. Further details and guidance can be found at References C and D.

Case Tracking / Updates

19. HQ RAFAC hold case information with regards to ongoing and historical concerns / investigations.

20. When there is an ongoing investigation/inquiry being undertaken, the case will be held at RAFAC HQ by an allocated case worker. For cadets and Staff Cadets this will be a member of the HQ RAFAC Safeguarding Team, for adult staff and volunteers⁶ this will be a member of the HQ RAFAC Personnel Team. All cases are overseen by COS SG and/or Safeguarding Manager (DCOS).

21. It is the responsibility of the case worker to monitor, guide and advise on case progression. This requires continued engagement with the relevant persons at wing and sqn level or unit for CCF(RAF). Where casework may be complex or require further guidance, the case worker will liaise with the most appropriate authority: this could be HQ RAFAC Safeguarding Team, Personnel, Legal or Security Advisers, Police, Children's Social Services or other local authority or multi-agency/cies.

Outcome/Conclusions

22. The RAFAC HQ Safeguarding Team work closely with the WCPA, WExO, Area TEST Officer, Region COS and RC to assist in determining outcomes following inquiries and investigations. Further consultation takes place routinely with Security, Legal and Personnel to ensure all factors are considered. Where there is an incident or concern significant in offence, complex or high risk to an individual or the organisation, Comdt RAFAC is informed in such incidences and kept abreast of progress with these cases.

External Sharing

23. External information sharing for the purpose of safeguarding is often necessary and required for statutory agencies such as the Police, Local Authority Children's Social Care, LADO and DBS.

24. For other agencies such as school, health or other organisations, consent from either a parent/guardian or the subject themselves (if able to consent) would be required. Such information sharing will be guided by RAFAC HQ and typically led by the WExO or DSL who may delegate that responsibility to the WCPA/OC Wg or SC.

Referring to Local Authority

25. Any member of staff or adult volunteer making referrals to statutory agencies on behalf of RAFAC, must ensure that their full contact details and position are given. This may be shared with the family and cadet, as it will be classed as a professional referral. It is therefore always good practice, where safe to do so, to advise the family, seeking advice in the first instance from the RAFAC HQ Safeguarding Team, that you will be making a referral to a statutory organisation and the rationale. This is working openly and in partnership with the family and best to always ensure they understand and consent to the process. Representatives of the organisation cannot be 'anonymous' or act as a 'concerned member of the public'. If a volunteer does not feel comfortable to report a

⁶ Categories of adult staff and volunteers is annotated at Annex B to Standard 3.

matter to the authorities under these terms, then the information must be passed over to the WExO or Area TEST Officer who will undertake the role as the permanent member of staff.

26. There will be some occasions where a referral is to be made without the prior knowledge or consent of the family (para 11). This will be in cases of immediate harm or in the case of a significant safeguarding concern where to advise the family could place the cadet at greater risk.

Referring to the Police

27. The organisation has a responsibility to report matters which may amount to criminal offences to the police, this includes any incidents of alleged abuse, regardless of whether the victim or alleged perpetrator is an adult or child. When considering reporting incidents or concerns such as those detailed in paras 28-30, the HQ Safeguarding Team shall be notified immediately (where this is not possible, at the earliest opportunity) who can record the incident and advise where necessary.

28. There may be some incidents where a matter of abuse is reported to a member of RAFAC but the victim does not wish to pursue a complaint. Often, upon reflection, the reluctance of pursuing a complaint can be linked with fear, judgement or consequence of an action. If the matter relates to a sexual assault, which is alleged to have occurred most recently, RAFAC should support the complainant to contact the police as the window for forensic testing can be slim; note in the case of the complainant being a child, the matter must *always* be reported to the police.

29. If the allegation is of a historical nature and the person is reluctant to report the incident to the police, often some time spent providing reassurance and listening can assist the person to alter their viewpoint and proceed with reporting the matter. In this instance however, it is important not to question or persuade the person in order to change their mind.

30. If it is believed that the victim will not alter their viewpoint, RAFAC may be required to override their consent, referring the matter direct to the police. The police will support the victim to discuss the assault/abuse, with consideration of filing a complaint. This will be particularly relevant if there are concerns that the alleged individual remains in the organisation.

Local Authority Designated Officer (LADO)

31. Every local authority has a statutory responsibility to have a LADO who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm. It should be noted that the LADO is not required to become involved with allegations made against cadets under the age of 18 who are not deemed to be in a professional position of trust. The LADO's role is to give advice and guidance to employers and voluntary organisations, liaise with the police and other agencies, and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistently with a thorough and fair process. All police forces in the UK should have also identified an officer to fill a similar role. The LADO (or equivalent in Scotland, Wales, Northern Ireland, Jersey and the Isle of Man⁷) is to be consulted in all cases when an adult, in the course of their work (including volunteering) with children has:

- a. Behaved in a way that has harmed a child or may have harmed a child; or

⁷ Safeguarding and promoting the welfare and wellbeing of children sits with the Social Work Department in Scotland and for Northern Ireland with the Health and Social Care Trusts.

- b. Possibly committed a criminal offence against, or related to, a child; or
- c. Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- d. Behaved towards a child or children in a way that indicates they are unsuitable to work with children.

Immediate issues of investigation and management of the individual should be discussed and agreed at this time, including what information should be passed to the individual concerned.

DBS Referrals in England, Wales and Northern Ireland

32. Background. The Safeguarding Vulnerable Groups (SVG) Act 2006 and the Safeguarding Vulnerable Groups (NI) Order 2007 detail the requirements for DBS referrals covering those who work or volunteer, or seek to work or volunteer, with children or vulnerable adults in England, Wales or Northern Ireland. Certain provisions of the SVG Act 2006 extend to Northern Ireland however the Safeguarding Vulnerable Groups (NI) Order 2007 replicates those provisions which do not extend to Northern Ireland. Additionally, certain provisions of the SVG Act 2006 are devolved responsibility for the Welsh Assembly Government and may be applied differently.

DBS Referral Following Investigation

33. There are occasions following a RAFAC investigation that a DBS referral is required to be made, for consideration of an individual's name to be added to the barred list. There are two barred lists in operation, The Children's Barred List and the Adults' Barred List. It is the role of DBS to decide whether an individual's name is added to the list, preventing them from working with vulnerable groups in the future. A referral to the DBS ensures that an independent, impartial and structured approach is used in assessing future risk on people who may continue to be a safeguarding concern because of their actions or behaviour. Individuals will be barred either automatically – if they are convicted or cautioned for certain offences – or following a decision by the DBS taking into account other offences, cautions or any other relevant information. DBS continually review new relevant information about individuals in regulated activity.

34. As an organisation, RAFAC have a legal duty to refer; any organisation and / or individual when the legal duty conditions are met. This duty also applies where an individual has resigned before a formal employment decision (e.g. dismissal, suspension, posting, discharge, etc.) has been made. A referral must meet the conditions laid out by the disclosure organisation.

- Failure to provide the information to the DBS without reasonable justification may result in, on summary conviction, a fine up to level 5 on the standard scale (presently up to £5,000).

35. It is still possible to choose to refer in the interests of safeguarding children or vulnerable adults where the conditions aren't fully met. For example, where concerns have been shared, but the individual hasn't been removed from regulated activity as there has not been enough evidence to dismiss them or for example, on advice of the police or a safeguarding professional.

36. Legal duty to refer: Where there is a legal duty to refer (for regulated activity providers or those that fall within the category of personnel supplier), there are two conditions that must be met:

Condition 1

- You withdraw permission for the person to engage in regulated activity with children and/or vulnerable adults or the individual is moved to another area of work that isn't regulated activity.
 - This includes situations when the above action would be taken, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigning when an allegation of harm to a student is first made.

Condition 2

You think that the person has carried out one of the following:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- Satisfied the harm test⁸ in relation to children and/or vulnerable adults. e.g. there has been no relevant conduct but a risk of harm to a child or vulnerable still exists or
- Been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

37. The HQ RAFAC Safeguarding Team are responsible for staffing referrals in accordance with the DBS referral guidance document. Under the teams direction, either a safeguarding officer or personnel caseworker (and if necessary, in consultation with the RAFAC legal adviser and/or security advisers) manage the referral. The duty to provide information to the DBS will override any obligation to withhold information on the grounds of confidentiality. More information can be found at www.gov.uk/guidance/barring-referrals#make-a-barring-referral-online-and-paper.

38. If an individual has been dismissed from RAFAC and a referral made to DBS as a result, the RC/Region COS/WExO shall be informed. This is to ensure that the protection of cadets remains a priority and that the dismissed and referred individual is not able to use their past connections to maintain links to RAFAC venues, events, or volunteers.

PVGS Referrals in Scotland

39. The PVGS is managed by Disclosure Scotland. It helps ensure that people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.

40. People who work, on a regular basis, with vulnerable groups join the PVGS and, from then on, their membership records are automatically updated if any vetting information arises. Vetting information is conviction information retrieved from criminal justice systems and non-conviction information held by the police that is considered relevant. Further information about the PVGS is available via the following hyperlink: <https://www.mygov.scot/pvg-scheme/>

41. The RAFAC HQ Safeguarding Team are responsible for staffing safeguarding referrals to PVGS. Under the teams direction, either a safeguarding officer or personnel caseworker (and if necessary, in consultation with the RAFAC legal adviser and/or security advisers) manage the

⁸ A person satisfies the 'HarmTest' if they may harm a child or vulnerable adult or put them at risk of harm. It is something a person may do to cause harm or pose a risk of harm to a child or vulnerable adult.

referral. The duty to provide information to PVGS will override any obligation to withhold information on the grounds of confidentiality.

42. If Disclosure Scotland find new information and/or are notified of an offence which means an individual might have become unsuitable to work with children or protected adults, Disclosure Scotland will tell the individual's employer (for RAFAC this is normally the WExO or a member of the HQ Safeguarding Team). More information can be found at www.disclosurescotland.co.uk/protectionservices/referralprocess.htm. Note that where PVGS are automatically made aware of a criminal conviction for example from the police; they will still require a referral form to be completed by RAFAC to ensure that they have all the additional detail and context which builds the full picture, as a responsibility of multi agency working together.

43. Legal duty to refer: If an organisation has employees or volunteers doing regulated work, they have a duty to report harmful behaviour to Disclosure Scotland. This applies whether the person is a member of the PVG scheme or not. By law, employers must report harmful behaviour even if it takes place outside of work, or the employer only finds out about it after the employee or volunteer has left.

Overseas Locations Referrals

44. In Overseas Locations, the MoD aims to replicate so far as is reasonably practicable, statutory or near-statutory services following English legislation. All safeguarding enquiries, concerns and referrals for children and adults must be made to the contracted social work provider for the location. Where there is no coverage in location, contact shall be made with the AFFS Global Safeguarding Team (see JSP 834, Part 1) who will advise on the actions to be taken.

Actions on Notification of Barring Decisions by DBS or PVGS

45. In many cases HQ RAFAC can instigate termination of service or dismissal action as soon as it becomes aware of conduct that has led to the bar for gross misconduct or a conviction of a criminal offence⁹. However, when the DBS or PVGS notifies HQ RAFAC that it has barred a member of staff, or Staff Cadet, from working with children, RAFAC shall remove the individual immediately from regulated activity/work. In order to remove a barred individual, they will be suspended, without prejudice, and adult members of staff will be placed in the RAFAC non-effective pool, until formal dismissal action can be taken.

Storage of Information in compliance with relevant legislation

46. The Data Protection Act 2018 is the UK's implementation of the GDPR. This legislation ensures that the collection, storage, or distribution of personal data¹⁰ is regulated and that everyone responsible for using personal data follows the following 'data protection principles':

When handling personal data, information must be:

- a. Used fairly, lawfully and transparently.

⁹ Note failure by an individual to notify HQ RAFAC of any incidence of gross misconduct or criminal offence may result in administrative action being taken against them.

¹⁰ Personal data is any information about an individual that can be used to identify a person.

- b. Used for specified, explicit purposes.
- c. Used in a way that is adequate, relevant and limited to only what is necessary.
- d. Accurate and where necessary kept up to date.
- e. Kept for no longer than is necessary.
- f. Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access loss, destruction or damage.

47. All RAFAC personnel must ensure that they comply with the above data protection principles when handling personal data. Further information and guidance can be sought from the RAFAC Data Protection Advisor im@rafac.mod.gov.uk

Handling of DBS Certificate Information

48. RAFAC complies with its obligations under the GDPR, Data Protection Act 2018 and RAFAC policies for the safe handling, use, storage, retention and disposal of DBS certificate information. General principles to be applied are:

Storage/Access

- All DBS certificate information is to be secured in lockable, non-portable, storage containers with access strictly controlled and limited to only those authorised/entitled to see it as part of their duties.

Certificate Handling and Usage

- In accordance with Section 124 of the Police Act 1997, certificate information is only to be passed to those who are authorised to receive it in the course of their duties.
- Note that it is a criminal offence to pass DBS certificate information to anyone who is not entitled to receive it.
- Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention and Disposal

- Once an appointing decision has been made, certificate information must not be kept longer than necessary.
- Note that HQ RAFAC are only permitted by law to retain "Amber" disclosure certificates for a maximum of 6 months in England, Wales and Northern Ireland or 3 months in Scotland after the appointment decision has been made. Completed Amber interviews are to be retained by the HQ RAFAC Safeguarding Team in a secure area, for review alongside future renewals and for possible auditing purposes.
- *Unless permitted by law to retain certificate information (as above)*, all hard copies of DBS certificates are to be destroyed by secure means, and electronic copies are to be deleted adapting the same rules of safe storage and controlled access.

More information can be found at:

www.gov.uk/government/organisations/disclosure-and-barring-service

Storage of RAFAC Safeguarding Documents

49. Storage of RAFAC safeguarding documents shall be stored in either sqn or wg SharePoint sites in accordance with the correct document marking categorisation and made only accessible to those who need to know.

Standard 8

Monitoring & Assurance

The 'MoD Cadet Forces Safeguarding Framework' states that for each Cadet Force:

- All incidents or allegations of abuse and complaints are investigated, recorded, monitored and followed through to completion following local inter-agency child protection protocols.
- There is a written plan showing the steps which will be taken to safeguard children, who is responsible for what actions, and when these will be completed.
- Policies and plans are reviewed at stated intervals, ideally annually, and revised in line with changing needs, changes to legislation and guidance as well as experience.
- Processes and mechanisms to consult with cadet and their parents or carers are in place as part of any review of safeguarding policies and practices.
- The single Services monitor compliance with safeguarding policies and procedures.
- Each Cadet Force has First, Second and Third Lines of Assurance (LoA) in place to ensure effective oversight of its safeguarding policies and processes.

Details in this Standard include:

- Safeguarding Process
- Monitoring of Incidents, Disclosures and Complaints
- Communication with Cadets
- Communication with Parents/Carers
- Compliance with Safeguarding Policies and Procedures

Standard 8 – Monitoring & Assurance

References:

- A. HM Government – Working Together to Safeguard Children 2018 (updated to 1 Jul 22).
- B. JSP 834 – Safeguarding.
- C. ACP 20 – Personnel Regulations, PI 119 (Guidance on RAFAC Internal Investigations).
- D. RAFAC Safeguarding Guide for Parent and Carers.

Safeguarding Process

1. **Overview of the safeguarding process.** The RAFAC HQ Safeguarding Team and the RAFAC HQ Pers Team work closely together on all safeguarding cases, whether this involves cadets or adults. The HQ Safeguarding Team provide the guidance and recommendations to allocated caseworkers and a con duty' member of the team is always available for support. On a quarterly basis the two departments meet with Comdt RAFAC to discuss cases and ensure that the Comdt is kept up to date on any significant or fast-moving developments.

- On-duty support covers working hours 0900-1700 Mon-Thu, 0900-1630 Fri.
- Incidents outside of duty hours that are non-urgent can be notified the following business day.
- Emergency situations where there is, for example, an imminent risk to a child, shall be reported to the Police and/or Emergency Duty Team with the Local Authority Childrens' Services within the UK, or via the local Service police or host nation police for overseas sqns/units.

Monitoring of incidents, disclosures and complaints

2. It is essential that any incident, disclosure or allegation made against a person who works with children, or another cadet, is dealt with quickly, fairly and consistently, in a way that provides effective protection of the child, and at the same time supports the person who is the subject of the allegation. The framework for managing allegations in England is set out at Reference A¹. These national guidelines are supplemented by RAFAC procedures in Standards 6 and 7 (ATC or CCF(RAF)) Notification Handling Processes and the HQ RAFAC Safeguarding and General Notifiable Occurrence Form.

3. **Rapid Review Process.** Where immediate reporting or action is required, the Rapid Review Process detailed in Reference B (JSP 834 – Safeguarding Annex C to Part 2) is to be followed, you will be guided by the RAFAC HQ Safeguarding Team, if any case you are involved in meets this requirement. The purpose of the Rapid Review process is to:

- Gather facts about the case, as far as can be readily established.

¹ Parallel procedures for Scotland, Northern Ireland, Wales, Jersey, Guernsey and the Isle of Man are as follows: National Guidance for Child Protection in Scotland (2014), Cooperating to Safeguard Children (2017), All Wales Child Protection Procedures (2008), Multi-Agency Child Protection Procedures (2011) and Guernsey and Alderney Child Protection Guidelines and Isle of Man Safeguarding Board Procedures respectively.

- Discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately.
- Consider the potential for identifying improvements to safeguard and promote the welfare of children.
- Decide what steps to take next.

4. **Internal Safeguarding Team Procedures Guide - monitoring incidents, disclosures and complaints.** The RAFAC HQ Safeguarding Team have their own internal processes and procedures guide to aid the monitoring of incidents and disclosures. Incidents and disclosures will fall into one of the following outcomes:

- **No Further Action (NFA)** - The ACCD will be used to log the incident, disclosure or complaint. The HQ Safeguarding Team will take the lead, assume responsibility and close off the case if the initial concern does not meet the threshold for investigation / assessment. However, it remains up to the HQ Safeguarding Team to decide whether or how the concern shall be managed and what further, if any internal actions are required.
- **Internal Investigation** - An internal investigation could result in NFA (in which case the actions are as above and the individual resumes their role) or, result in some sanctions being imposed by the RAFAC HQ Safeguarding Team. Outcomes can also result in termination. Outcomes of internal investigations are logged and followed through via the ACCD and the Safeguarding Teams Procedures Guide. COS SG alongside the RAFAC Safeguarding Team/RAFAC Pers Team assume responsibility for the casework. Reference C provides further information and guidance on internal investigations.
- **External Investigation** - External investigations require close liaison between the RAFAC Safeguarding Team and outside agencies such as the Police and Local Authority Social Services. The lead agency will depend on the nature of the disclosure/allegation or concern. In allegations of child abuse the lead agency will always be the police or Local Authority until they complete their investigations. Actions will fall into NFA or sanctions being imposed by the RAFAC Safeguarding Team (see above) or actions imposed by the lead external agency. Outcomes of external investigations are logged and followed through via the ACCD and Safeguarding Teams Procedures Guide. It should be noted also however that an outcome of NFA by an external agency may still be subject to an internal investigation by the RAFAC Safeguarding Team with any relevant sanctions imposed.

5. **Trend Analysis of Outcomes.** The RAFAC HQ Safeguarding Team collate data on outcomes of incidents to use to generate trend analysis to inform the CoC, FSSG and the MoD Working Group. Any significant trends will be reviewed, and decisions made whether a change in policy, procedures or training is required which forms part on the ongoing assurance process.

Communication with cadets

6. Processes and mechanisms to communicate with cadets are essential to ensure RAFACs safeguarding policy and procedures remain effective. The following is a summary of the specific measures in place, that RAFAC has to communicate with and inform cadets in need of safeguarding, child protection and general welfare:

- **Cadet Confidentiality** – RAFAC is completely committed to providing a safe space for all cadets, Staff Cadets and CFAV. The Cadet Confidentiality Poster, details how cadets can approach an adult member of RAFAC with any worry or concern they have, how that information will be treated (sensitive and confidential) and when information may need to be shared, for example if a young person is at risk of harm. It is policy for all sqns/units to have a copy of the Confidentiality Poster visibly displayed and accessible to all.
- **DSLs** – All staff and CFAV have a minimum training standard of the mandatory Level 1 Safeguarding with most also having completed Level 2 safeguarding training. Therefore, any member of staff or CFAV can be approached with a safeguarding worry or concern. On joining RAFAC, it is clearly communicated to all cadets who can be approached regarding any safeguarding or child protection matter. It is policy for all sqns/units to have on visible display contact details of DSLs which also include contact details for the WExO and WCPA. CCF will have their DSL displayed within the school environment.
- **Cadet Portal** – The Cadet Portal is a communications tool which every ATC cadet has access to. Whilst the majority of information on the Cadet Portal is in relation to cadet activities and individual training records, cadets have access to a Welfare and Wellbeing area:
 - The Welfare and Support site signposts to internal and external support and gives advice on how to approach someone if they have a worry or concern.
 - The Wellbeing and Resilience resource list includes the sqn and wing CFAV and Chaplains as points of contact for support in addition to a list of websites and charities that offer free support, advice and resources.
- **Wellbeing and Resilience Training Courses.** RAFAC, through the Mental Health and Wellbeing Team, run optional Wellbeing and Resilience virtual sessions for cadets. The sessions encourage cadets to focus on their own wellbeing and provide them with some resources but aims to also increase general awareness around wellbeing.
- **Mental Health Advocate Scheme** - The RAFAC Mental Health and Wellbeing team run a Mental Health Advocate Course aimed at delivering training to cadets who in turn can act as advocates to other cadets, breaking down barriers around mental health and giving individuals the tools to support each other. Training is monitored and delivered by trained CFAV.
- **HQ Safeguarding Team Visits** – The HQ Safeguarding Team program visits to sqns/units to offer support and advice to cadets and CFAV and also as part of ongoing assurance to check that correct safeguarding procedures and practices are in place. The visits also offer an opportunity to communicate directly with cadets and CFAV during parade nights, activities or camps and a basis to discuss any current issues or areas of concern.
- **'Keep Me Safe Plan'** – RAFAC have adopted a 'Keep Me Safe Plan' for cadets who may be vulnerable or in need of additional support. The initiative is voluntary, with plans put together between the cadet/young person and a member of RAFAC. The Keep Me Safe Plan also known as a Support Plan / Safety Plan may have already been undertaken with Schools, Local Authority or Police, and upon request can be shared with RAFAC. Training support/awareness for staff/CFAV/Staff Cadets on 'Keep Me Safe Plans' can be found via the SG Hub or direct via a member of the HQ RAFAC Safeguarding Team.

Communication with parents/carers

7. RAFAC recognises the importance of good communication to enable working in partnership with cadets, young people and their parents or carers. Reference D - The 'RAFAC Safeguarding Guide for Parents/Carers'² covers a wide range of subjects where parents or carers may have

² Accessible via the Air Cadets main website www.raf.mod.uk/aircadets and also via the Safeguarding Portal/Hub on Bader.

questions about the safety and/or wellbeing of their child or young person whilst under the supervision of RAFAC. The guide signposts to contacts within the organisation should a parent/carer wish to speak to someone with a safeguarding question or concern regarding their child, or another cadet. Parents are encouraged through localised sqns/units to provide feedback on cadet experiences to improve and shape practices in a number of different ways:

- Email – Sqn/unit email addresses are given to parents/carers as part of the joining/arrival/open evening processes.
- Face-Face – Parents/carers can request a meeting with a member of staff or CFAV or can provide feedback following an invite to their child's sqn/unit.
 - The Annual General Meeting in which all ATC cadets parents/carers are invited to attend provides an opportunity for any ideas/initiatives/topics to be raised.
- Using the contacts provided in the guide at Reference D.
- By way of completion of an Exit Survey when a cadet decides to leave the organisation.
 - Trends identified by the Exit Survey can be used to respond to any localised issues whether best practice or areas requiring improvements or changes.

Compliance with safeguarding policies and procedures

8. 'Compliance with safeguarding policies and practices is achieved through a number of ways using 1st, 2nd and 3rd Line of Assurance (LoA) processes/procedures (*note current assurance processes are under review with 2nd and 3rd party to be determined by HQ Air and MoD*).

1st Party LoA - 1 st Party LoA is achieved via the following:
<p>Authorisation and logging on SMS of all activities including those activities that constitute 'risk to life', includes logged risk assessments.</p> <ul style="list-style-type: none"> • All activities that constitute 'risk to life' are assured for compliance at least once every 3 years for National events/activities and all other activities by regional and/or wing staff iaw regional/wing plans. <ul style="list-style-type: none"> ○ All safeguarding risks are logged on PARMIS (Performance and Risk management Information System).
Logging and monitoring of all mandatory training on SMS (Safeguarding Training Level 1, Refresher Training and PREVENT training).
Logging and monitoring of Levels 2-4 training, assurance via wing checks and recording on SMS, confirming to HQ Safeguarding Team if requested.
<p>Revision of RAFAC Safeguarding Policy, annually or earlier in line with changing needs, changes to legislation or experience.</p> <ul style="list-style-type: none"> • Trend analysis or historical review may inform required changes.
<p>Compliance with Safer Recruitment processes.</p> <ul style="list-style-type: none"> • Using verification processes for BPSS and DBS, checked by sqn/wing and logged on Bader.
Compliance with legislation – RAFAC Safeguarding Policy is based on the key legislation provided in 'Working Together to Safeguarding Children 2018' and other key legislative documents (see Annex D to Standard 1).

<p>Compliance with Joint Service Publications and tri-Service Cadet Forces guidance.</p> <ul style="list-style-type: none"> • JSP 814 (Part 1) – Policy and Regulations for Ministry of Defence Sponsored Cadet Forces. • JSP 834 – Safeguarding. • JSP 893 – Procedure for Personnel and Posts which require a Disclosure Check. • MoD Cadet Forces Safeguarding Framework.
<p>Quality Audits on all case work and safeguarding practices conducted by Wings, Regions and RAFAC HQ.</p>
<p>Adopting guidance laid down in key DfE publications.</p>
<p>Compliance with RAFAC processes and procedures detailed in ACP 4.</p> <ul style="list-style-type: none"> • Use of standardised Notification Forms/Safeguarding and General Notifiable Occurrence Form including tracking of all cases and outcomes using the ACCD.
<p>Internal Validation (InVal) of safeguarding training, practices and procedures.</p>
<p>Self-assessment of training, practices and procedures.</p> <ul style="list-style-type: none"> • Includes responses to complaints/whistleblowing incidents to review practices where necessary as part of continuous improvement.
<p>Sqn/unit visits by RAFAC HQ Safeguarding Team.</p>

2nd Party LoA - 2nd Party LoA is achieved via the following:

To be determined by HQ Air.

3rd Party LoA- 3rd Party LoA is achieved via the following:

To be determined by MoD.

LIST OF ABBREVIATIONS (1 of 2)

ACAS	Advisory, Conciliatory and Arbitration Service
ACCD	Air Cadet Casework Database
ACMB	Air Cadet Management Board
ACP	Air Cadet Publication
ACSB	Air Command Safeguarding Board
ACTO	Air Cadet Training Order
AEF	Air Experience Flight
AFFS	Armed Forces Families and Safeguarding
AGS	Astra Ground School
AO	Assisting Officer
ATC	Air Training Corps
AVIP	Adult Volunteer Induction Programme
BPSS	Baseline Personnel Security Standard
CAMHS	Child and Adolescent Mental Health Services
CCF	Combined Cadet Force
CFAV	Cadet Force Adult Volunteer
CFC	Cadet Forces Commission
CGI	Civilian Gliding Instructor
CI	Civilian Instructor
CO	Commanding Officer
Civ Comm	Civilian Committee
CoC	Chain of Command
Comdt	Commandant
COS	Chief of Staff
CSE	Child Sexual Exploitation
CSWG	Cadet Safeguarding Working Group
CRBS	Central Registered Body Scotland
D&I	Diversity & Inclusion
DBS	Disclosure and Barring Services
DCOS	Deputy Chief of Staff
Def SPB	Defence Safeguarding Partnership Board
DfE	Department for Education
DLE	Defence Learning Environment
DSL	Designated Safeguarding Lead
EDBS	Enhanced DBS
FAQs	Frequently Asked Questions
FGM	Female Genital Mutilation
FII	Fabricated Induced Illness
FSSG	Functional Safety Steering Group
FTS	Flying Training School
GDPR	General Data Protection Regulations
GST	Global Safeguarding Team
HQ	Headquarters
IM	Information Management
JSP	Joint Service Publication

LIST OF ABBREVIATIONS (2 of 2)

LADO	Local Authority Designated Officer
LoA	Line of Assurance
MCO	Media Communications Officer
MH	Mental Health
MoD	Ministry of Defence
NFA	No Further Action
OC	Officer Commanding
POAT	Position of Authority and Trust
POC	Points of Contact
POT	Position of Trust
PR	Parental Responsibility
PVGS	Protecting Vulnerable Groups Scotland
RAFAC	Royal Air Force Air Cadets
RAFBF	Royal Air Force Benevolent Fund
RAFVR(T)	Royal Air Force Volunteer Reserve (Training)
RC	Regional Commandant
Region COS	Region Chief of Staff
SSAFA	Solders, Sailors and Airmens Families Association
SC	Section Commander
SCD	Supervisory Care Directive
SCR	Serious Case Review
SG	Safeguarding
SI	Service Instructor
SNCO	Senior Non-Commissioned Officer
SOPO	Sexual Offences Prevention Order
SPB	Safeguarding Partnership Board
Sqn	Squadron
SVG	Safeguarding Vulnerable Groups
TOR	Terms of Reference
TTT	Train The Trainer
VA	Volunteer Agreement
VSDS	Volunteer Scotland Disclosures Services
VSDT	Volunteer Software Development Team
VGS	Volunteer Gliding Squadron
WCPA	Wing Child Protection Adviser
WExO	Wing Executive Officer
WG	Wing
WHQ	Wing Headquarters
WHO	World Health Organisation
WO	Warrant Officer
WRAP	Workshop to Raise Awareness of PREVENT