

# ROYAL AUSTRALIAN NAVY MINUTE



DIRECTOR GENERAL, AUSTRALIAN NAVY CADETS AND RESERVES

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## DIRECTOR GENERAL AUSTRALIAN NAVY CADETS AND RESERVES DIRECTIVE 03/14

### WORKING WITH CHILDREN IN THE ANC – CHANGE TO REQUIREMENTS

#### Reference:

- A. VCDF Directive 03/14 – *Child Protection – Australian Defence Force Cadets* dated 2 May 14

#### BACKGROUND

1. As a result of Reference A, amended Working With Children (WWC) requirements for all adult personnel are required to be implemented in the ANC. The result of these changes will be the award of the Virtual Defence Purple Card (VDPC), without which no contact with children in the ANC will be permitted. This Directive details how these changes are to be managed and reported within the ANC.

#### NEW WORKING WITH CHILDREN REQUIREMENTS

##### Virtual Defence Purple Card

2. The new WWC requirements for the award of the VDPC are:
  - a. A valid Working With Children clearance from the particular State or Territory child-protection agency **OR** completion of the Working With Children Declaration attached at Enclosure 1.
  - b. Acknowledgement and signing of the new Defence Child Protection Code of Conduct (DCPCC) which is Annex E to the Reference and attached at Enclosure 2.
  - c. Completion of the Safeguarding Children Awareness Package (SCAP).
3. All requirements for the award of the VDPC must be completed prior to appointment as an OOC or IOC or recognition as a USV in the ANC. The requirements for personnel such as visiting lecturers or instructors who have minimal and/or irregular contact with cadets are detailed in the table at the Annex.

##### Completion of the DCPCC and SCAP

4. All current OOC, IOC and USV are to have completed the DCPCC by 30 June 2014. The form is to be forwarded electronically to the Human Resource section at Navy Cadet Support – CERBERUS. Successful completion will be recorded in the Cadet On-line Management System. After 30 June 2014, personnel without the award of the VDPC are not permitted to have access to cadets who are under the age of 18.
5. Effective from the date of this Directive, SCAP is to be completed prior to appointment as an OOC, IOC or USV. A Director Human Resource (DHR) Directive will be released outlining the process through which this will be achieved.

**Flotilla Commanders**

6. Flotilla Commanders are to be vigorous in ensuring that Training Ships in their Flotilla comply with this Directive. They are to report to DHR any staff and/or USV who remain without a VDPC by 7 July 2014.

**Directive Expiry**

7. This Directive expires on 1 July 2015 unless cancelled earlier by DGANCR or DANC.



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**Annex:**

A. Australian Navy Cadets Working With Children Requirements Table

**Enclosures:**

1. Department of Defence Working With Children Declaration
2. Department of Defence Working With Children Code of Conduct Undertaking

**Distribution List:**

DANC

All DANC Staff

CadetNet

NCANC

All ANC staff