

**ANNEX G TO
VCDF DIRECTIVE 03/14
DATED MAY 14**

SAFEGUARDING CHILDREN AWARENESS PACKAGE

1. The Safeguarding Children Awareness Package (SCAP) was developed by ADF Cadets and Defence in conjunction with the Australian Childhood Foundation (ACF) - a national not-for-profit organisation established in 2001 which assists organisations to protect children and young people in their care - to raise awareness about child protection issues.
2. Completion of the SCAP is a mandatory element of the Defence Purple Card competency. All Officers of Cadets, Instructors of Cadets, Defence personnel and non-Defence personnel who have direct contact with Cadets must complete SCAP, unless their direct contact is minimal and supervised so as to qualify for an exemption under paragraph 25 of this Instruction.
3. All cadets who have attained 18 years of age must complete SCAP in the year in which they turn 18, as part of the ADF Cadets Adult Cadet Transition Program.
4. All Defence personnel whose duties are likely to require them to interact with Cadets should complete SCAP.

Accessing and completing SCAP

5. SCAP comprises six modules, and takes approximately two to three hours to complete. However, it can be undertaken over a period of time, with progress towards completion saved as it is done.
6. SCAP can be accessed as follows:
 - a. ADF Cadets and Defence personnel may access SCAP through CadetNet: <http://www.cadetnet.gov.au>.
 - b. Defence personnel and all candidates for appointment as OOC and IOC will need to obtain a CadetNet logon through the relevant Cadet Force in order to complete SCAP.
 - c. ADF Cadets approved volunteers and other non-Defence personnel will need to obtain a CadetNet logon through the relevant Cadet Force in order to complete SCAP. The CadetNet logon for ADF Cadets approved volunteers and other non-Defence personnel must be removed following the completion of SCAP.

SCAP certificate

7. A certificate is printed to verify completion of the package. For Officers of Cadets, Instructors of Cadets and Defence personnel, the certificate provides proof of the successful completion of the SCAP component of the Defence Purple Card. Officers of Cadets, Instructors of Cadets and Defence personnel should print the completion certificate generated by SCAP, have it sighted by their first line ADF Cadets supervisor, and retain it.

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Recording SCAP on personnel records

8. **Defence personnel.** ADFC Unit Commanding Officers are responsible for ensuring the completion of SCAP by Defence personnel and their completions are recorded in cadet unit records.
9. **OOB and IOC.** Completion of the SCAP is to be recorded on the member's personnel record in CadetNet as an achievement.