



AC72076

Combined Cadet Force (Army) Personnel Regulations

Version 1.3 (2 Mar 23)

The Aims of the Combined Cadet Force

The broad function of the Combined Cadet Force (CCF) is to provide a disciplined organisation within a school so that young people may develop powers of leadership by means of training to promote qualities of responsibility, self-reliance, resourcefulness, endurance, and perseverance and a sense of service to the community.

The specific function of the service training in the CCF is to provide:

- The opportunity for young people to exercise responsibility and leadership, and to learn from the services how they can best be developed.
- Show them why the defence forces are needed and how they function.
- Encourage those who have an interest in the services to become Officers of the Regular or Reserve Forces.

Nodau'r Llu Cadetiaid Cyfunol

Swyddogaeth eang y Llu Cadetiaid Cyfunol (LCC) yw darparu sefydliad disgybledig o fewn ysgol fel y gall pobl ifanc ddatblygu pwerau arwain trwy hyfforddiant i hyrwyddo rhinweddau cyfrifoldeb, hunanddibyniaeth, dyfeisgarwch, dygnwch, a dyfalbarhad ac ymdeimlad o gwasanaeth i'r gymuned.

Swyddogaeth benodol yr hyfforddiant gwasanaeth yn y LCC yw darparu:

- Cyfle i bobl ifanc arfer cyfrifoldeb ac arweinyddiaeth, a dysgu oddi wrth y gwasanaethau sut orau i'w datblygu.
- Dangoswch iddyn nhw pam mae angen y lluoedd amddiffyn a sut maen nhw'n gweithredu.
- Annog y rhai sydd â diddordeb yn y gwasanaethau i ddod yn Swyddogion y Lluoedd Rheolaidd neu Wrth Gefn.

How to use these regulations

AC72076 *Combined Cadet Force (Army) Personnel Regulations* provides the policy, direction and guidance for administering Cadet Force Adult Volunteers (CFAVs) in the Combined Cadet Force (CCF) Army Section. It is owned by HQ Regional Command Cadets Branch on behalf of the General Officer Commanding (GOC) Regional Command. These regulations are for use by anyone involved in administering Army Section CFAVs and must be read in conjunction with the relevant Joint Service Publications and Army Cadets policies that are referenced throughout. These regulations are only available electronically and users must ensure they are accessing the most current version.

Equality statement

Throughout Army Cadets policy and regulations, gender-neutral language is used wherever possible. The use of “they/their” throughout this document may also be read to mean “he/him”, “she/her” or other preferred personal pronoun of the reader.

Safeguarding and supervision statement

All CFAVs must adopt a child-centred approach when carrying out any Cadet Force activity, with the needs of each child being paramount. No cadet activity, including CCF Army Section parades in school, is to be run without **at least two** properly qualified and checked CFAVs being present.

Links to other policy, regulations and references

Where applicable, this document contains links to other relevant publications, some of which are published by different authorities. Where dependencies exist, these other authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Where practical, source documents are linked from this publication and appear in underlined text. Most links are to Internet or Defence Gateway locations; however, a small number are hosted on the MOD SharePoint and are annotated as MODNet only.

Revisions to these regulations

Updates are normally published in April and October unless an immediate update is required to conform with a change in legislation or MOD policy. Significant revisions to this version appear in **red text**.

The next planned update of these regulations, subject to any immediate changes required due to legislation or MOD policy changes will be in **October 2023**.

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Definitions and abbreviations

The following terms and abbreviations are used throughout these regulations:

Term/abbreviation	Definition
Army Cadets	The joint membership and/or organisation comprising the Combined Cadet Force Army Section and the Army Cadet Force
CCF Army Section	Relating to the CCF Army Section or CFAVs and cadets within that section only
CCF School Staff Instructor (CCF SSI)	An employee of the school who receives Volunteer Allowance when providing administrative and logistic support to the CCF contingent
Cadet Force Adult Volunteer (CFAV)	All officers, adult instructors and non-uniformed volunteers
Regional Point of Command (RPOC)	The regional HQs responsible for the CF. Currently, these are HQ London District, the regional brigade HQs, and HQ North West, HQ South West and HQ West Midlands
Service Helper	A member of the Armed Forces (regular or reserves) who is associated to the CCF in a support role but is not a CFAV.
Westminster	The Cadet Force Management Information System, adopting the name <i>Westminster</i> from the 2008 rollout project
ACCB	Army Cadets Commissions Board
ACF	Army Cadet Force
ACRC	Army Cadets Resource Centre
ACSH	Army Cadets Safeguarding Hub
AI	Adult Instructor
CCF	Combined Cadet Force
CCF(A)	Combined Cadet Force Army Section
Cdt	Cadet
CF	Cadet Forces
CFSO	Cadet Force Standing Order
CTC	Cadet Training Centre, Frimley Park
CTT	Cadet Training Team
GOC RC	General Officer Commanding Regional Command
HQ	Headquarters
JSP	Joint Service Publication
MOD	Ministry of Defence
NAL	Nationally Appointed List
NCO	Non-commissioned Officer
NUV	Non-uniformed Volunteer
PI	Probationary Instructor
RAL	Regionally Appointed List
RC	Regional Command
T&S	Travel and Subsistence
VA	Volunteer Allowance

Part 1 Values, standards and safeguarding

1.1 The Army Cadets Leadership Code and the duty of care

1.1.1. Values are specific beliefs about what is important or unimportant, what is good or bad, right or wrong. Our values develop out of our experience with others who are important to us and have impact on our lives. When we let others know what our values are and we are seen to be following them, they form the basis of trust. Even when we do not state them directly, they can be inferred from how others see us behave. When we state what our Values are but do not follow them, trust is broken.

1.1.2. For cadets and CFAVs in the CCF Army Sections the Values and Standards are explained in AC72021C Army Cadet Leadership Code and summarised below:

The Army Cadets Values	The Army Cadets Standards
Courage Discipline Respect for others Integrity Loyalty Selfless commitment	Appropriate behaviour Lawful behaviour Professional behaviour

1.1.3. All CFAVs, and any persons who work, volunteer, supervise or instruct cadets have a **duty of care** responsibility to safeguard cadets from actual and potential harm and abuse, and for promoting their wellbeing and safety. They are to be alert to signs of abuse and neglect, and such concerns must be reported to the appropriate authority.

1.2 The Cadet Force Test

1.2.1. Ultimately, the conduct and behaviour of every member of the CCF Army Section must be measured against the following test:

“Has an individual’s behaviour as a member of the Army’s Cadet Forces fallen below the values and standards expected?”

1.3 Personal conduct and behaviours

1.3.1. CFAVs **must**:

- a. Ensure that their personal conduct and behaviour meets the Army’s Cadet Forces high standards at all times, follows the Army Cadet Leadership Code and maintain the Army Cadets’ Values and Standards throughout their time in the CCF. CFAVs must ensure that they and anyone under their command do not place themselves in a situation from which an allegation of abuse may develop.
- b. Remember that their behaviour is under scrutiny by cadets who often model their own behaviour on that of their CCF adults. The CCF is also observed regularly by members of the Armed Forces and by the public. CFAVs therefore are required to always observe the highest standards of personal conduct and discipline.

- c. Report all safeguarding incidents and concerns, and all other significant incidents, accidents or issues through the chain of command.

1.3.2. CFAVs must not:

- a. Swear or use offensive language in the presence of cadets, nor permit others to do so. They are not to address others in terms that adversely reflect on that person's sex, religion, race, or any disability, nor may they permit others to do so.
- b. Behave towards a cadet in a way that might be considered as a physical threat or assault, nor may they permit others to do so. Any form of psychological, emotional or physical bullying or intimidation by an adult on a Cadet or another adult, even where it may not amount to a breach of the law, is liable to be considered a breach of good discipline and may result in Administrative Action being taken against the offender. **In situations where members of the public (adults or young people) act in a threatening manner towards cadets**, complaints should be logged with the local police on 101 (if it is a significant threat then call 999/112).

1.3.3. **Health.** The CCF is committed to the health and safety of all its members and to enabling cadets to make informed choices in respect of alcohol, smoking, drug use and misuse. CFAVs play a pivotal role supporting a school PSHCE syllabus in enabling cadets to avoid the health, social and legal consequences associated with these issues:

a. **Alcohol.**

- (1) CFAVs are not to consume or be under the influence of alcohol in the presence of cadets and while conducting cadet activities (with the exception at sub-para (6)). Alcoholic drinks are specifically forbidden on military training areas and ranges and are not to be consumed in vehicles carrying cadets.
- (2) CFAVs are not to be under the influence of alcohol where they are attending an event in an official capacity representing the CCF.
- (3) CFAVs are not to conduct activities while consuming alcohol or under the influence of alcohol where this would cause a breach of national legislation; this includes supplying alcohol to cadets or permitting cadets to purchase alcohol, irrespective of their age.
- (4) CFAVs are not to consume alcohol within the 8 hours preceding any activity with cadets (specifically driving duty regardless of whether passengers are to be carried).
- (5) There is no absolute ban on CFAVs drinking while participating in the CCF or supporting other cadet forces' activities; rather the intent that alcohol is consumed in a manner that would not damage the reputation of the Army's Cadets. All CFAVs have a responsibility to maintain public confidence in their ability to safeguard the safety, welfare and best interests of children and young people. During periods where they are not directly supervising, supporting or delivering an activity (and may be considered 'off duty'), adult volunteers need to consider the effects alcohol can have and how it may affect their fitness to fulfil their cadet duties.

(6) The default position is that no alcohol should be consumed by CFAVs in the presence of cadets; however, it is accepted that there will be, from time to time, authorised regional or national events (such as awards events where family members or the public may also be in attendance) where there may be valid reason to allow adults to consume alcohol in moderation in the presence of cadets. For events within the school this decision rests with the head teacher, for regional and national events an exemption should be sought from RPOC HQs for regional events and from SO1 Cadets Policy & Personnel at HQ Regional Command Cadets Branch for national events.

(7) CFAVs are not to undertake any duty with cadets if they believe that they are still under the influence of or that their abilities are impaired by alcohol; nor may they be ordered to do so. If the person in charge believes that an adult is under the influence of alcohol, they should order that individual to go home or, if they are unable to travel, to be removed from contact with cadets, and should report the matter to the Contingent Commander.

b. **Smoking.** No individual is to smoke¹ while in uniform in view of the public, when engaged in any activity with cadets or when travelling in public. CFAVs are permitted to smoke provided they are not in sight of cadets or the public. Smoking must be done in designated smoking areas. Further detail is provided by the Cadet Forces Smoke-Free Policy.

c. **Prescribed medications.** CFAVs who have been prescribed medication that may inhibit their ability to carry out Cadet Force activities properly are to report the circumstances to the contingent commander. School policy may also require them or the contingent commander to inform a designated member of the school staff. A risk assessment must be completed as soon as practicable. They may be restricted from some or all Cadet Force activities until agreed by the contingent commander and/or school policy. Advice may be sought from the CFAV's general practitioner with their express permission.

1.3.4. **Relationships.** CFAVs are to be made aware of the difficulties that can arise when they form close personal relationships with other adults, bearing in mind the influence they can have on cadets.

a. It is appreciated that the CCF is, in part, a social activity and it is accepted that personal relationships between adults serving in the CCF do develop or may already exist when they join. However, the CCF is a uniformed and disciplined organisation as well as a youth organisation. Behaviour between adults which may be unremarkable in a civilian workplace may be unacceptable within the CCF. Any such relationship between adults in the CCF should be conducted discreetly and where possible, away from the CCF.

b. Relationships between CFAVs and cadets, except familial relationships, are inappropriate in the CCF. Intimate relationships between CFAVs and Cadets, even if permitted in law, are a breach of CCF Values and Standards and will result in them being removed from the CCF.

¹ "Smoking" includes tobacco products (cigarettes, cigars and pipes), menthol cigarettes and e-cigarettes.

1.3.5. Physical contact. There will be very limited circumstances when it is appropriate or acceptable for CFAVs to make physical contact with cadets. Any physical contact must be reasonable, necessary and appropriate.

- a. It may be necessary to make physical contact in exceptional situations, such as for safety reasons or to prevent an individual from harming themselves or others. In such cases the school safeguarding lead must be informed as soon as practicable and, in any case, within 24 hours. Where physical contact is made while administering first aid then this may be notified by submission of appropriate accident report.
- b. Where physical contact is unavoidable, it is crucial that in all circumstances, CFAVs should only have physical contact with cadets in ways that are appropriate to their role and responsibilities. Physical contact with intimate areas of a cadet's body must always be avoided.
- c. CFAVs must also be aware of gender, cultural or religious sensitivities that may need to be considered prior to making physical contact.
- d. Any physical restraint may only be used in the most exceptional circumstances, to prevent harm, including self-harm to an individual or other person. It must be justified, applied for the shortest time possible and must only use the minimum amount of force necessary. If possible, any physical restraint should only be used with another adult present. The school safeguarding lead is to be notified as soon as possible after the incident, and an incident report are completed and forwarded to the Regional Point of Command (RPOC) HQ within 24 hours.

1.3.6. Transport. CFAVs may transport other members of the CCF, adult or cadet, provided they have a valid driving license and the vehicle is properly insured for this purpose an adult must not be alone with an individual cadet, unless there are exceptional circumstances. Ideally, a minimum of two adults must be present in the vehicle.

1.3.7. Criminal behaviour. If at any time a CFAV is investigated, arrested, bailed, summonsed, charged or otherwise reported in relation to a criminal offence they are to report this matter to the Contingent Commander. Failure to do so could result in Administrative Action even if they are found to be innocent of the initial offence. An Incident report is to be completed and forwarded to the RPOC HQ within 24 hours.

1.3.8. Illegal substances. A CFAV found to be in possession of, or suspected of using or supplying, a controlled drug or illegal substance is to be suspended pending investigation and reported to the Police². If convicted of any drug related offence, the CFAV will be removed from the CCF and a referral made to the appropriate agency. An Incident report is to be completed and forwarded to the RPOC HQ within 24 hours.

1.3.9. Supervision of cadets

- a. CFAVs must be sensitive to the conflicting demands of ensuring that cadets are properly supervised and allowing a reasonable degree of freedom and privacy. A

² The use and supply of illegal drugs is a criminal offence in the United Kingdom. The Misuse of Drugs Act 1971 is intended to prevent the nonmedicinal use of medicinal drugs as well as drugs with no current medicinal uses. Drugs are categorised from Class A to Class C (with the last carrying the lowest penalties). Illegal drugs, for the purpose of the AC72133 *The Combined Cadet Force Regulations* and these Regulations are defined in keeping with the categories detailed within the Misuse of Drugs Act 1971.

sensible test is to ask: “would the public consider it reasonable and appropriate to treat children or young people in this way?”

b. When supervising cadets, CFAVs must ensure that they do not allow themselves to be compromised in any way. **CFAVs or those working with cadets must not conduct activities until there are at least two properly qualified and checked CFAVs present**, unless it is essential to do so where the harm caused by not being alone with a cadet would be greater than the potential for allegations³. If such a situation should arise, it is important to inform the school designated safeguarding lead before taking the cadet home or to the hospital and to confirm that the adult has left after the cadet arrived at their destination safely. If it is not practicable to inform the school designated safeguarding lead before the event, it must be reported to them as soon as possible after the event.

c. If an adult believes that they have been placed in a compromising situation, they should report it to the Contingent Commander and the school designated safeguarding lead so that any resulting allegations to be dealt with as efficiently as possible.

d. Adults may encourage cadets to overcome their fears in tackling challenging pursuits. However, CFAVs should be careful not to cross the line into compelling cadets to take part in any activity which they genuinely believe to be beyond their capability.

1.4 Safeguarding

1.4.1. **The Cadet Force approach to safeguarding, including in the CCF is to take a child-centre approach with all policy and regulation and by adopting this approach ensuring that CFAVs do not run activities where no other properly qualified and checked CFAV is present.** The sponsoring single Service Cadet HQs have also agreed a framework of safeguarding responsibilities that exist for activities within the school, and on centralised camps, courses and exchanges delivered by the Services. This is covered in AC72133 The Combined Cadet Force Regulations and in CFSO 2200 Army Cadets Safeguarding Process.

³ For example: if a cadet requires immediate medical attention, to take them in an adult’s private vehicle to a hospital would be more appropriate than allowing them to remain at an activity that is inaccessible to ambulances, or if a cadet’s parent is unexpectedly unable to collect them at the end of a parade night where the cadet would be put at risk if they were to make their own way home.

Part 2 Complaints and reporting malpractice

2.1 Complaints

2.1.1. **Managing complaints.** Any individual may raise a complaint if they have cause to feel that they have been treated unfairly or inappropriately, or that an individual or the organisation has not carried out its policy and processes correctly. **The complaint process is set out in Cadet Force Standing Order 2307 Army Cadets complaints process, and this must be followed in all cases.**

2.1.2. **CFAV discipline because of a complaint.** Where the complaint process identifies issues that justify or require CFAV discipline the processes in the Cadet Force Standing Order on the Army Cadets discipline process are to be followed.

2.2 Reporting malpractice or ‘whistle-blowing’

2.2.1. Reporting malpractice, also known as ‘**whistle-blowing**’ is a term used for raising a concern about certain types of wrongdoing in an organisation. Disclosing wrong doing must be in the public interest, meaning it must affect others. Individuals may raise concerns about an issue that has happened, is happening or that may happen in the future.

- a. The CCF fosters a culture of openness and transparency in everything that it does and recognises its responsibility to deal fairly, constructively and consistently with concerns that are raised. The safety and wellbeing of cadets and volunteers is the highest priority. CFAVs, cadets, parent(s)/guardian, members of the public and anyone supporting CCF activity are encouraged to raise concerns and report incidents through existing Safeguarding, Discipline and Complaints processes in the first instance.
- b. However, the CCF recognises that where an individual believes that it is necessary to raise as concern outside of the above processes they may do so.
- c. When concerns are raised, they will be comprehensively investigated, and appropriate action will be taken where required. The CCF will decide on whether the concern that has been raised should be dealt with under one the existing policies (Safeguarding, Discipline or Complaints). The decision in relation to this is final and must be communicated to the person raising the concern unless CCF Regulations para 2.2.4 applies.

2.2.2. Individuals may raise a concern regarding any of the following:

- a. an alleged criminal offence.
- b. a failure to comply with a legal obligation.
- c. a breach of the CCF Safeguarding Children Policy.
- d. a breach of CCF Regulations.
- e. a miscarriage of justice.

- f. a breach of health and safety such that an individual has been, is, or is likely to be endangered.
- g. the deliberate concealment, or likely deliberate concealment, of information about one of the above.

2.2.3. Concerns of a personal nature are not within the scope of 'whistleblowing' unless the case is in the public interest. Concerns relating to an individual's treatment as a volunteer, harassment, bullying and discrimination, a management decision, or promotion and selection procedures should be dealt with by an individual's CoC, or by following appropriate Complaints or Discipline policies and procedures.

- a. Whistleblowing does not apply to matters of individual conscience where there is no suggestion of organisational or individual wrongdoing, but an individual is, for example, required to act in a way which conflicts with a deeply held faith or personal belief. If an individual has such a "crisis of conscience" they should discuss with their CoC in the first instance.
- b. If an individual or those in their management/command chain are unsure whether a concern should be raised in accordance with this procedure, they may seek advice and guidance from their CoC or from RC Cadet Branch.
- c. CFAVs, cadets, parent(s)/guardian(s) or members of the public may report their concern to the Contingent Commander.

2.2.4. Where a person feels unable to report their concern directly to the above points of contact then they should consider the following alternatives:

- a. for any matter relating to the CCF, including Regulations or Policies the issue may be raised via e-mail⁴ to RC Cadet Branch.
- b. any safeguarding concern, including concerns triggered by organisational wrongdoing, should be reported to the ACSH. If an individual lacks confidence that their report will be managed appropriately by the CCF, they must inform Police themselves (presuming they feel a crime has been committed) and must inform Local Authority Children's Social Care if they are concerned about the welfare of a child.
- c. reporting safeguarding concerns independently of the MOD is also possible via the NSPCC whistleblowing line if any individual is concerned about the conduct of the organisation in relation to children.
- d. The telephone number is 0800 028 0285 and more information is available via the NSPCC website⁵.
- e. for criminal matters the local police service should be contacted via 101 or if immediate risk to an individual or a crime in progress then via 999.
- f. the MOD 'Whistleblowing and raising a concern policy' can be utilised by employees of the MOD. Contacts are available via MOD SharePoint⁶.

⁴ E-mail: RC-Cdts-RaisingConcern-0mailbox@mod.gov.uk.

⁵ <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicatedhelplines/whistleblowing-advice-line/>

⁶ <https://modgovuk.sharepoint.com/sites/IntranetCivilianHRPeoplePortal/SitePages/Whistleblowing-and-raising-a-concern.aspx> (MODNet users only).

2.2.5. **Handling Disclosures.** Once a concern is disclosed to the CCF, a decision must be made by the single Services on whether to investigate the matter using an existing process, refer the matter to an external agency or to conduct an independent internal investigation.

2.2.6. An appropriate impartial individual is to be appointed to investigate the concern and to advise the individual making the report of the outcome as soon as possible and usually within two weeks of the disclosure.

2.2.7. Where a longer period is required for investigation, the individual raising the concern will be informed in writing. In these cases, the identity of the discloser confidential as far as possible. However, in certain circumstances, e.g., if a criminal investigation follows, individuals may be needed as witnesses. If this happens, they will be notified at the earliest opportunity. Records of any concern raised along with any information received during an investigation must be retained by the together with any records of decisions or outcomes and correspondence shared with the person raising the concern.

2.2.8. The CCF will endeavour to protect any individual raising a concern from any victimisation, harassment or bullying occasioned because of their disclosure. CFAVs and cadets must not be treated unfairly, suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that correct policy and procedure is followed.

2.2.9. For the purposes of this raising concerns procedure, the date of receipt is taken as:

- a. **E-mails.** The first working day following the date the e-mail was sent. Reports made via the national website are considered as e-mails for this procedure.
- b. **Letters.** The third working day following the postmark date on the letter; or
- c. **Telephone.** The day on which the call was taken.

(1) Acknowledgement of raising a concern. Receipt of a concern should be acknowledged within 10 working days.

(2) If any of the above dates fall within a scheduled period of 'block leave' or 'unit stand down' then the date shall be taken as the first day on return to work. Where this occurs, any delay should be explained to the person submitting the concern.

(3) Anonymous allegations, concerns or disclosures. A concern may be raised anonymously, but the CCF encourages the sharing of information where possible as this may assist a more effective investigation to take place.

(4) When receiving anonymous reports Contingent Commanders should consult with RPoC HQs or HQ RC Cadet Branch so that a decision can be made on how to progress an investigation. Factors to be considered should include:

- (a) the seriousness of the matter that has been raised.
- (b) whether the concern is credible.
- (c) additional reports or similar concerns raised.

- (d) whether any supporting evidence or information has been submitted;
and
- (e) whether an investigation can be carried out on the information provided.

2.2.10. Where a concern or allegation is raised anonymously, it may not be possible to provide a response to the individual raising the concern, and no attempt need be made to determine the identity of the individual raising the concern to respond.

2.2.11. **Vexatious reports.** Members of the CCF found to be misusing this procedure or making vexatious reports may be subject of discipline procedures and may have their membership of the Army Cadets terminated.

Part 3 CFAV status, roles and ranks

3.1 The status of Cadet Force Adult Volunteers

3.1.1. The volunteer role of Cadet Force Adult Volunteers (CFAVs) falls outside of the Armed Forces Act 2006 and the Reserve Forces Act 1996. This means that CFAVs are:

- a. **Not** members of the UK Armed Forces, or be mobilised in their CFAV role; **and**
- b. **Not** subject to Service Law; **and**
- c. **Not** subject to Chapter 67 of the *Army General and Administrative Instructions* (AGAI 67) unless administrative action relates to their separate Reservist role.

3.2 Checks for new and existing CFAVs

3.2.1. **Nationality and residence.** CFAVs must meet the nationality and residence requirements in JSP 814 *Policy and Regulations for MOD Sponsored Cadet Forces*. Further advice may be sought from SO2 Cadets in the RPOC HQ.

3.2.2. **Security clearances.** CFAVs must meet the Baseline Personnel Security Standard (BPSS) in JSP 440 *The Defence Manual of Security*⁷. Only those with unsupervised access to arms and ammunition will need to complete MOD Security Clearance checks.

3.2.3. **Enhanced disclosure checks for CFAVs.** All CFAVs **must** complete the appropriate enhanced disclosure checks **on joining**, and then **rechecked at least every 3 years thereafter** while they remain in the Cadet Forces. **Any individual without a satisfactory and in date disclosure check must not be allowed unsupervised access to cadets.** The process set out in Section 2.6.3. of AC14233 *The Army Cadet Force Regulations* is to be followed, including the *CFSO on management of disclosures with adverse information* where adverse information is identified on a disclosure check certificate.

3.2.4. **Enhanced disclosure checks for Service Helpers.** Enhanced disclosure checks for Service Helpers were required by MOD policy will follow AGAI 119 *Employment checks on personnel for the purpose of safeguarding*⁸.

3.3 Cadet Force Adult Volunteer roles

3.3.1. **Cadet Force Adult Volunteers (CFAVs).** There are three types of CFAVs in the CCF Army Section who typically undertake the following roles:

- a. **Cadet Force officers.** Officers are responsible for the leadership and management of the contingent and/or section, and for delivering training and activities. All officers in all MOD sponsored Cadet Forces hold a Cadet Forces Commission as set out in *The Cadet Forces (Commissions) Warrant 2017*. Authority

⁷ This document is published at Official-Sensitive and available on MODNet Only. Information on BPSS can be sought from RPOC HQ G2 Security.

⁸ This document is published at Official-Sensitive and available on MODNet Only. Service Helpers should contact their Unit/Sub-unit HQ for further details.

to appoint officers in the Army Cadets is delegated to General Officer Commanding Regional Command by the Army Board.

b. **Adult instructors.** These CFAVs who have not yet, or have chosen not to become Cadet Force officers, are primarily involved in delivering cadet training on the Army Cadets Syllabus subjects and the wider cadet experience. They can also assist in administration and supervision where required, and can lead activities where they are suitably qualified, current and competent to do so.

c. **Non-uniformed volunteers.** Non-uniformed volunteers (NUVs) are CFAVs who may have decided not to become uniformed officers or adult instructors, including those who are not able to commit to a regular attendance at the contingent. NUVs can be involved with delivering training and activities, where they are qualified, current and competent to do so, or can assist with administration and supervision.

All CFAVs in the CCF Army Section are expected to always uphold the Values and Standards of the Army's Cadets, and where this does not happen are managed under the process at Section 5.6.

3.3.2. **Other roles.** From time to time, a contingent or Army Section may be supported by individuals who are not CFAVs.

a. **CCF School Staff Instructor.** The School Staff Instructor (SSI) is responsible to the contingent commander for planning and support to Cadet Force activities and training as set out in AC72133 *The Combined Cadet Force Regulations*.

b. **Service Helpers.** Service Helpers support the contingent or Army Section with training, camps or wider cadet experience activities, and are Regular or Reserve Armed Forces personnel of any rank who are not CFAVs. They may also act as a liaison between the Army Section and a Regular or Reserve Army unit.

c. **External and commercial instructors.** From time to time, the contingent may draw on external or commercial instructors to provide additional training and activities for cadets and CFAVs. These individuals are **not** CFAVs in the contingent and must not be treated as CFAVs for the purpose of planning and funding cadet activities.

3.4 Rank

3.4.1. **Ranks.** All uniformed CFAVs in the CCF Army Section hold a rank related to and representative of their volunteer role. The following ranks and abbreviations are used:

Type	Rank		Other CF equivalent
	Full	Abbreviation	
Officer	Lieutenant Colonel	Lt Col	OF4
	Major	Maj	OF3
	Captain	Capt	OF2
	Lieutenant	Lt	OF1
	Second Lieutenant	2Lt	
Adult Instructor	Sergeant Major Instructor	SMI	-
	Staff Sergeant Instructor	SSI	-

Type	Rank		Other CF equivalent
	Full	Abbreviation	
	Sergeant Instructor	SI	-
	Probationary Instructor	PI	-

3.4.2. **CCF Identifier.** The identifier “CCF” **must** be used⁹ to avoid confusion with Regular or Reserve Army personnel.

3.5 Uniform

3.5.1. All CFAVs must abide by Army Dress Regulations (all ranks) Part 8 Dress Regulations for Combined Cadet Force (Army Sections) and the Army Cadet Force. No other parts of Army Dress Regulations apply to the CCF. **All officers and adult instructors are loaned uniform items that are returned on leaving the CCF.**

3.5.2. Non-uniformed volunteers must **not** wear uniform, rank slides or uniform items in any circumstances, especially where they may be confused with uniformed members of any Regular, Reserve and/or Cadet Force.

⁹ For example: Maj J Smith CCF.

Part 4 Joining the CCF

4.1 Eligibility

4.1.1. The CCF Army Section is a diverse and inclusive organisation; it does not discriminate on the grounds of age, ethnicity, gender, sexual orientation, mental or physical ability, or religious belief or creed.

4.2 Standards and limitations

4.2.1. **Age.** The minimum age to join as a CFAV is 18 years. There is no upper age limit providing the CFAV can carry out activities associated with their role.

4.2.2. **Ability to take part in activities.** CFAVs are responsible for ensuring they are fit and healthy enough to continue volunteering. This is to ensure they can carry out their duty of care to others, often in demanding conditions, while remaining safe themselves. Guidance on the levels of fitness required to conduct these activities is at Section 7.1.

4.2.3. **Education.** No formal education qualifications or standards are required to be a CFAV in the CCF Army Section. However, all CFAVs and applicants must be able to demonstrate that:

- a. They can speak and understand English sufficiently to be able to carry out the role of a CFAV safely and effectively.
- b. They have the appropriate numeracy, literacy, reasoning and decision-making skills to plan and deliver safe activities

4.3 The application process

4.3.1. All potential CFAVs must be provided with information to enable the individual to make an informed decision and to fully complete the application form. The application process comprises:

- a. **Application form.** The potential CFAV completes AF E 7130 and submits this through the contingent for review by head teacher and RPOC HQ.
- b. **Check against previous applications and/or membership of the Cadet Forces.** A check is carried out by the appropriate RPOC HQ Cadets Branch to confirm if the applicant has previously been a member of the Cadet Forces. Where a previous record is marked on Westminster, further information must be obtained from the CF unit named to inform any decision. This must be completed before the application can proceed further.
- c. **Head teacher review and interview.** The head teacher will review and approve the application, and where appropriate interview the applicant.
- d. **Disclosure and security checks.** The appropriate enhanced disclosure and security checks can be started by the contingent before the head teacher's review of the application. If these checks are unsatisfactory then the probationary membership will be terminated.

e. **The CFAV signs the Adult Volunteer Agreement.** When all interviews and checks have been completed successfully, CFAVs sign the MOD sponsored Cadet Forces Adult Volunteer Agreement on joining the CCF. It contains a basic and common set of rules for all CCF CFAVs and confirms that the CFAV understands what being a volunteer in the CCF entails. **At this point the applicant becomes a member of the CCF Army Section on a probationary basis** and is recorded on Westminster (Section 4.4).

4.3.2. **Existing CFAVs transferring into a contingent.** Inward transfer of an existing CFAV must be endorsed by the head teacher, who will wish to be satisfied of the applicant's credentials and suitability. This applies to **all** CFAVs transferring to the Army Section from either another school, or from another Section within the current contingent, regardless of their current Service affiliation. The request to transfer the CFAV is then submitted to the relevant RPOC HQ Cadets Branch who will action the move. Where sufficient information is not available from the CFAV's current unit, a new application to join the CCF will be required.

4.3.3. **Training for those managing the application process.** All CFAVs in the rank of major or above, RPOC HQ staff and school staff involved in recruiting CFAVs to the CCF Army Section must have completed Safeguarding Level 3 training.

4.3.4. **Appointment process for CCF School Staff Instructors.** The appointment process for CCF School Staff Instructors is detailed in AC71233 The Combined Cadet Force Regulations, including how enhanced disclosure checks, security checks and checks on Cadet MIS (Westminster or Bader) are carried out.

4.4 Initial recording on Westminster

4.4.1. All CFAV appointments are to be notified to the relevant RPOC HQ and recorded on Westminster. On joining, a CFAV is to be recorded:

- a. **As an officer or adult instructor.** Appointed as a 'Probationary Instructor' (PI) on Westminster and undertake the training at Section 4.5.
- b. **As a Non-uniformed Volunteer.** Appointed as a 'Non-uniformed Volunteer' (NUV) on Westminster.

4.5 Induction training

4.5.1. **All** uniformed CFAV must complete the CCF(A) Pre-Basic Course **and** the CCF(A) Basic Course within two years of joining, unless:

- a. The OC CTT assesses an individual's previous Regular, Reserve and/or Cadet Force experience at the rank of Sergeant (or OR6 equivalent) and above is sufficient to exempt them from part of or all induction training courses.
- b. The RPOC HQ grants an extension of no greater than a year to the individual due to exceptional circumstances or the individual requiring additional time to meet the standards required to pass the induction courses.

4.5.2. All CCF Army Section CFAVs **must** complete the appropriate safeguarding course during their induction training and have this recorded on Westminster.

4.6 Multiple appointments

4.6.1. **Regular Forces.** Members of the Regular Forces **cannot** hold a position in the CCF. However, they may assist a CCF unit as a Service Helper with authority from both their Commanding Officer and the Contingent Commander.

4.6.2. **Reserve Forces.** Members of the Reserve Forces (irrespective of Service) may hold appointments in the CCF Army Section. Their Reserve Forces duties will take precedence. When volunteering with the CCF Army Section an individual will wear the rank appropriate to their CCF appointment, however:

- a. Commissioned members of the Reserve Forces are **not** permitted to hold a non-commissioned appointment in any of the MOD Cadet Forces including the CCF Army Section.
- b. Non-Commissioned members of the Reserve Forces are **not** permitted to hold a commissioned appointment in any of the MOD Cadet Forces including the CCF Army Section.

4.6.3. **Within the Cadet Forces.** CFAVs may, under certain circumstances be volunteers in two or more CCF contingents, or other MOD sponsored Cadet Forces. Dual appointments are time-limited and subject to regular review to ensure that both cadet organisations continue to benefit. CFAVs seeking dual appointment **must** have gained agreement from:

- a. **Two different CCF Army Sections.** The Contingent Commanders of both contingents must confirm their agreement with their RPOC HQ Cadets Branch. Where the two contingents are in different RPOCs, the respective RPOC HQ Cadets Branches must be made aware.
- b. **Two different single Service Sections.** The respective single Service Cadet Force HQs must confirm approval before a CFAV is able to parade in two different single Service Sections. If one Cadet Force HQ does not give approval, the CFAV is not to parade.

4.6.4. **CCF Army Section officers and adult instructors.** CCF Army Section officers and adult instructors may hold multiple volunteer appointments in another Cadet Force or another CCF Contingent with the agreement of their Contingent Commander and the respective Cadet Force unit commander. Contingent Commanders must satisfy themselves that such appointments are workable and in the overall interests of the CCF. **No CFAV may exceed the annual VA limit regardless of how many volunteer appointments they hold.**

4.6.5. **Officers and Sergeant Instructors from other Cadet Forces.** Where an officer or Sergeant Instructor from another Cadet Force seeks to join the CCF with a dual appointment, the Contingent Commander is to ensure that the dual appointment is workable and in the interests of the CCF. No additional VA is permissible for dual or multiple appointments. The process for joining the CCF at Section 4.3 is to be followed.

4.6.6. **Restrictions on dual appointments.** Applications for dual appointments that would result in an individual being commissioned in one Cadet Force and non-commissioned in another Cadet Force are not allowed.

Part 5 CFAV administration

5.1 Appointments

5.1.1. **As contingent commander.** Contingent commanders are appointed by the headteacher and confirmed by HQ Regional Command Cadets Branch. The appointment process for contingent commanders is set out in AC71233 The Combined Cadet Force Regulations.

5.1.2. **As Army Section commander.** The Army Section commander is appointed by the Contingent Commander, who is to notify the RPOC HQ and record the appointment on Westminster. The appointment process for Army Section commanders is set out in AC71233 The Combined Cadet Force Regulations.

5.1.3. **Other appointments within the contingent.** All other CFAV appointments within the contingent or Army Section are made by the contingent commander. Dual appointment of CFAV in the CCF Army Section as the CCF School Staff Instructor are by exception, must be authorised by the RPOC HQ and must **not** be for longer than a 12-month period.

5.1.4. **Wider Army Cadets appointments.** CFAVs may apply for volunteer roles outside of the contingent:

- a. **Nationally Appointed List (NAL).** Uniformed CCF(A) CFAVs appointed to the NAL are appointed for a period of three years. Appointments on the NAL are confirmed by HQ Regional Command Cadets Branch, **but administration of the CFAV remains with the home contingent.** The processes and regulations for appointments to the NAL are in AC14233 The Army Cadet Force Regulations and the *Cadet Force Standing Order on volunteer appointments*.
- b. **Regionally Appointed List (RAL) roles.** Uniformed CFAVs appointed to the RAL are appointed for a period of three years. Appointments on the RAL are confirmed by the respective RPOC HQ. CFAV appointed to the RAL remain under the administration of their Contingent.

5.2 Commissions

5.2.1. The Cadet Forces (Commissions) Warrant 2017 introduced the Cadet Forces Commission across all MOD sponsored Cadet Forces. For the Army Cadets, the Army Board of the Defence Council has delegated responsibility and oversight to GOC RC as Commander Cadets, and the process managed by HQ Regional Command Cadets Branch.

5.2.2. The procedure set out in Cadet Force Standing Order 2303 Army Cadets commissions process is to be followed, noting that a new or existing CFAV seeking appointment to a Cadet Forces Commission in the CCF Army Section must:

- a. Be recorded on Westminster as a member of the CCF Army Section.
- b. Be recommended for a commission by the Army Cadets Commissions Board.
- c. Have completed induction training as per Section 4.5.

5.2.3. On receiving candidate recommendations from ACCB, either from selection board or transfer board, Cadets Branch will collate recommendations and present these to GOC RC for endorsement. **No commission is official until GOC RC has completed this action and all training completed.** Once endorsed, Cadets Branch will record the commission on Westminster and inform RPOC HQs and contingent teams.

5.2.4. Cadets Branch will request commission parchments on behalf of successful candidates. Commission parchments are managed by the Army Personnel Centre and may take up to 18 months to be printed and delivered to the contingent address.

5.3 Promotion in rank

5.3.1. 1.1.1. Promotion of CFAVs (both officers and adult instructors) may be granted by the relevant RPOC HQ. Any promotion **must** be within the establishment of the relevant CCF contingent **and** the Army Section. Contingent commanders are to submit recommendations to the RPOC HQ, who will, where appropriate, confirm the promotion **before** any actions on Westminster and JPA are carried out.

5.3.2. **Officers.** The general promotion rules for CCF officers are set out in AC71233 The Combined Cadet Force Regulations. In addition, for promotion to the following ranks in the Army Cadets, CFAVs will require:

To rank	Requirements for promotion	Army Cadets course(s)
Captain	As <u>AC71233 The Combined Cadet Force Regulations</u> paragraph 2.6.89.	CCF Army Basic Course.
Major	As <u>AC71233 The Combined Cadet Force Regulations</u> paragraph 2.6.90.	CCF Army Basic Course. AND SA (M) (07) Cadet Course or KGV1 Course (pre-2017).
Lieutenant Colonel	As <u>AC71233 The Combined Cadet Force Regulations</u> paragraph 2.6.91.	CCF Army Basic Course. AND SA (M) (07) Cadet Course or KGV1 Course (pre-2017).

5.3.3. **Adult instructors.** Promotion rules for adult instructors in the CCF Army Section are the same as those for the ACF, and CFAVs should refer to AC14233 The Army Cadet Force Regulations.

5.3.4. **Acting and local rank.** The grant of acting and/or local rank to Officers is **not** permitted in the CCF.

5.4 Reversion in rank

5.4.1. Individuals appointed to posts with a lower established rank **are** required to revert to the rank appropriate to that appointment. Notification of reversion to a lower rank, is to be made to RPOC HQ Cadets Branches for action and audit. Where an individual has no appropriate post to move to, they may be held in the Non-Effective Pool for a period no greater than twelve months.

5.5 Extensions

5.5.1. **Annual review of uniformed CFAVs beyond 65 years of age.** There is a requirement for annual extensions beyond the age of 65. These are agreed by the Headteacher and the Contingent Commander, based on the health of the CFAV and their ability to carry out their volunteer role. There is no requirement for cases to be approved at RPOC level. To aid with yearly reviews a module on Westminster 'Approved extension over 65' is to be used with the awarding date the day of the day the extension was approved. The award will expire after one year. Their health is assessed by self-certification using the detail update form, this form should then be either retained securely locally or scanned and attached to the person's Westminster personnel file. If the Contingent Commander has doubts about whether the individual is healthy enough to carry on, they are to request a medical examination via the CFAVs general practitioner (GP) or suitable medical professional.

5.5.2. **Rules applying to appointment and extensions in dual service in both the CCF and ACF.** Any CCF(A) CFAV dual serving with another Cadet Force are to also comply with the relevant Cadet Force regulations if they are to carry on dual serving. If they are approved by one Cadet Force but not the other, they are to cease dual serving and only carry on in the Cadet Force that has approved.

5.5.3. **Non-uniformed Volunteers (NUVs).** NUVs can continue to volunteer providing they remain fit and competent to carry out their activities safely. Their membership of the CCF is at the discretion of the Contingent Commander and no application for extension is required.

5.6 Discipline

5.6.1. CFAVs are expected to always uphold the Values and Standards of the Army's Cadet Forces. The discipline process is designed to correct behaviour, address inefficiency or poor performance, and restore team cohesion. It is used when CFAVs fail to live up to our Values and Standards or where performance is below the required standard.

5.6.2. The process set out in the *Cadet Force Standing Order on the Army Cadets discipline process* is to be used for **all** CFAVs in the CCF Army Section.

5.7 Honours and awards

5.7.1. CFAV and cadets may be recommended for non-operational gallantry awards. Full details are in *JSP 761 Honours and awards in the armed forces*.

5.7.2. A wide range of other honours and awards are available for both CFAVs and cadets, including but not limited to:

- a. Half-yearly State Honours List.
- b. The Cadet Forces Medal.
- c. HM Lord-Lieutenant's Certificate of Meritorious Service.
- d. CCF Army Section Certificate of Good Service.

Full details of Honours and Awards available to members of the Army Cadets, including details on how to apply are in the Army Cadets Recognition Manual on the Army Cadets Resource Centre.

5.8 Remuneration

5.8.1. Remuneration procedures for CFAVs in the Army Cadets set out in AC71233 *The Combined Cadet Force Regulations*.

Part 6 Transfers and leaving the CCF

6.1 Agreed absence

6.1.1. Agreed absence up to twelve months. A CFAV who wishes to be absent from CCF duty for up to twelve months may be granted temporary absence by the Contingent Commander (or for an absence requested by the Contingent Commander this is granted by the RPOC Commander). This agreed temporary absence will count against a CFAV's attendance record or against service towards promotion, the Cadet Forces Medal or other awards. The CFAV should be placed in the respective RPOC HQ Non-Effective Pool (to avoid an adverse impact on the Contingent's governance status).

6.1.2. Absence over twelve months. In exceptional circumstances, an approved absence may be extended beyond twelve months. This should be approved by the RPOC HQ. The CFAV will remain on the RPOC Non-Effective Pool until the agreed end date of the absence.

6.2 Transfer to volunteer roles outside of the contingent

6.2.1. National and regional volunteer roles. A CFAV may be appointed to one of the national volunteer roles within the Army Cadets. When appointed to a national or regional volunteer role, the CFAV will remain with their home contingent for management and administration for that appointment period. Where the national or regional volunteer role is a primary role, the CFAV may, with the agreement of their contingent commander, step away from contingent activity for the appointment period, and at the end of the appointment period, the CFAV will be expected to take part in their contingent programme.

6.2.2. The Retained Volunteer or Non-Effective Pools. CFAVs may decide to take time away from the CCF for reasons not related to the Cadet Force. In these cases, a CFAV may request a move to the Retained Volunteer Pool or Non-effective Pool as appropriate. CFAVs temporarily transferred to these pools remain with their contingent for admin for up to twelve months. At this point, they may be moved under RPOC HQ administration. The process set out in AC14233 The Army Cadet Force Regulations.

6.3 Transfer to another CCF section, CCF contingent or Cadet Force

6.3.1. CFAVs may ask to move within the CCF contingent, to another CCF contingent or to another MOD sponsored Cadet Force, providing they meet the criteria for membership of that organisation. The management and administration of the CFAV will move to the receiving section and/or unit.

6.3.2. When applying to transfer to another CCF Section, CCF contingent or Cadet Force, the CFAV must:

- a. **Between two different sections in the same CCF contingent.** A CFAV move between two different sections within the same CCF contingent can be managed locally and in consultation with both single Service CF HQ teams. The receiving single Service CF HQ team can turn down the request made by the CFAV where they do not meet the requirements for that section, in which case the CFAV will remain in the Army Section.

- b. **Between two different CCF Contingents.** A CFAV move from one contingent to another must be agreed between the two contingents concerned and both the relinquishing and receiving RPOC must be informed¹⁰. The CFAV is to assume the rank of the appointment to which they transfer, **not** the rank they wore at the time of transfer. **Where this move also includes a move in Section, then the relevant single Service CF HQ must be consulted before any transfer is agreed.**
- c. **From the CCF Army Section to the ACF.** A CFAV move from a CCF Army Section to the ACF **must** be agreed by the receiving ACF county commandant. Where this is agreed, both the relinquishing and receiving RPOC must be informed. The joining process set out in AC14233 The Army Cadet Force Regulations must be followed. The CFAV will wear the rank of the appointment to which they transfer if they are eligible, and **not** the rank they wore at the time of transfer.
- d. **Between the CCF and another single Service Cadet Force.** A CFAV move from the CCF Army Section to the Sea Cadets, the Volunteer Cadet Corps or the Air Training Corps must be approved by the relevant single Service CF HQ. A CFAV cannot make this move until they have completed the relevant joining procedure for their new Cadet Force.

6.4 Voluntarily leaving the CCF

6.4.1. A CFAV may choose to leave the CCF at any time. The CFAV should inform their contingent commander, or if they are the contingent commander then inform their RPOC HQ, of the date they wish to leave the CCF. Where the CFAV is in a NAL appointment, they should also inform Cadets Branch of their desire to leave the CCF.

6.4.2. A CFAV choosing to leave the CCF **does not** halt any investigation into their actions or behaviours under the relevant safeguarding, discipline or complaints procedures. These processes can take place without the CFAV present or remaining in the CCF, where the CFAV is both aware of the investigation and has declined to participate or engage with the appropriate process. **These processes, once started must be completed** and the appropriate actions taken as necessary, including submitting safeguarding referrals and/or flagging the individual on Westminster.

6.4.3. On receiving notification that a CFAV wishes to leave the CCF, the contingent commander and CCF School Staff Instructor will arrange for:

- a. The CFAV to return all items issued to them, or if this is not possible to follow the procedure in ACSO 6201 Army Reserve clothing and equipment management.
- b. The processing on Westminster and JPA of all outstanding VA and expenses claims submitted by the CFAV, and to recover any money owed by the CFAV to the contingent or Cadet Forces.
- c. The CFAV to be struck off strength on Westminster and arrange for their account on JPA to be closed. They must also complete the appropriate actions taken as necessary, including submitting safeguarding referrals and/or flagging the individual on Westminster.

¹⁰ JPA action can be made at formation level if both units are in that formation, if not then the request should be set to RC-Cdts-Pers-0Mailbox@mod.gov.uk.

- d. The contingent commander, or RPOC commander where the contingent commander is leaving, should inform the CFAV in writing that they have now left the CCF, and where no outstanding safeguarding or discipline processes are ongoing, thank the individual for their support to the Cadet Forces.

6.5 Removing a CFAV from the CCF

6.5.1. A CFAV may have their membership ended because of the safeguarding or discipline processes. No action to remove a CFAV can be taken until the safeguarding or discipline process has ended, nor should any action be taken that pre-empts a decision in the safeguarding or discipline process.

6.5.2. Where a CFAV is being removed from the CCF, the appropriate contingent CFAVs and/or the CCF School Staff Instructor must arrange for:

- a. The CFAV to return all items issued to them, or if this is not possible to follow the procedure in ACSO 6201 Army Reserve clothing and equipment management.
- b. The processing on Westminster and JPA of all outstanding VA and expenses claims submitted by the CFAV, and to recover any money owed by the CFAV to the contingent or Cadet Forces.
- c. The CFAV to be struck off strength on Westminster and arrange for their account on JPA to be closed. They must also complete the appropriate actions taken as necessary, including submitting safeguarding referrals and/or flagging the individual on Westminster.
- d. The contingent commander, or RPOC commander where the contingent commander is leaving, should inform the CFAV in writing that they have now left the CCF.
- e. A referral to the appropriate disclosure organisation is submitted where appropriate.
- f. The appropriate notes are placed on the CFAV's Westminster profile.

6.6 Death of a CFAV

6.6.1. The death of a CFAV, whether on Cadet Force activities or not, **must** be reported to Cadets Branch using the Incident Report Form at Annex A to LFSO 3202C Reporting of incidents and matters of public interest during ACF and CCF (Army) activities. The contingent should then suspend the CFAV's Westminster account arrange for the JPA account to be closed once any outstanding payments have been made.

Part 7 Ability and providing additional support

7.1 Responsibility to keep information up to date

7.1.1. All CFAVs must keep in mind that the safety and wellbeing of cadets and other CFAVs is their primary concern. Therefore, if they become aware of an injury or condition to themselves, they must ensure this is reported to their contingent as soon as possible.

7.1.2. Where a contingent commander or the RPOC HQ Cadets Branch are unsure of the medical information provided on joining the CCF or on a subsequent Detail Update Form, they should discuss this with the CFAV to gain a better understanding. Where additional specialist information is required, this should be requested through the RPOC HQ.

7.1.3. Where a contingent commander or the RPOC HQ Cadets Branch have concerns that insufficient information has been provided by the CFAV they should first discuss this with the CFAV. In some circumstances, the contingent commander or RPOC HQ Cadets Branch may wish to receive a more detailed report from the CFAV's GP. This should only be used where the CFAV is unable to provide sufficient information on the disability or condition themselves, and the process at Section 7.8 is to be followed.

7.2 Ability Categories

7.2.1. Many cadet force activities require a standard of physical fitness and mental capacity to ensure that the cadets are capable of taking part in the activities and to that the CFAVs are able to safely to deliver the cadet experience, whilst discharging their safeguarding and supervisory responsibilities. A Detail Update Form is to be completed by CFAVs on joining and then on any subsequent change of circumstances.

7.2.2. **Definition of ability categories.** All CFAVs are declared to be in one of the following Ability Categories (AC):

AC	Explanation of the Ability Category (AC)
1	The CFAV can take part in all Cadet Force activities unhindered because they have: <ul style="list-style-type: none">• No current disabilities, medical conditions or special educational needs (SEN); or• Minor disabilities, medical conditions and/or special educational needs that will not affect their performance in cadet activities and does not place them at risk.
2	The CFAV can take part in all Cadet Force activities, but the activity owner/organiser should be aware of their disabilities, medical conditions and/or special educational needs because: <ul style="list-style-type: none">• Their participation in the activities may be limited; or• Their condition means they are slightly more at risk than a CFAV in AC1.
3	The CFAV is not able to take part in specific cadet force activities because of their disabilities, medical conditions and/or special educational needs.

7.2.3. **Recording ability categories.** Ability categories and supporting information is recorded on Westminster as follows:

- a. **Ability category.** Recorded as AC1, AC2 or AC3 in the Read Only Section.

- b. **Details of medical conditions and/or limitations.** Recorded in the Read Only Extended Section.

7.3 Considering Ability Categories when assigning roles or tasks

7.3.1. When allocating a role or task to a CFAV recorded as AC2 or AC3 it is important to ensure they can carry out that role effectively. The limitations will be recorded in the Read Only Extended Section of their Westminster record or the activity organiser can discretely discuss the individual's capabilities with them.

7.4 Supporting CFAVs through pregnancy and maternity

7.4.1. When a CFAV becomes aware they are or believes that they may be pregnant, pregnant, they are encouraged to consider potential risks to them and their unborn child in taking part in Cadet Force activities. CFAVs are encouraged to inform the contingent commander that they are pregnant as soon as they feel comfortable to do so. The CFAV can inform their contingent commander in person or via telephone/online call but must follow this up by e-mail or letter afterwards.

7.4.2. Contingent commanders have a responsibility to support CFAVs who are pregnant, have recently given birth or who are breastfeeding and to ensure that appropriate risk assessment and mitigations are in place. In doing so, contingent commanders should:

- a. Involve CFAVs in completing the initial risk assessments for activities they are likely to undertake during their pregnancy, and for activities they may be involved in after their child is born and they may be breastfeeding.
- b. Continue to involve CFAVs in updating risk assessments as their pregnancy progresses, and subsequent maternity and breastfeeding period.
- c. Carry out the actions and mitigations identified in the risk assessment to protect the health and safety of the CFAV, their unborn child or breast-fed infant.
- d. Take all reasonable steps possible to prevent the CFAV from being exposed to risks that could present a danger to their health and safety while taking part in activities. This may involve the contingent commander informing the CFAV that they may not be able to take part in some activities where there is an unacceptable risk to either their own or their unborn child's health.
- e. Reassure the CFAV that they will not be made to leave the CCF because of their pregnancy; however, they CFAV must be reminded that they will need to complete any mandatory training that has lapsed or introduced during any absence.
- f. Ensure that the CFAV understands that the CCF is not responsible for payment of any national government, devolved administration or employer maternity benefits, and cannot provide child care if or when the CFAV wishes to return to cadet activities.

7.4.3. A CFAV who wishes to take time away from cadet activities due to pregnancy and/or maternity must inform their contingent commander of when they wish to start their break and for how long. This is advisory only, and the CFAV can, with the contingent commander's agreement change both the start date and duration of the temporary absence. The contingent commander should also arrange for regular contact with the

CFAV to be maintained during their temporary absence, so they are kept informed of what is happening in the contingent, are able to attend social events and remain up to date with their online training where appropriate.

7.4.4. The above guidance applies equally to those CFAVs who adopt a child or who have a baby through a surrogacy agreement. Requests for temporary absence by CFAVs whose partners are having a baby, adopting a child or having a baby through surrogacy are agreed on a case-by-case basis by the contingent commander.

7.5 Supporting CFAVs with disabilities or special educational needs

7.5.1. Disability is not a bar to someone joining the CCF Army Section as a CFAV. Equally, current CFAVs must not be discriminated against if they subsequently declare or become disabled. CFAVs with a disability must be assessed on a case-by-case basis, and where practical reasonable adjustments made to both training locations and appointments they may hold. A CFAV with a declared disability is likely to be AC2 or AC3, and the guidance in Section 7.3 should be followed.

7.6 Supporting CFAVs with mental health conditions

7.6.1. Resources are available to support CFAVs on issues of mental health, including details of support agencies where these can help. These resources are available on the Army Cadets Resource Centre.

7.7 Reporting and recording changes in circumstances

7.7.1. **Notifying a change.** Where a CFAV's Ability Category or medical conditions change, the CFAV is to submit a new Detail Update Form.

7.7.2. **Temporary changes.** If a CFAV has an injury or condition that would temporarily place them into a lower AC but is likely to last less than two months (for example, a broken bone) then a new declaration does not need to be submitted and Westminster does not need to be amended. However, they must bring their temporary incapacity to the attention of their contingent commander in order that their individual needs are catered for and the contingent's training plans can be adjusted.

7.8 Full Medical Examinations

7.8.1. A full medical examination may be recommended in the following circumstances:

- a. If the contingent commander has decided it is necessary (see para 7.1.3).
- b. For some specific qualifications (specifically driving licences).
- c. Where practicable medical examinations will be performed without incurring any extra charge against public funds. If this is not possible then approval must be sought in advance from the RPOC HQ who will arrange for the fees to be paid or reimbursed.

Part 8 Data protection and sharing information

8.1 Data protection

8.1.1. All CCF Army Section CFAVs must successfully complete the appropriate data protection training on the Defence Learning Environment (DLE) at least every three years or when directed to do so, and have their course pass recorded on their Westminster account. This also applies to non-uniformed volunteers (NUV).

8.1.2. CFAVs who are out of date with data protection training will be locked out of Westminster. Their account cannot be unlocked until they have completed the appropriate data protection training.

8.2 Use of e-mail accounts

8.2.1. All CCF Army Section CFAVs have a responsibility to ensure they properly protect, use and share information. This includes sending information by e-mail to an appropriate e-mail address. Failure by a CFAV to properly protect, use and/or share information will result in the CFAV being managed under CFSO 2306 Army Cadets discipline process.

8.2.2. The following e-mail accounts can be used for official information in the Cadet Forces, including the CCF:

- a. **An appropriate MOD e-mail address.** These typically end in *@mod.gov.uk*.
- b. **An Reserve Forces' and Cadets' Association e-mail address.** These will end in *@rfca.org.uk* or *@rfca.mod.uk*, depending on the staff role.
- c. **An ArmyMail or CadetMail e-mail address.** These are available to all CFAVs in the Army Cadets, including the CCF Army Section, as long as the CFAV has been registered as an authorised user. Uniformed CFAVs will have access to an ArmyMail account (ending *@armymail.mod.uk*) that is linked to their Personnel Number. NUVs can be registered by the CF unit for a CadetMail account (ending *@cadetmail.mod.uk*).
- d. **Other MOD sponsored Cadet Force e-mail addresses.** CFAVs in multi-section contingents may be contacted by the relevant CF HQ teams. The majority of CF HQ team have MOD e-mail addresses (see above), but may also use those for the Sea Cadets, Volunteer Cadet Corps or Royal Air Force Air Cadets.
- e. **Official school e-mail addresses.** ArmyMail and CadetMail **are** the preferred e-mail accounts for CFAVs as these are unlikely to be blocked by the Defence Gateway firewall. However, CFAVs who are also members of the school staff and have been provided with an official school e-mail address may use that account in place of ArmyMail or CadetMail.

8.2.3. Only authorised e-mail accounts **must** be used by CFAVs in the CCF Army Section. Use of Internet-based e-mail provider accounts or other workplace accounts are not allowed to be used by CFAVs for Cadet Force planning and activities.

8.3 Managing sensitive information

8.3.1. Sensitive data will normally be managed electronically on Westminster, and should not normally be sent as a separate document. Where there is a need to send sensitive information between CFAVs, or between a CFAV and a member of an HQ team, then:

- a. The individual sending the sensitive information must set up a PIN protected folder in MODBox on the Defence Gateway. All Official-Sensitive protected folders on MODBox have an automatic expiry date applied; however, the individual can set an earlier expiry date if required.
- b. The individual will upload the sensitive information into the PIN protected folder. Once all the information has been uploaded, they must note the PIN details and copy the link to the protected folder.
- c. The link to the protected folder can be sent to the receiving individual by one of the approved e-mail addresses above. The PIN must not be included in the same e-mail as the protected folder link.
- d. The protected folder PIN can be sent by text message or on a separate e-mail to the receiving individual.
- e. When the information is no longer needed, it must be deleted from MODBox. This can be done before the automatic expiry date.

