



# ROYAL MARINES VOLUNTEER CADET CORPS

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BE WORTHY

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RMVCC (P)/Trg/tw/12

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See Distribution

## **Training notes**

### **Ladies and Gentlemen**

With the current issues surrounding the Health and Safety of Cadets and Children whilst carrying out activities of any kind I have provided some information to enable you to plan, conduct and execute Unit activities in a safe manner. In addition to the notes below the Unit pre planning document attached which must be completed, will allow you to plan your activity in a safe controlled manner and more importantly to gain authority for the activity to take place.

### **1. Safeguarding Children**

The Planning and Supervision of activities are two of the most important considerations when working with Cadets/children. Both are significant factors in helping to create a safe environment, protect Cadets/children and others and prevent accidents and incidents.

#### **1.1 Planning**

All activities involving Cadets/children, regardless of their nature and apparent risk level, should be planned. Part of this involves undertaking a "risk assessment" to consider the dangers and difficulties which may arise and make plans to reduce them. Appropriate planning also means that you must:

a. Provide advance written information:

- Complete the Unit Pre Planning Document
- Complete and Provide a RASP or EASP
- Give details of all the activities or protocols that you will or might undertake.
- Plan for all possibilities so that all parties know what to expect.
- Consider whether to have a briefing meeting prior to the activity with the parents/carers and participants.

b. Obtain a consent form:

- Signed by the parents/carers, which agrees to the Cadet/children participating in the identified activity. If the activity is organised through another organisation, this will normally be administered and undertaken by them.
- The consent form should also provide parent/carer emergency contact and medical information.
- Ensure that adequate insurance arrangements are in place:
- Check whether additional cover needs to be arranged.
- Remember that insurance policies impose conditions, limit the cover, and exclude certain people or activities. The Unit's Health, Safety and Officer will be able to provide guidance.
- Support the special and cultural needs of the group/individuals:
- You must have relevant access to information about individuals.
- Medical & consent forms could also form the basis for obtaining details such as special medical, dietary or cultural needs.
- You must also consider Instructor, supervision & Support Staff ratios, additional safety measures, activity venues and access arrangements, additional/different resources and adapting activities to enable all individuals to participate at a suitable level.

e. Be clear about the suitability of the activity in relation to the objectives:

- Plan activities that consider the participants' age, maturity, competence, fitness, temperament and any special needs.
- You may also need to consider seasonal conditions, weather and timing.

f. Undertake an exploratory visit to the location of the activity:

- This will enable you to accurately assess the potential areas and level of risk and to ensure that the venue is suitable and can cater for the needs of the group
- This is particularly important if you are using a location or venue that is unfamiliar to you

g. Have in place contingency measures and arrangements:

- To deal with enforced changes of plan and for action in the event of an emergency.

## **1.2 Instructor, Support Staff Supervision**

If you are leading or supervising an activity involving Cadets/children you have a legal, professional and moral responsibility to safeguard their welfare. This means that you must endeavour to provide a safe and supportive environment. Failure to take action to prevent harm may result in abuse (physical, sexual, emotional, neglect).

Instructors, Support Staff & Supervisors working with Cadets/children are expected to take additional steps to safeguard their welfare and in law, a higher duty of care is expected. Some potentially hazardous activities such as those involving chemicals, use of machinery/equipment or those involving swimming or outdoors and adventurous activities also require a higher standard of care.

The provision of adequate supervision means that you must:

a. Consider the Instructor, Support Staff & supervisor to participant ratios:

- These need to take account of the age of the Cadets/Children, any special educational, disability or medical needs and degree of risk involved in the activity.
- Where the activity involves mixed gender, consideration must be given to having male/female Instructor, Support Staff , supervisors available.
- Some professional associations and Local Authorities set recommended levels of supervision. Where these apply they should be followed.

b. Be clear about who is in charge:

- Communicate who this is to all those involved.
- In some situations the leadership/supervision of an activity may change on arrival at a venue, an expert may take over the leadership of a particular element of an activity, or with residential activities supervisory responsibilities may change).
- In all cases, it is important that any transfer of leadership/supervisory responsibility is made explicit to all participants.

c. Use Instructor, Support Staff and supervisors who have been carefully selected and vetted:

- this is particularly important for residential activities or where transport/driving is involved.
- anyone without a Criminal Records Bureau Enhanced Disclosure should not be left in sole charge of Cadets/children.

d. Ensure that Instructors, Support Staff and supervisors understand their roles and responsibilities at all times:

- Instructors, Support Staff and supervisors need to be aware of any participants who may require closer supervision, such as those with special educational or behavioural needs.
- Instructors, Support Staff and supervisors also need to know how to manage a situation where a participant becomes unable or unwilling to continue with the activity.

e. Have a list of the participants involved in the activity:

- undertake head counts frequently and before moving to another location or area of a camp or Training area.
- understand the code of conduct for working with Cadets/ children (see the section on Risk assessment).
- make sure that all Instructors, Support Staff and supervisors are familiar with this.

f. Prepare the participants for the activity:

- provide information and guidance as to what is expected of them and what the activity will entail.
- identify what standard of behaviour is expected and what rules must be followed .

- where participants are working in small groups, but without direct supervision and out of sight of the Instructors, Support Staff and or supervisor(s) (such as field Exercises), clear instructions and ground rules should be set about sticking together and returning at a nominated time.
- it is important that participants are told not to go off on their own unless supervised.

Please be aware that the above is only a short example of the planning required to enable an activity to take place safely. More detailed information may be required with regards to the Activity you are planning. Help is available and should be sort to risk assess and provide a safe activity for the Cadets, Children and Adults alike.

References that may help are detailed on the RMVCC web site and should be used to plan.

Make sure the Cadets/Children enjoy the Activity but in a safe environment.

***TRAIN WELL, STAY SAFE***

*TE Wing.*

TE WING  
Capt PWRR  
Senior Instructor

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