

Australian Navy Cadets



Cadet Protection Manual

DOCUMENTATION VERSION CONTROL METADATA TABLE

Title	Australian Navy Cadets - Cadet Protection Manual
Author (Owner)	Chairperson, Fairness Resolution Agency
Approver	National Commander, Australian Navy Cadets (NCANC)
Version Number	3.00
Date of approval (for last modification)	6 June 16
Summary of last modifications	Complete revision.
Next review date	30 Jun 2018, or as required by legislative amendment
Coverage	This manual contains ANC principles, practices and procedures for Cadet Protection. The aim of the manual is to enable ANC staff, volunteers, cadets, parents/guardians and the community to provide a program that is conducted in a safe, responsible environment that promotes positive youth development.

NOTE:

Flow Charts have been removed from this version



Cadet Protection Manual

FOREWORD

The ANC is committed to providing a cadet program in a safe, responsible environment that promotes positive youth development. Child protection is one aspect of our practice that can have a significant impact on the service we provide for our cadets. Failure to provide due care and support can lead to significant harm, and providing a safe and supportive environment allows cadets to flourish.

Staff can also be significantly affected by child protection issues and the behaviour of other staff. We live in a society that is increasingly aware of child protection issues, and so innocent behaviour may at times be misinterpreted. This manual provides ANC practices and procedures that assist staff in choosing behaviours that are less open to misinterpretation, and are endorsed by the ANC as being appropriate.

Whilst practices and procedures are promulgated in this manual, it is not possible to provide guidance for every possible situation. When a situation arises that is not specifically addressed by these procedures, staff should contact the Chair, Fairness and Resolution Agency.

Staff are invited to make copies of this manual available to parents/guardians and prospective staff members.

The Australian Childhood Foundation reviewed the original version of this manual and confirmed that the policies and procedures within cover all seven of the Australian Safeguarding Children Standards.

This manual has been developed using reference material from:

- Australian Army Cadets
- Australian Air Force Cadets
- ADF Cadets Child Protection and Behaviour Policies
- ANC and Defence policy and procedures
- Australian Centre for Child Protection
- Australian Council for Children and Youth Organisations
- Australian Institute of Health and Welfare
- Australian Institute of Family Studies
- Canadian Cadet Organisations
- Australian State and Territory Legislation
- The United Nations Conventions on the Rights of the Child

E. Fisher
Captain, ANC
National Commander

6 June 2016

TABLE OF CONTENTS

Title page	i
Documentation version control Metadata table	ii
Foreword	iii
Contents	iv
Acronyms and Abbreviations	vii

Chapter 1

- 1.1 Introduction
- 1.3 ANC Cadet Protection Policy
- 1.4 ANC Cadet Protection Principles
- 1.6 ANC Practices and Procedures
- 1.7 Codes of Conduct
- 1.10 Definitions

Chapter 2 – STAFF RECRUITMENT

- 2.1 Staff recruitment

Chapter 3 – CHILD PROTECTION TRAINING AND AWARENESS

- 3.1 All ANC Staff
- 3.2 Officers in leadership roles
- 3.3 Chair, Fairness and Resolution Agency
- 3.4 Director Training (DT)
- 3.5 Deputy Director Training, Watercraft and Firearms (DDTWF)

Chapter 4 – CADET SUPERVISION

- 4.1 Supervision as Protection and Prevention
- 4.5 Generic supervision requirements
- 4.6 Cadet participation/Acceptable activities
- 4.8 Supervision during travel
- 4.13 Overnight activities
- 4.18 Visiting other states or territories
- 4.21 Visiting Defence establishments
- 4.22 Supervision at other venues
- 4.23 Visitors and service providers to the Training Ship
- 4.25 Smoking, Alcohol and Illegal Drugs

Chapter 5 – STAFF INTERACTION AND BEHAVIOURAL PRACTICES

- 5.2 Communication skills
- 5.4 Guidance
- 5.10 Child Protection for Cadets turning 18 years of age
- 5.12 Duty of Care and supervision
- 5.15 Promoting healthy interaction between Cadets
- 5.18 The 'Fair Go' Policy
- 5.19 Fair Go Intent
- 5.21 Fair Go Method
- 5.23 Fair Go Outcome
- 5.24 Inappropriate Workplace relationships
- 5.28 Guidance
- 5.35 Physical contact
- 5.39 Guidance
- 5.45 Providing medical attention
- 5.50 Providing performance feedback
- 5.53 Managing discipline requirements
- 5.57 Guidance
- 5.60 Electronic communications (Social Media)
- 5.65 Interaction with families
- 5.69 Photography
- 5.70 Gifts

Chapter 6 – MANAGING DISCLOSURES AND CADET INCIDENT REPORTING PROCEDURES

- 6.1 Managing disclosures
- 6.5 Guidance
- 6.9 Cadet Protection Incident Reporting – Terminology
- 6.10 Principles of Action
- 6.12 Cadet Protection Incident Reporting Procedures

Annexes:

- A. Reported/Suspected Child Abuse: Respondent is a community member (non-ANC)
- B. Reported/Suspected Child Abuse: Respondent is an ANC staff member or USV
- C. Reported/Suspected Child Abuse: Respondent is an ANC Cadet
- D. Reported/Suspected Child Abuse: Respondent is an ADF/Reserve member
- E. Reported Unacceptable Behaviour Towards an ANC Cadet (not abusive or criminal behaviour)
- F. Uncompleted Suicide
- G. Self Harm

- H. Reporting the Outcome(s) of an alleged Incident or disclosure
- I. Cadet Protection Incident Report (CPIR) Parts A and B
- J. ANC Member Support Plan Proforma
- K. Local Community Child Protection and Support Services Proforma
- L. Guidance on managing responses to suicide bereavement and uncompleted suicide

ACRONYMS AND ABBREVIATIONS

ABR	Australian Book of Reference
	ABR 5128 Policy and Operating Instructions Manual for the Australian Navy Cadets
ACCYO	Australian Council for Children and Youth Organisations
ACT	Annual Continuous Training
ADF	Australian Defence Force
ADFC	Australian Defence Force Cadets
ADFIS	Australian Defence Force Investigative Service
ANC	Australian Navy Cadets
ANCHQ	Australian Navy Cadets Headquarters
CO	Commanding Officer
COMS	Cadet Online Management System
CPIR	Cadet Protection Incident Report
DANC	Director Australian Navy Cadets
DCN	Deputy Chief of Navy
DDTWF	Deputy Director Training, Watercraft and Firearms
DGANCR	Director General Australian Navy Cadets and Reserves
DT	Director of Training
FHQ	Flotilla Headquarters
FLOTCOM	Flotilla Commander
FRA	Fairness and Resolution Agency
NCANC	National Commander Australian Navy Cadets
NHQ	National Headquarters
OOD	Officer of the Day
OIC	Officer in Charge
RAN	Royal Australian Navy
SNO	Senior Naval Officer
USV	Unit Support Volunteer
WWCC	Working with Children Check
XO	Executive Officer

CHAPTER 1

INTRODUCTION

1.1 The Australian Navy Cadet Protection Manual contains ANC principles, practices and procedures for cadet protection. The aim of the manual is to enable ANC staff, volunteers, cadets, parents and the community to provide a Navy Cadet Program conducted in a safe, responsible environment that promotes positive development. Points of contact for members seeking additional information are also provided.

1.2 ANC members are committed to the healthy development of young people. Any member identifying opportunities to improve ANC practice is invited to submit their suggestion, in writing, (email is acceptable) to the National Commander ANC (NCANC), through the chain of command, for appropriate action.

ANC Cadet Protection Policy

1.3 The aim of the ANC Cadet Protection Policy is to promote good practice to:

- a. provide cadets and staff with appropriate safety, protection and a supportive environment during ANC activities; and
- b. allow all staff/volunteers to identify and make informed and confident responses to specific cadet protection and unacceptable behaviour issues.

ANC Cadet Protection Principles

1.4 The following principles are the fundamental basis for ANC organisational practices and procedures and are consistent with best practice youth development organisations. ANC staff are to:

- a. provide a safe environment for all cadets and staff, free from harassment, discrimination, neglect and abuse;
- b. comply with relevant State and Territory reporting procedures;

undertake recruitment and screening processes as a strategy to prevent known perpetrators from participation in the ANC;
- c. ensure that members undertake training and remain aware of and vigilant to the possibilities of harm, as screening alone is not sufficient;
- d. provide access to ANC cadet protection policy and procedures to cadets, staff and parents/guardians; and
- e. report and manage incidents and disclosures in a supportive and fair manner.

1.5 All cadets and staff are entitled to the basic rights of a safe environment. Cadets over the age of 18 are adults, however the practices and procedures in this manual refer to “cadets” as one group. Best practice strategies for youth development are appropriate for cadets of all ages. Procedures for reporting suspected abuse incidents where the complainant is 18 years or older are outlined in Chapter 6 of this manual.

ANC Practices and Procedures

1.6 In order to achieve the cadet protection principles outlined above, ANC staff are to comply with the following procedures and practices as promulgated in this manual:

- a. Codes of Conduct.
- b. Staff Recruitment Procedure.
- c. Training and Awareness Procedures.

- d. Supervision Practices.
- e. Interaction Practices.
- f. Managing Disclosures Procedure.
- g. Incident Reporting Procedures.

Codes of Conduct

1.7 ANC staff and volunteers are provided with, and sign, an agreement to comply with the:

- a. ADFC and ANC Codes of Conduct (ABR 5128 Chapter 9, Annex A).
- b. Statement of Commitment and Compliance for the ADFC Behaviour Policy;
- c. Defence Child Protection Code of Conduct;
- d. Working with Children Declarations; and
- e. Cadet Staff Code of Ethical Behaviour.

1.8 These Codes and Statements provide broad boundaries for staff behaviour, and indicate their commitment to these standards. Cadets also sign the ANC Code of Conduct on joining. Cadets turning 18 years of age are subject to additional requirements, as detailed further in Chapter 3. All members are to retain copies of these documents as a general guide to behaviour.

1.9 This manual provides amplification for specific situations, and the guidance provided is consistent with best practice in child protection.

Definitions

1.10 The following definitions apply to policies, procedures and guidelines outlined in this manual.

Abuse of Power – Cadets are in a dependant relationship with ANC staff and naturally respect the legitimate chain of command. Staff generally have power over cadets because of their age, rank, maturity, physical size and life experience. When this power is used to make cadets feel unsafe, coerced, and vulnerable or at risk by staff, then that power can be said to have been abused. ANC staff must at all times be aware of their actions in relation to their subordinates to ensure that they do not abuse their power and authority.

Due to the inherent imbalance of power between staff and cadets, cadets are incapable of giving consent to abuse. Using position or rank to:

- harass;
- discriminate against;
- encourage a cadet to do something inappropriate;
- encourage a cadet to provide personal favours;
- encourage a cadet to enter into an intimate (rather than professional) relationship; or
- bully a subordinate

is inappropriate or unethical and on some occasions may constitute criminal conduct.

Bullying – Bullying is the persistent pattern of behaviour by a person that is harmful, intimidating, humiliating or embarrassing and which is aimed at making the object of that behaviour feel miserable, demoralised, lacking in self confidence or excluded. It is the deliberate desire to hurt, threaten or frighten someone with words or actions by one or more people and can vary in the degree of severity. It can present as physical, verbal direct, indirect, relational or social. It is unacceptable wherever it has an impact on the ANC environment and ANC members.

- Bullying can take many forms with some examples being:
- giving a person greater proportion of unpleasant work than that given to others;

- humiliating a person through sarcasm, criticism and insults, especially in front of other cadets;
- overloading a person with work or requiring work to be done without there being sufficient time to do it and then criticising the person for taking too long or not doing it properly; and
- insulting and inflammatory comments being made on social media sites or other electronic media (referred to as cyber bullying).

Child Abuse: the mistreatment by a person of a child that harms or endangers that child's physical or emotional health, development or wellbeing. Child abuse comprises.

Sexual Abuse - any sexual act or sexual threat on, with or to a child. This includes non-contact behaviours such as exposure to pornographic material and making sexual comments to a child, and contact behaviours such as kissing, fondling or sexual touching.

Physical Abuse – behaviours calculated to physically harm a child. Physical abuse includes physical assault (such as hitting, slapping, shaking, punching, and pushing), and also excessive physical discipline, and forcing children to participate in activities for which they are not physically capable or which are otherwise in appropriate.

Emotional Abuse – behaviours calculated to psychologically harm a child. Emotional abuse is identified by a behavioural pattern that undermines a child's self esteem, and may include constant criticism, rejection, harassment, verbal abuse, exclusion, threats, humiliation, withholding praise or unreasonable demands.

Neglect - failure to provide a child with basic physical and emotional requirements. This may include inadequate food and water, inadequate clothing, inadequate supervision, inadequate sun protection and inadequate medical attention.

Child pornography: any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes. It includes documents, recordings and imagery:

- a. that depicts a person, or a representation of a person, who is, or appears to be, under 18 years of age and who is engaged in, or appears to be engaged in, a sexual pose or sexual activity (whether or not in the presence of other persons); or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or sexual activity; and does so in a way that reasonable persons would regard in all the circumstances, offensive; or
- b. the dominant characteristic of which is the depiction, for a sexual purpose, of:
 - I. a sexual organ or the anal region of a person who is, or appears to be, under 18 years of age; or
 - II. a representation of such sexual organ or anal region; or
 - III. the breasts, or a representation of the breasts, of a female person who is, or appears to be, under 18 years of age, in a way that reasonable persons would regard as being, in all the circumstances offensive; or
- c. that describes a person who is, or is implied to be under 18 years of age and who:
 - I. is engaged in, or implied to be engaged in, a sexual pose or sexual activity (whether or not in the presence of other persons); or
 - II. is in the presence of a person who is engaged in, or is implied to be engaged in, a sexual pose or sexual activity; and
 - III. does so in a way that reasonable persons would regard as being, in all the circumstances, offensive; or
- d. that describes:
 - I. a sexual organ or the anal region of a person who is or is implied to be under, 18 years of age; or
 - II. the breasts of a female person who is, or is implied to be, under 18 years of age; and does so in a way that reasonable persons would regard as being, in all the circumstances, offensive.

Code Undertaking - agreeing to comply with the Defence Child Protection Code of Conduct.

Direct contact - with children: physical contact, or face to face contact. No person may have direct contact with a cadet unless they hold a Defence Purple Card or they are in the presence of an OOC or IOC.

Minimal direct contact includes such circumstances as:

- a. supervising a cadet on a range;
- b. serving a cadet in a mess;
- c. engaging with a cadet during a demonstration;
- d. engaging with cadets in a group context;
- e. transportation of cadets involved in an annual camp.

Disqualified person - a person who has been convicted, or subject to a finding of guilt or a finding that a charge for an offence is proven, or against whom proceedings have commenced but have not been completed, in any Australian or overseas jurisdiction, for a relevant offence. It includes persons or unauthorised persons under the child protection laws of any relevant jurisdiction.

Grooming for Sexual Favour – Grooming is the manipulation of a relationship in order to initiate or hide sexual abuse. In order to abuse a child their trust must first be gained. Where a child is being groomed, others around them (such as parents or other adult supervisors) may also be being groomed. Examples of grooming behaviour include arranging private access to the child or giving them expensive gifts.

Mandatory reporter - a member of a class of persons in respect of whom legislation imposes an obligation to notify an appropriate child protection authority of concerns, suspicions or beliefs of threats to the welfare of a child. The relevant Acts and Regulations in the Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia contain lists of particular occupations that are Mandatory Reporters. These range from a limited number of specified persons in specified contexts such as Queensland (doctors, departmental officers, and employees of licensed residential care services) and Victoria (police, doctors, nurses and teachers); through more extensive lists (Australian Capital Territory, South Australia, and Tasmania) and generic descriptions such as “professionals working with children”; to every adult (Northern Territory).

Other Unacceptable Behaviour – Other unacceptable behaviour is behaviour that is likely to bring discredit upon the ANC or is contrary to the Codes of Conduct or Code of Ethical Behaviour. Ultimately it will be a matter of judgement by an ANC staff member or FLOTCOM or CO that certain behaviour has the potential to reflect negatively upon the ANC or have an undesirable impact on the ANC and its people. All members have the right to submit a report to their CO (or FLOTCOM if they are a CO) if they believe that they have been subjected to other unacceptable behaviour that falls outside the guidelines of reportable abuse.

Reasonable Suspicion – means a state of mind that is less than a belief but more than a mere possibility, base on reasonable grounds, that the child’s physical, health, psychological or emotional wellbeing has been, is being or may be jeopardised. Proof the child abuse has occurred is not required before reporting a reasonable suspicion of child abuse. A reasonable suspicion involves reflection and evaluation of the indicators constituting the reasonable grounds associated with the alleged child abuse incident. Whether there are reasonable grounds for such a suspicion depends on all the circumstances at the time of the incident and all available information which presents at the time of the reporting of the incident, including whether the abuse is recent, or likely in the foreseeable future should the current conditions continue. Reasonable grounds may include but are not restricted to:

- a. observations made of physical and/or behavioural indicators;
- b. disclosures made by the child;
- c. information provided by others such as a relative or friend of the child;
- d. a child’s disclosure that he/she knows someone who has been abused;
- e. the child writing or drawing a description or depiction of abuse; or
- f. the child having contact with someone who is known to have been responsible for causing harm to a child in the past.

Relevant jurisdiction - The State or Territory in which the unit of an appointed officer or instructor of cadets is located.

Relevant offence – An offence, wheresoever committed, of the following kind:

- a. a sexual assault or intercourse offence;
- b. the common law offence of rape or attempted rape;
- c. an indecent assault offence;
- d. a sexual servitude offence;
- e. observing a person engaged in a private act, for the purpose the purpose of obtaining sexual arousal or sexual gratification;
- f. filming another person engaged in a private act, or filming another person's private parts, for the purpose of obtaining or enabling another person to obtain, sexual arousal or sexual gratification;
- g. Installing a device or constructing or adapting the fabric of building, for the purpose of facilitating the observation or filming of a child, with the intention of enabling any person to commit an offence referred to at (d) –(e) above;
- h. murder;
- i. manslaughter (other than as a result of a motor vehicle accident
- j. intentional wounding or causing grievous bodily harm;
- k. child prostitution offence;
- l. an offence involving an act of indecency towards a child;
- m. procuring or grooming a child under 16 years of age for unlawful sexual activity;
- n. using a child for the production of child abuse material; or producing disseminating, possessing or importing child abuse material;
- o. possessing or importing child pornography;
- p. offences relating to the use of a postal or similar service for child pornography material or child abuse material;
- q. offences relating to the use of a postal or similar service involving sexual activity with a child under 16;
- r. publishing indecent articles;
- s. an offence of kidnapping a child, unless a parent or carer of the child at the time of the offence;
- t. forced labour or deceptive recruiting for labour or services offence, where the victim was a child;
- u. intentionally or reckless infliction of grievous bodily harm on a child, during or after the delivery of the child.
- v. intentionally abandoning or exposing a child;
- w. bestiality;
- x. an offence an element of which is an intention to commit one of the above offences; or
- y. an offence of attempting, or of conspiracy or incitement, to commit one of the above offences.

CHAPTER 2

STAFF RECRUITMENT

Staff Recruitment

2.1 The information provided here is consistent with, and amplifies the procedure in ABR 5128, Chapter 6 (*ANC Staff and Volunteers*).

2.2 Advertising. When advertising for new staff members it is important to indicate the ANC's expectations of applicants in relation to safeguarding cadets. This does not just set expectations from the very beginning, but also may discourage some applicants who may not be suitable. Examples of statements that could be included in an advertisement include:

- a. 'The ANC is committed to the protection of cadets, and has extensive child protection procedures and protocols.'
- b. 'Appointment is subject to a successful criminal history record check'.
- c. 'Applicants are required to obtain a valid Working with Children Check (WWCC) (*subject to applicant's State's legislation*) and a Defence Purple Card prior to appointment.'

2.3 Indication of Interest. When a member of the public first expresses an interest in becoming involved at a cadet unit, COs are to ask the person questions to clarify:

- a. Their motivation in becoming a volunteer/staff member;
e.g. What do you find most rewarding about working with young people?
- b. How they heard about cadets (including the name of any person who suggested it).
- c. Their previous experience in working with children;
*e.g. What previous experience do you have working with young people?
What does your supervisor say about your work with young people?
Has disciplinary action ever been taken against you in relation to working with young people?*
- d. How they would approach arrange of situations requiring interaction with cadets;
*e.g. What would you do if you thought a cadet was being abused at home?
How would you handle a cadet that appears to be angry and aggressive?*

2.4 These questions can be asked informally, but it is suggested they could be asked within the more formal CO interview once a member of the public has decided they want to join and requests an application pack.

2.5 Recognition as a Unit Support Volunteer or Appointment as a Staff Member. When issuing the application pack, unit COs should advise the applicant that:

- a. mandatory checks will be conducted including police Criminal History check and Working with Children Check (WCCC), where legislated;
- b. the provision of false documentation or information may exclude an applicant from recognition/appointment, or may lead to the termination of their recognition/appointment;
- c. he/she should take the time to carefully read the ANC Behaviour Policy, (ABR 5128, Chapter 9) and the Code of Ethical Behaviour before signing the Statement of Commitment and

Compliance/Staff Code of Conduct. The CO should advise the applicant he/she is available for advice or explanation if required.

2.6 On receipt of the application pack, COs (or FLOTCOM in the case of a member being appointed directly to Flotilla HQ) are to:

- a. call the referees to determine legitimacy of claims in the application, and seek information on the duties and performance of the applicant, and
- b. review the qualifications submitted to determine their validity (If necessary, call the organisation to confirm details).

CHAPTER 3

CHILD PROTECTION REQUIREMENTS, TRAINING AND AWARENESS

All ANC Staff

- 3.1 All ANC staff are to:
- a. maintain their State government mandated Working With Children Check (WWCC);
 - b. complete requirements for Defence Purple Card;
 - c. complete the 'Safeguarding Children Awareness Package (SCAP)' distance learning module online; and
 - d. attend behaviour awareness activities annually as a minimum. (this may require requesting a refresher activity via the CO).

Officers in Leadership Roles

- 3.2 All Commanding Officers, Flotilla Commanders and National Headquarters staff are to:
- a. maintain a list of current staff training, and advise Director of Training quarterly of required training;
 - b. co-ordinate annual awareness refresher activities;
 - c. brief potential staff on the Codes of Conduct and the implications of signing;
 - d. ensure the ANC Cadet Protection Manual is available to all cadets, parents/guardians, USVs and staff members at all times;
 - e. ensure compliance with reporting requirements within Navy.
 - f. advise Chief of Staff and Director Training of any staff member who has failed to complete training despite a written (or emailed) reminder; and
 - g. ensure that any person who is not compliant with ANC child protection training requirements is closely supervised.

Chair, Fairness and Resolution Agency

- 3.3 Chair, Fairness and Resolution Agency is to review child protection training requirements annually.

Director Training (DT)

- 3.4 Director of Training (DT) is to:
- a. conduct Staff Skills Courses and CO/XO courses which is to include a child protection module;
 - b. report completion data for Staff Skills Courses and CO/XO modules (quarterly) to the Executive Management Board; and
 - c. advise DDTWF of any assistance required to meet training and awareness targets.
 - d. ensure ANC Training Administration Officer records competencies obtained by staff on COMS

Deputy Director Training, Watercraft and Firearms (DDTWF)

- 3.5 DDTWF staff are to provide assistance to the DT

Director Australian Navy Cadets – (DANC)

- 3.6 Ensure compliance with the reporting requirements of the relevant State or Territory Authority; and Conduct Departmental Audits of appointment procedures and compliance requirements.

Adult Cadets

- 3.7 Cadets over the age of 18 years are legally adults, and in many circumstances different requirements will apply to them compared with cadets who are under 18 years of age. These circumstances

include sexual relationships, incident reporting requirements and supervisory responsibilities and other matters, Where applicable, additional information specifically relating to cadets over 18 is detailed in the relevant section of this document.

3.8 Cadets turning 18 years of age must apply for a Working with Children Check (WWCC) (where legislated), and complete the online Safeguarding Children Awareness Package and the Defence Child Protection Code of Conduct.

CHAPTER 4

CADET SUPERVISION

Supervision as Protection and Prevention

4.1 Fundamental to ANC business is the belief by parents/guardians, cadets and ANC staff that cadets will be instructed, supervised and managed while undertaking activities. Supervision is a means of maintaining the disciplinary aspects of a military like environment whilst assisting cadets in developing personal and team skills crucial to unit cohesiveness.

4.2 There are two levels of supervision required to provide a safe environment for cadets:

- a. supervision of cadets (protection from external threats and ensuring cadets interact appropriately), and
- b. supervision of staff, Unit Support Volunteers (USVs) and visitors to ensure that their behaviour is appropriate.

4.3 All staff are responsible for both forms of supervision. The practices and procedures outlined in this manual provide guidance for staff and USVs on how to meet this obligation.

4.4 Cadets are to be supervised at all times while participating in any ANC activity. It is the responsibility of ANC staff to ensure that USVs are tasked appropriately. No person is to be given unsupervised access to cadets before they are approved as a USV or their appointment as a staff member is confirmed by Instrument.

Generic Supervision Requirements

4.5 The following procedures are to be implemented for all ANC activities:

- a. Duty staff must be briefed on activities that are occurring, any special risks associated with those activities, and the emergency response plan.
- b. At least two supervising adults, of whom one must be an appointed staff member, are required to attend all activities. When female cadets are present there must be at least one female adult present. When male cadets are present, there must be at least one male adult present.
- c. Cadet to staff ratio must not exceed 20:2 for normal or routine activities conducted within the Training Ship environs or whilst on ACT. This ratio may change for specific activities as per the risk management plan. A ratio of 7:1 is to be maintained for on-water activities and activities undertaken in the public arena

e.g. ceremonial activities at memorials or recruiting drives in shopping malls.
- d. Notwithstanding the 7:1 ratio, staff are not to be alone with cadets. In certain circumstances it is permissible for staff to discuss/address issues privately with cadets, but this is to be done in such a way that they are able to be observed by other staff.
- e. In some circumstances (e.g. transporting cadets) staff may find themselves in a situation where they are of the opposite gender to the cadets being supervised. In these cases either two staff or two cadets are to be in company to preclude a staff member being alone with a cadet, and parental consent is to be obtained acknowledging that a staff member of the same gender as the cadet will not be engaged in supervision.
- f. The individual needs of cadets (including medical, allergy, dietary, intellectual and physical) are to be managed in accordance with agreed (recorded) management plans.
- g. The activity being undertaken is to be loaded to COMS and listed in Daily Orders. The staff member responsible for each training activity must also be identified.
- h. Attendance of staff, cadets, unit support volunteers and visitors must be recorded in the Unit Log and in the case of staff and cadets, the Roll book. A separate log is to be maintained for ACTs.

- i. Cadets are to be directly supervised by an ANC staff member when undertaking any activity that has an element of risk. ANC Safety Anchor hazard risk assessments and risk management plans are to be implemented in accordance with ANC policy and the Safety Anchor.

Cadet Participation/Acceptable Activities

4.6 Staff are to be cognisant of individual needs and/or limitations of cadets in order that activities conducted allow maximum participation for all. Staff must not allow cadets to conduct abusive activities such as initiations, 'kangaroo courts', bullying or ridiculing others.

4.7 If it becomes apparent that an individual or group of cadets are routinely given the boring, dirtier or more monotonous tasks or are excluded from active participation, staff are to ensure that this imbalance is immediately addressed. All cadets involved (senior and junior) have the opportunity to discuss what was happening, why it was happening, and a more appropriate way of managing activities. It may be appropriate to discuss this in smaller groups, or with particular individuals rather than one group. Cadets should always be encouraged to express their concerns to a staff member if they believe they are being tasked or treated unfairly and be given the opportunity, either individually or through smaller group discussion, to discuss more appropriate ways of managing their activities.

Supervision during Travel

4.8 **Transportation** – All vehicles used for ANC activities are to comply with ANC vehicle maintenance and State registration requirements. All drivers are to be licensed and experienced and must not be under the influence of alcohol, illicit drugs or prescription drugs that are known to cause drowsiness or affect machinery operation.

4.9 Cadets with driving licences are not permitted to transport other cadets in private motor vehicles on ANC activities.

4.10 ANC staff members must have written consent from cadets' parents/guardians when transporting cadets to or from cadet activities. ANC staff are not to be alone with a cadet; therefore (other than in an emergency) a minimum of two cadets may be transported by an ANC staff member.

4.11 **Emergency transportation** – In the case of an emergency requiring a cadet to be transported from a cadet activity to the cadet's home address or specified location, or if a parent/guardian is unable to collect a cadet from a cadet activity late at night, the parent/guardian of the cadet is to provide (verbal) permission for ANC staff to place the cadet in a taxi to be sent to their home address or specified location. Where the parent/guardian advises that taxi transport is not possible, they are to provide (verbal) permission for an ANC staff member or parent of another cadet to provide the cadet with a lift home. A staff member given parental permission to transport an individual cadet to their home or specified location must verbally advise the parent that this transport is outside the boundaries of their role as an ANC staff member. The Unit CO is to follow up with a written letter to the parent/guardian advising that the ANC does not approve of such arrangements. A copy of this letter is to be placed on ANC file.

4.12 **Commercial Transportation** – When travelling on commercial transport cadets are to be escorted to the point of embarkation by a parent/guardian and are to be met by ANC staff on arrival at their final destination. In some cases cadets may be required to break travel at airports or other transport hubs to meet on-forwarding transport. In these instances every endeavour will be made to ensure an ANC staff member is in attendance at the intermediate stop-over however, where this is not possible, parents/guardians are to sign an acknowledgement that their child may be unsupervised during the break.

Overnight Activities

4.13 **Supervision** – Overnight activities are to be closely supervised. The nature of such activities may lead to an increased degree of risk, and these activities must be monitored and supervised accordingly. There are two main priorities:

- a. provide appropriate protection for cadets, and
- b. teach cadets responsible behaviour and to accept responsibility for their behaviour.

4.14 Only USVs and appointed staff are to remain onboard during the silent hours as supervisors (in order that all adults onboard overnight have completed requisite screening), unless expressly approved by FLOTCOM.

4.15 **Cadet Behaviour Management** – Whilst the absolute prevention of cadet fraternisation is not a practical possibility, the implementation of highly restrictive procedures is not conducive to developing trust between cadets and staff. For cadets to be taught to behave as responsible adults they must be given some responsibility for their own behaviour.

4.16 The CO of any overnight activity is to:

- a. ensure that supervisory requirements relating to fire safety surveys are implemented and that fatigue management principles are followed in regard to supervising staff.
- b. ensure that a 'duty' staff member is appointed for the quiet hours, and that all cadets and staff know where to locate that staff member in case of emergency or a medical condition requiring assistance.
- c. conduct a planning discussion with cadets and staff members to discuss what form of supervision is appropriate for the quiet hours. By involving the cadets in the discussion they become part of the prevention and response system and are aware of the consequences of inappropriate behaviour on themselves and others.

e.g. "What are we all going to do to prevent problems occurring? What should staff do if a cadet breaks an agreed rule?").

The discussion should include:

- (1) the absolute right of all cadets and staff to be safe and get a good night's sleep;
- (2) the impact of lack of sleep on safety;
- (3) the sort of problems that may occur – security, skylarking, fire, other hazards, behavioural; and
- (4) agreement on appropriate preventative and response measures (these may include rounds by the duty staff member after lights out or random rounds, but should not include keeping staff and cadets awake for long periods as this affects the safety of personnel the following day).

4.17 **Facilities** – Before attending their first overnight activity all cadets (and their parents/guardian wherever possible) should be briefed about the facilities and arrangements and have the opportunity to discuss any personal concerns with staff (e.g. religious requirements). Wherever practicable the needs of individuals for privacy are to be respected. Separate accommodation, showering and change areas are to be provided for cadets, cadets over the age of 18 (adult cadet) and supervising adults. These areas are also to be separated by gender and allow sufficient privacy for all members. Should separate shower facilities be available for each gender only, staff, adult cadets and cadets are to have separate shower times.

Visiting Other States or Territories

4.18 Prior to ANC personnel attending activities interstate supervising staff are to obtain a copy of the local child protection contacts for each region they are visiting. This information should be readily available by obtaining a copy of the Local Community Child Protection and Support Services guide from the respective Flotilla headquarters (proforma at Chapter 6, Annex I).

4.19 ANC Staff are required to meet the Working with Children Check (WWCC) requirements of the State in which they reside. Staff do not require a separate WWCC for each State they visit temporarily on ANC duties.

4.20 Whilst an awareness of local mandatory reporting legislation may be of comfort it is an ANC requirement that ANC staff report all suspected abuse, regardless of State legislation. If there is any doubt on appropriate action, staff are to contact the local police in their current location for advice.

Visiting Defence Establishments

4.21 When cadets are visiting a Defence establishment a copy of this manual is to be provided to the establishment's CO, with the Senior Naval Officer (SNO) responsibilities for reporting flagged. Good

communications are crucial and opportunities to develop good working relationships within the ANC policy and procedures caveats should be discussed with the establishment's CO.

Supervision at Other Venues

4.22 ANC staff are to protect cadet privacy as much as possible. Where activities are held away from the Unit and cadets are required to share change rooms with members of the public, an ANC staff member should be in attendance to monitor public interaction with cadets and, if possible, cadets should be restricted to a particular section of the facility. Separate shower times are to be arranged for cadets and staff. Where possible the facility owner may arrange separate shower times for cadets and members of the public, however it is important to balance the need for cadet privacy with the rights of the public to share the facilities. Swimming pools and other venues may have specific procedures for group use.

Visitors and Service Providers to the Training Ship

4.23 All visitors are to be escorted at all times and are not to stay overnight at cadet activities. Visitors' arrival, departure and nominated escort are to be recorded in the Unit Gangway Log.

4.24 When a service provider is used to enhance cadet training (e.g. an adventure training company), ANC staff are to:

- a. View the WWCC and safety policy statement of ALL service providers to be present at the activity; where WWCC are not required by State legislation, a statement of conformance is to be obtained from the contractor identifying that no persons engaged in the contracted service delivery are debarred from working with children as a consequence of a court order, criminal charge pending, or criminal conviction as part of contractor selection risk assessment.
- b. Ensure that service providers are only used to supplement ANC staff for service delivery and not supervision (the duty of care remains with the ANC staff at all times).
- c. As far as possible, ensure that service providers are not left alone with a cadet.

Smoking, Alcohol and Illegal Drugs

4.25 Staff and volunteers are not to offer or offer to purchase, alcohol, tobacco related items or any illegal drugs for cadets. Outside ANC activities staff are advised that such offers are considered highly inappropriate (and in many cases illegal). An offer of this kind could also be considered to breach the 'Gifts' guidelines (outlined in Chapter 6) and the ANC Code of Conduct.

- **Smoking** – ANC Staff and USVs are not to smoke in the presence of cadets, inside cadet buildings or in vehicles carrying cadets. Cadets are not permitted to smoke whilst undertaking cadet activities, regardless of their age. All Commonwealth owned property and vehicles have a smoking ban. Staff and USVs are to comply with State laws with respect to smoking outdoors. This is a behaviour modelling requirement as well as a workplace health and safety compliance matter.
- **Alcohol** – Due to the significant responsibilities of safety, supervision, reputation and mentoring expected of all ANC members, every ANC member must adhere to a zero blood alcohol concentration during any ANC activity involving the supervision and support of cadets. Use of alcohol immediately prior to such activities is also prohibited. There will be occasions when ANC members are not directly involved with cadets but are still representing the ANC. On these occasions their behaviour is expected to be of a standard that reflects the ANC Values and the ADFC/ANC Codes of Conduct.
 - Alcohol is not to be stored at a TS or HQ at anytime, for any reason. This includes gifts, relics and commemorative alcohol.
 - Cadets are not permitted to consume alcohol during or before any cadet activity, regardless of their age.
 - ANC members are not to consume alcohol, at any time, whenever they are involved in an ACT or other ANC activity. This responsibility does not cease until the ACT or other ANC activity is complete.

- When attending training courses, meetings or conferences ANC members must adhere to a zero blood alcohol concentration. Outside of the course/meeting/conference working hours the consumption of alcohol must be in moderation and must not compromise the training and education outcomes. Staff undertaking residential training courses may consume alcohol outside of course working hours, commensurate with community expectations and State laws. Staff who abuse this privilege will be considered to have breached the Code of Conduct.
- Alcohol is not to be consumed at a cadet unit when cadets are in attendance. If it is intended to hold a non-formal staff function involving alcohol, written approval to consume alcohol must first be gained from the FLOTCOM prior to the function. Any remaining alcohol must be removed on completion of the non-formal function.
- ANC staff may submit a request to NCANC for alcohol to be served at formal functions or events (and to be consumed in moderation by ANC staff). When considering the approval of such a request, NCANC must be satisfied that all legal requirements are met in accordance with State liquor laws. If cadets younger than 18 years are to be present at the formal function/event, their parents/legal guardian must provide their consent, and there must be at least four parents and/or legal guardians (two male, two female) at the function. The provision of alcohol to persons (cadet or otherwise) under the age of 18 years is strictly prohibited,
- Staff may consume alcohol in moderation at official Training Ship functions in licensed premises, such as anniversary dinners, providing two staff (one male and one female) are identified as the 'designated supervisors' and these staff do not consume any alcohol.
- The ANC recognises that the consumption of alcohol is a legal and socially acceptable custom in Australia. When controlled and used in moderation it normally presents no problems to individuals, society, the ANC or RAN. However, the misuse of alcohol can have serious professional, safety, health, fitness, social and reputation implications. ANC policy is therefore to encourage members to maintain a responsible attitude to the consumption of alcohol and prevent alcohol misuse.
- **Drugs** – The ANC will not tolerate the presence or use of any illegal drugs at any unit, cadet activity or meeting. The use of illegal drugs will not, under any circumstances, be condoned in the ANC. The use of illegal drugs includes the use of any drug which is inconsistent with, or is unrelated to its designed use. In the case of prohibited or restricted drugs as defined by Commonwealth, State or Territory laws in Australia, the use of illegal drugs includes use without the authorised prescription by a legally qualified medical, dental or veterinary practitioner. 'Use' in this context includes possession, purchasing, selling, dealing in or administering the drug to oneself.

CHAPTER 5

INTERACTION AND BEHAVIOURAL PRACTICES

5.1 The following interaction practices are to be used as the standard for Officer and Instructor of Cadets, Unit Support Volunteers and adult cadet behaviour. Where behaviour contravenes these practices, unacceptable behaviour or abuse has potentially occurred. All instances are to be recorded as per the cadet protection incident reporting procedures outlined in chapter six.

Communication Skills

5.2 Staff are to establish a respectful, honest and open relationship with cadets. Instructions to cadets are to be clear and simple; staff should check that cadets can restate instructions in their own words. Staff are to encourage cadets to question things they do not understand, without fear of being treated as if they are being insubordinate.

5.3 Whilst at cadet activities staff are not to use sexual innuendo, make sexual jokes, or imply (directly or inadvertently) that sexually promiscuous behaviour is acceptable. Sexually explicit materials are not to be provided and accessible to cadets in any form, including electronic.

Guidance

5.4 Be adult – calm, fair and consistent, do not “fly off the handle” or sulk. Language and tone can have a serious and lasting impact on a cadet. Self-esteem is especially fragile at this phase of life and comments by staff (adults they respect) may colour cadets’ beliefs about their own abilities for the rest of their life. When judging their own behaviour, staff should consider how they would feel/react if their child’s teacher/clergy/doctor said/did that to their child.

5.5 Cadets can hear what staff members say even if they are not in the same room. Staff are to choose their language accordingly. Language is to be conservative and swearing generally, but particularly at cadets, is not condoned.

5.6 Teach decision making – cadets need to gain confidence in making decisions for themselves if they are to become independent adults, and protect themselves from inappropriate suggestions.

5.7 Explain the consequences of choices cadets have made – it will help them make better decisions in the future. Where appropriate, allow cadets to deal with consequences themselves – with staff support if required.

5.8 Pay attention to body language and significant changes in cadet behaviour or routines.

5.9 Fear may take many forms, many not related to abuse. With appropriate support, some forms of fear may be overcome (e.g. a fear of talking in front of a group of people) whilst other fears or discomfort may indicate a bigger issue in the cadet’s life.

Child Protection for Cadets turning 18 years of age

5.10 Sexual relationships, or any relationships, between a Cadet Staff member or adult Cadet, and a Cadet that might lead to a sexual relationship, are prohibited whilst on duty or in the ADF Cadet workplace. This type of behaviour has been prohibited to protect Cadet Staff and adult Cadets as much as it has been prohibited to protect Cadets under the age of 18.

5.11 It is important to note also that legislation in New South Wales, Victoria, Western Australia, South Australia and the Northern Territory makes it an offence for a person to engage in sexual interactions with a person under 16 years (depending on which State or Territory they are in), if the young person is under his or her special care or supervision. *Advice from the Inspector General of the ADF has indicated the ‘special care’ or supervision above applies to adult Cadets and Cadet Staff members who supervise ANC Cadets.*

Duty of Care and supervision

5.12 Cadets over the age of 18 may be utilised in determining staff ratios. They may begin to assume greater responsibilities, or may experience some supervisory roles associated with their rank during Cadet activities. Cadets should be aware that in these types of situations they also assume a duty of care towards those they are commanding or issuing orders to. *Fundamentally, a Duty of Care is a legal obligation for a person, or an organisation through the actions of a person, to exercise reasonable care towards another.*

Australian Navy Cadets - Cadet Protection Manual – Version 3.00

5.13 Neglect, in relation to inadequate provision of resources and failure to take reasonable protective action (ineffective supervision), is related to duty of care and is a form of child abuse and, as discussed earlier, child abuse is illegal. Cadets under 18 years of age will not be held personally liable for any civil action resulting from negligence, but once they turn 18 and are considered adults they may be.

5.14 It is important to remember with adult rights comes adult responsibilities. An adult Cadet will be held liable for their actions and they must expect to suffer any consequences. As an adult you cannot make your own independent decisions and then expect your parents to assume any blame or responsibility for the results. Abiding by the Code of Conduct, the Cadet organisations' policies and procedures, and the States' and Territories' legislation is the ideal way to ensure that Cadets is trouble free. Once a Cadet is 18 years and over they are considered independent adults and fully responsible for any criminal actions they commit. Cadets aged 18 years and over who abuse any child, including another Cadet under the age of 18 years, will be charged with child abuse and they will be treated as adults by all legal systems within Australia.

Promoting Healthy Interaction between Cadets

5.15 5.15 Staff are to actively promote appropriate and supportive interaction between cadets both directly and by modelling appropriate behaviour. Cadets may require coaching, especially younger especially younger cadets, in how to express their opinions and emotions sensitively and constructively.

5.16 Staff are not to accept or condone abuse of any kind between cadets and have an obligation to immediately deal with such matters should they come to their attention.

5.17 Staff are to encourage cadets to report behaviour that makes them feel uncomfortable, bullied, intimidated or unsafe. Cadets are to be encouraged to advise people when their behaviour is causing discomfort or is inconsistent with the Code of Conduct (the 'stop' 'fair go' procedure is one option that cadets are to be encouraged to use).

The 'Fair Go' Policy

5.18 Individual Cadet participants can respond to unacceptable behaviour in a number of ways:

- a. by reminding those around them about the Codes of Ethical Behaviour;
- b. by reporting instances of unacceptable behaviour to their unit commanders or other responsible adults; and
- c. by using the 'Fair Go' procedure.

Fair Go Intent

5.19 The ADF Cadet 'Fair Go' is the ADF Cadets' method of giving **everyone** within the ADF Cadets the ability to stop a situation they find threatening or unsafe. This includes any form of unacceptable behaviour as well as safety related situations. The action phrases are a formal process that must be acknowledged by all ADF Cadet and ADF Cadet Staff as an indication that support, assistance, help or intervention is required by an individual or a group of ADF Cadets.

5.20 Cadet 'Fair Go' can be used by all Cadet participants and applies to all ADF Cadet activities. Any time an activity is related to ADF Cadets these rules apply. If Cadet participants observe unacceptable behaviour, are subjected to them or hear about them, these rules apply.

Fair Go Method

5.21 Cadet 'Fair Go' involves the use of 'action' phrases which signal that the person feels uncomfortable or unsafe about a situation. These phrases are to be directed to the responsible commander in the location where the activity is occurring. They will then take command of the situation and resolve it or refer it to someone who can.

5.22 The 'Action' phrases must be used carefully and with the knowledge that its use may result in formal or informal reporting and action should the incident be considered unacceptable behaviour. Mischievous use of the Action phrases will be considered a breach of the codes of ethical behaviour.

Fair Go Outcome

5.23 It is expected that as a result of the Fair Go approach ADF Cadets will positively and effectively contribute to their wellbeing and the safe conduct of activities. The '**Action' Phrases** are:

- a. '**Stop—Fair Go**'. This phrase means: *Stop—I am uncomfortable with what is going on.* This phrase

should be used when a Cadet believes that they are being subjected to unacceptable behaviour. It can also be used if a Cadet is in a situation where they are afraid of an aspect of the activity or another participant. To others involved in this activity, use of this phrase signifies that the activity should be stopped until that Cadet's concerns have been investigated and resolved. Involvement of the chain of command in this process is advisable but not mandatory.

- b. **'Stop—Stop—Stop'**. This phrase means: *Stop—I feel unsafe or threatened*. This phrase should be used when a Cadet is being subjected to unacceptable behaviour. It can also be used if an unsafe practice is about to happen or is observed. When this phrase is used at the location the activity must stop immediately. The matter must then be immediately reported to the responsible commander present at the activity. That person is then to investigate the matter and resolve the concerns of the person who called the 'Stop—Stop—Stop'.

5.24 If the issue cannot be resolved, the activity is to cease and the reasons for the 'Stop—Stop—Stop' reported to the Unit Commander.

Inappropriate Workplace Relationships

5.25 Professional relationships between ANC members build upon the team ethic and add to the efficiency and effectiveness of the ANC organisation. These types of relationships should be developed and fostered by all levels of management. However, the ANC is predominantly an environment that fosters young people and is one in which it is particularly important that Staff are aware of the implications of any potential for inappropriate relationships.

5.26 Inappropriate workplace relationships between ANC members are prohibited in ANC workplaces and social functions.

5.27 Inappropriate workplace relationships include:

- a. a close and exclusive emotional relationship involving public or private displays of affection.
- b. intimacy between ANC members at ANC activities.
- c. a relationship which involves, or gives the appearance of involving, partiality, preferential treatment or improper use of rank or appointment.
- d. the public expression of intimate relations between ANC members. This prohibition extends within the precincts of the ANC workplace and during any absence from the ANC workplace on duty. This rule is not intended to inhibit friendships, camaraderie or teamwork (with no sexual connotation) which are part of the great strengths of the cadets.

5.28 Any sexual relationship between ANC Staff/Unit Support Volunteers and cadets is NOT appropriate and breaches the ADFC and ANC Codes of Conduct. Should the conduct constitute a State or Territory Offence it is to be reported to the relevant State or Territory Police and Child Protection Authority immediately, and then to Chair, FRA (ABR 5128 Chapter 9 refers)..

Sexual Offences.

5.29 A sexual offence should not be categorised as, or confused with, the 'sexual harassment' which is a type of unacceptable behaviour.

5.30 Every Australian State and Territory prohibits sexual acts between a child over the age of consent and a person who is responsible for the child's care or supervision or is in a position of authority relative to the child. This includes an individual who has an established relationship with a child in connection with the provision of instruction.

5.31 Within ADF Cadets, this means simply that the relationship between a cadet and an Instructor or Officer of Cadets or ADF Cadets adult volunteer, regardless of the age of consent in the particular State or Territory, creates a 'special care' situation similar to that between a teacher and a student. What this means is that 'grooming' or having any form of sexual relationship with a cadet, even if the cadet is over the age of consent, is not only against the ADF Cadets Codes of Conduct, but is a criminal offence in most States and Territories.

5.32 Grooming occurs when an adult deliberately engages with, and influences, a child or a child's family in order to engage in sexual activity with the child. Further, any grooming or any form of sexual activity between a cadet and an adult involved with the ADF Cadets is child sexual abuse. All complaints of sexual offending or of abuse of ANC personnel under the age of 18 (minors/children) must be referred immediately to the appropriate State or Territory Police service.

Attribution of blame.

5.33 Under law, grooming or any form of intimate relationship between adults and minors constitutes child abuse. Given this, the adult participant in such a relationship carries the blame entirely – none whatsoever applies to the child.

5.34 In defence contexts, it is therefore very important that individuals responding to and managing any allegations of a sexual relationship or child abuse between ANC staff, adult cadets and cadets must ensure that cadets are made aware they are entirely without blame, the cadet and their parents/guardian are to be treated and supported accordingly.

Guidance

5.35 Staff are not to form an intimate personal relationship with any cadet, regardless of their age.

5.36 ANC members may develop close personal relationships with each other. Relationships between cadets are normal adolescent behaviour. Relationships between staff members also develop from time to time. These relationships in themselves are not of concern. However, members in close relationships are to ensure that their behaviour during cadet activities does not make others feel excluded, affect the harmonious environment or bring discredit to themselves or the ANC.

5.37 Staff are to behave in a manner that would not cause them discomfort or embarrassment should a visitor or parent enter the room unexpectedly.

5.38 Staff are mentors and coaches but must not allow a cadet to develop an unhealthy dependence on them. The staff role is to help cadets learn how to make decisions for themselves.

5.39 Staff are not to attempt to become “one of the gang”. The staff role is not one of a friend or peer, but as a leader and mentor. Staff will not gain respect by acting like a cadet or attempting to be one of them. The intentions of staff attempting to get too close to cadets may also be misunderstood.

5.40 Due to the power differential between cadets and staff, cadets are not in a position to give consent to an intimate relationship with a staff member and this may constitute a criminal offence. Intimate relationships between staff and cadets are not permitted and will be considered to be a breach of the Code of Conduct.

Physical Contact

5.41 Legitimate physical contact – Some cadet activities may require legitimate physical contact for the purposes of demonstrating or teaching. In these cases instructors and staff should identify this requirement beforehand and ensure that cadet members understand the nature and purpose of such contact. Staff must acknowledge the right of cadets to elect to withdraw from such activities at their discretion. Such decisions should be respected and supported. Cadets are to be encouraged to employ the ‘Fair Go’ procedure for managing situations where they are no longer confident that the behaviour is consistent with the Codes of Ethical Behaviour.

5.42 Staff are never to touch a cadet on a private part of their body.

5.43 Play wrestling or tickling a cadet is not appropriate behaviour for ANC staff members or other adult supervisors.

5.44 No touching rule. A ‘no-touching’ rule applies in ANC workplaces. Touching is defined as any physical contact with another person, using a part of the body or an object, with the purpose of:

- a. sexual arousal or gratification,
- b. intimidation, or
- c. for the purpose of displaying private intimacy for either the person initiating the touching or the person touched.

Guidance

5.45 Staff may only touch a cadet if it is necessary to effectively achieve training outcomes or to protect the safety (physical or emotional) of the cadet:

5.46 Training outcomes are:

- a. training demonstrations using a cadet as a “dummy” or example;
- b. assisting cadets in correcting a physical movement if verbal instructions and demonstrations of the cadet’s movement and the correct movement have been ineffective, or

- c. where the activity requires a degree of touching (e.g. close participation in ABL or maritime activities).

5.47 Physical safety is:

- a. providing first aid (see medical attention section),
- b. fitting safety gear, or
- c. prevention of injury.

5.48 In all training and physical safety situations staff are to ensure that where touching is required, it must be:

- a. explained first (where circumstances permit);
- b. minimal; and
- c. witnessed.

Note: If any cadet appears uncomfortable they are to be offered the option of withdrawing from the activity.

5.49 **Emotional safety** – When a cadet is clearly distressed a staff member may move them away from the group, but the cadet must remain in full sight of other members. In this situation an arm around the shoulders or touching the cadet's upper arm or hand is appropriate. Some cadets will be uncomfortable with any physical contact with staff (and some staff will not be comfortable). Staff are to pay attention to the cadet's body language and allow the cadet to pull away if they appear uncomfortable. Respect these wishes. Often a cadet's friend can provide better physical comfort when required.

5.50 **Hugging** – Hugging friends when saying 'hello' and 'goodbye' is considered socially acceptable in Australian society. The ANC should not discourage this practice between cadets, unless the hug is extending into behaviour that would bring the ANC into disrepute if observed by members of the public (or breaches the 'no touching' rule). Cadets choosing not to hug are not to be pressured by staff.

Providing Medical Attention

5.51 Staff are to maintain records of parental consent for medications and allergy, asthma, diabetes or other conditions management plans.

5.52 Only first aid treatment and issuing of prescribed/parentally approved medications are to be provided by ANC staff. Medical professionals are to provide all other health care (note that emergency care may be available on Defence establishments). If an ANC staff member is also a medical professional (e.g registered nurse) they are required to provide first aid treatment as necessary, and may choose to provide additional care within the boundaries of their qualifications and scope of practice. In doing so, staff are advised to consider any professional repercussions.

5.53 First aid is to be provided by a qualified adult of the same gender as the cadet wherever possible. Where this is not possible another person must be present. When providing first aid staff are to explain to the cadet what they are about to do and why. If the cadet says 'no' staff are not to provide treatment without parent/guardian consent. Note: if a cadet is unconscious, consent is implied for any first aid required to preserve life.

5.54 Examination of private body parts is only to be conducted by medical professionals, unless there are indications of a serious injury that will deteriorate without immediate first aid.

5.55 When a cadet requires treatment/review at a medical facility the cadet may request that their parents/guardian not be told of the condition/treatment. Staff are to advise the cadet that they are required to tell the parent/guardian that medical treatment has been provided. Before advising parents/guardians of the nature of the treatment, staff are to ask the medical practitioner providing treatment the current State lawful age at which cadets are granted medical privacy. Cadets who meet State law criteria can choose what information they wish to provide their parent/guardian. Staff are still required to tell the parent/guardian that treatment has been provided, but not the nature of that treatment.

Providing Performance Feedback

5.56 From time to time cadets will require personal coaching in order to improve their skills, performance and confidence. In order to help cadets accept feedback without feeling like they are under attack, it is suggested that the following best practice teaching principles are used:

- a. describe their current performance;

Australian Navy Cadets - Cadet Protection Manual – Version 3.00

- b. describe the performance that is required; and
- c. ask cadets what they think they could do to raise their performance to the next level, and what assistance they might need.

5.57 Feedback can be intimidating and embarrassing when delivered publicly so a degree of privacy may be appropriate. However, staff members are to ensure that they remain in sight of other people whilst providing performance feedback, and if necessary an appropriate other person may be invited to be present.

5.58 When selecting a location for performance feedback identify a 'neutral' location away from the main group of cadets but still in line of sight of other people (e.g. the corner of the main deck). If others approach ask them for privacy for a few moments. As a last resort a classroom with an open door may serve this purpose, but ensure that the room selected has windows opening out into an area that is in use (opening blinds and curtains) and preferably with high volumes of people passing by the door. Official counseling for serious breaches of the Code of Conduct may be conducted in an office but the cadet is to have an adult of their choice present (usually a parent/guardian).

Managing Discipline Requirements

5.59 It is the legitimate right of ANC staff to direct and correct the behaviour of cadets where warranted. Staff must ensure that the methods used to direct and correct behaviour are fair, consistent and not likely to give rise to complaints of harassment, or amount to a misuse of authority or an abuse of power.

5.60 Staff are to ensure that their response to misbehaviour helps the cadet understand:

- a. why their behaviour was unacceptable;
- b. the consequences of their behaviour; and
- c. better behavioural choices for the future.

5.61 Royal Australian Navy disciplinary procedures such as 'Captain's Tables' and/or 'Defaulters' are not to be conducted by ANC Commanding Officers; where sanctions are being considered the provisions of Cadet Forces Regulation (2013) are to be complied with. The Delegations contained in ABR 5128 Chapter 1 Annex A are to be strictly adhered to; failure to do so will constitute a breach of the Code of Conduct.

5.62 ANC staff are not to use harmful techniques (such as corporal punishment, verbal abuse or intimidation) to deal with misbehaviour. When disciplining cadets, it is never appropriate to use insults or make verbal judgments about a cadet's intelligence, abilities/lack of ability, religion or family.

Guidance

5.63 Be aware that some behaviour may arise from the cadet experiencing difficulties in other environments (home, school, other networks) and the cadet may need help in learning how to deal with those feelings in a cadet environment.

5.64 The aim of implementing a consequence must be to get the cadet to fix the problem their behaviour caused, not to make the staff member feel like the cadet has 'bowed to their authority' or to vent anger or provide amusement. Consequences should therefore directly relate to the behaviour and be applied consistently.

5.65 Consequences implemented by staff for bad behaviour must be consistent with the ANC guidelines of acceptable behaviour; anything that causes embarrassment or humiliation can be construed as harassment or abuse of power.

Electronic Communications (Social Media)

5.66 Only COs and specifically nominated delegates are to contact cadet families outside parade hours. Contact is only to be made for the express purpose of managing cadet activities. Outside cadet hours communications with cadets is to be conducted via parents or guardian wherever possible. All communications outside cadet hours are to be brief.

5.67 **Email** – Where contact with a parent/guardian has been repeatedly unsuccessful email is the preferred method of contact with cadets. The parent/guardian and/or another staff member are to be included as a "for information" or "cc" addressee on all emails between ANC staff and cadets. Copies of these email communications are to be maintained.

5.68 **Text (SMS)** – Staff are not to send text messages to individual cadets. If necessary to SMS, a group SMS is the preferred method, with staff members included in the group. A text may be sent to a cadet and their parent simultaneously as a group text.

5.69 **Internet/Social Media** – The ANC Social Media guidelines are to be read in conjunction with this

manual. Interaction between staff and cadets on social media sites should be constrained to 'official sites'. Headquarters and Training Ships may establish 'official sites' on social media but are to ensure they are moderated. ANC members are to be advised that use of such sites is subject to ANC guiding principles, values and signature behaviours, and were these are infringed consideration will be given to invoking sanctions under Cadet Force Regulations (2013) for breaches to the Code of Conduct.

5.70 Internet Guidance for ANC members:

- a. Never give anyone your last name, address, private email address, phone numbers or parents' names online.
- b. Never give your password to anyone.
- c. If anyone sends you a message telling you something that makes you feel uncomfortable, or asks you to keep the message secret, tell a staff member immediately.
- d. Never agree to meet anyone face-to-face who you only know online.
- e. If anyone's story about themselves changes, stop all communications with that person and inform a staff member.

Interaction with Families

5.71 Families are to be given access to ANC cadet protection policies and procedures.

5.72 Families are to be encouraged to participate in appropriate events (e.g. end of year awards). Family involvement in activities provides cadets with additional protection, demonstrates parent interest in their cadet and may reduce the opportunities for abuse. When family members are involved in activities staff are to maintain their normal supervisory practices and be observant of the behaviour of the visitors.

5.73 ANC staff are to ensure that close family relationships do not impinge on their duty of care and supervisory roles within the ANC. Staff may have close ties with parents from families within the unit and may have friendships and associations outside of the ANC, particularly if they are members of their extended family or were known to each other prior to a staff member being appointed. It is appreciated that such friendships and associations may result in interactions in the nature of private family functions or 'baby-sitting' being undertaken as friends, rather than ANC Staff.

5.74 ANC staff are not to provide private (one-on-one) supervision of cadets outside cadet activities in their capacity as an ANC staff member. Should family friends ask ANC staff members to look after their children outside cadet hours, this can only be done on the explicit acknowledgement by both parties that the undertaking is not ANC related.

Photography

5.75 Parents/Guardians are to sign a consent form when cadets join giving permission for photographs of their child taken at cadet activities to be used for advertising and/or display on official websites/social media pages and official publications. When taking photos of cadet activities ANC staff are to:

- a. Ensure the cadets know that a photograph is being taken, the reason for the photograph, and the cadets are happy to be in it.
- b. Take group photographs rather than individual photographs as a preference, unless an individual photograph is specifically required (e.g. recruiting poster/training aids).
- c. Not use the photo for any purpose other than cadet souvenirs, advertising and official publications. If possible, cadets should be shown a draft of any photograph to be published and allowed to ask for a photo to be withdrawn.

Gifts

5.76 Staff are to neither accept nor give private gifts to cadets. All prizes are to be awarded in public (e.g. unit parade).

5.77 If a particular cadet requires assistance due to family financial difficulties, the Unit CO and at least one other staff member/USV or unit support committee member is to record the use of funds, item(s) purchased and date and reason the item(s) were required (e.g. ACT). It is to be made clear to the cadet and their parent/guardian that the assistance is from ANC staff group (or senior staff group/Unit Support Committee) and is not a personal gift.

CHAPTER 6

MANAGING DISCLOSURES AND CADET INCIDENT REPORTING PROCEDURES

Managing Disclosures

6.1 Disclosure of abusive behaviour can be distressing for both the staff member to whom the disclosure is reported as well as the member disclosing the abuse. It takes a great deal of courage for young people to disclose abuse. They will often select a staff member they feel most comfortable with (or who they believe will take them seriously). If the staff member they select passes this responsibility on to someone else, they may not disclose at all, potentially allowing abuse to continue. As such, it is advisable for the staff member to whom the disclosure is made to manage and respond to the disclosure in accordance with the guidelines defined in this section.

6.2 It is not easy for anyone to disclose abuse. The perpetrators may have told the cadet that if they report the abuse they will get into trouble or that everyone does it and if they do not like it they are abnormal. The way that the disclosure discussion is handled is very important for the person's mental wellbeing. It is a primary responsibility of ANC staff to listen as a supportive adult, not a counsellor or policeman.

6.3 Training on managing disclosures is available for ANC staff in the Core Skills Instructor Course module "Identifying and Managing Unacceptable Behaviour".

6.4 Staff are to ensure that they are familiar with the disclosure principles below, reviewing them at least annually:

- a. do not try to be a counsellor;
- b. listen, believe and affirm the cadet's feelings;
- c. do not ask leading questions or investigate, just confirm what the cadet has said in their own words, focus on what, when, where and who;
- d. reassure the cadet that they have your personal support;
- e. explain what will happen next (reporting and a support plan);
- f. make contemporaneous notes, or a recording of what was said (in preparation for completing the Cadet Protection Incident Report / Navy Incident Report) (Annex I); and
- g. take care of yourself.

Guidance

6.5 Respect the cadet's privacy – go somewhere away from the group, but still in line of sight of other people. If others start to come over, ask them for privacy for a few moments.

6.6 Do not panic or overreact – the cadet should know that the staff member is concerned, but staff anger and alarm may increase their stress.

6.7 Affirm that the cadet is believed, that telling was the right thing to do and that it is understood that the situation is affecting them (e.g. "I can see that this is very upsetting for you, thank you for telling me, it was the right thing to do").

6.8 If there is reasonable suspicion that a cadet has been abused or is at risk of harm it must be reported to the authorities in accordance with ANC procedures. Explain to the cadet that ANC staff members are obligated to inform the relevant authorities. Reassure them that only people in authority who are trained to deal with this will be informed and they will only be told what they need to know. Parents/guardian will also be informed by the appropriate authorities (usually not ANC staff) unless they are the alleged perpetrator, or the cadet discloses that informing their parents/guardian would put the cadet at risk (e.g. family or cultural issues). Staff are not to promise the cadet that the disclosure will remain private.

- Do not tell the cadet that they have misinterpreted what happened or are wrong. They may have, but the role of ANC staff is to provide reassurance and personal support, others will manage determining the facts.

- Let the cadet know that personal support will be provided throughout whatever process is required and that the contact numbers for local specialist support services can be provided.
- Do not make promises or statements about the future that are unrealistic e.g. *“Everything will be alright now”*.
- Do not blame the cadet making the complaint (the complainant) or yourself. Child abusers can be very skilful manipulators.
- Do not confront the person against whom the complaint has been made (the respondent).
- Keep contemporaneous notes, or record what was said throughout the disclosure, especially any dates, events and types of abuse reported to you. Store all notes in a secure location.
- Do NOT conduct an investigation – it is not your responsibility to go around and ask everyone what happened.
- Do not laugh the situation off as an overreaction, belittle the cadet or ignore the disclosure.
- ALWAYS assess the need to phone the Police and ask their advice before doing anything else or discussing the situation with anyone (see the “reporting suspected child abuse” procedures outlined in the Annexes to this Chapter).
- Recognise that disclosure may affect the staff member chosen as confidant and take steps to manage personal stress, such as exercise, healthy eating, adequate sleep and use of community counselling services.
- Cadets over the age of 18 are not eligible to fill the role of “responsible adult” for other cadets involved in a dispute or disciplinary matter. Whilst it is recognised that older cadets may fill an important moral support role for younger cadets, their status as a cadet means that they have an uneven power status with the staff involved, which could disadvantage the cadet they wish to represent.

Cadet Protection Incident Reporting – Terminology

6.9 The following terms are to be used throughout the ANC for managing disclosures procedures and cadet protection incident reporting as these terms reduce the risk of stereotyping and assumption of guilt:

Disclosure: The informing of a child protection incident (this can be verbal, written or anonymous).

The Complainant: The cadet making the complaint, or to whom the alleged abuse occurred. Basically, the cadet affected. The cadet who may have been subjected to some form of unacceptable behaviour, even if a complaint has not yet been made.

The Respondent: The person or persons against whom the complaint has been made. The respondent can be a cadet, staff member or civilian whose conduct has been questioned, or against whom an allegation of abuse had been made.

The Reporter: The staff member to whom the disclosure/complaint was made, or who witnessed the event. The Reporter also fulfils the role of complainant support unless they request a different staff member.

The Case Manager: The ANC officer responsible for managing the ANC organisational response to any disclosure or cadet protection incident. The member responsible for this role and their specific duties for each type of incident is outlined in the procedures.

Principles of Action

6.10 In all cases where there is potentially an abuse or criminal element, the investigating authority is the civilian police. **The ANC and the RAN are not to conduct any investigation** of these matters. The ANC is responsible for examining any breaches of the ANC Code of Conduct where there is no suspected/alleged abuse/criminal element. If in doubt, consult the Police first. In every circumstance, ANC staff and cadets are expected to co-operate to the best of their ability with any investigation undertaken by the police or other authorised body.

6.11 The principles of natural justice/procedural fairness are paramount for all parties:

- a. all members are to be treated in accordance with the procedures in this manual, ensuring that support is provided at all stages of the process.;
- b. names and personal details of any party are not to be provided to anyone apart from the Case Manager and investigating authority (Police).
- c. no information other than that required on the Cadet Protection Incident Report (CPIR) is to be entered on the form. The CPIR is only to be transmitted to those members listed in each reporting procedure.

Cadet Protection Incident Reporting Procedures

6.12 The reporting procedure varies depending on the type of incident. Although the procedures are similar, there are distinct differences. It is important that the correct procedure is selected and that members always read through the procedure step by step, even if they are sure they know the correct procedure.

6.13 All cadet protection incidents are to be reported in accordance with procedures and flowcharts outlined in the Annexes of this Chapter. Select the correct procedure to implement for the incident type from the table below:

Alleged / Reasonably Suspected Incident Type	If the Respondent is.....	Use Procedure
Child Abuse: Sexual abuse Physical abuse Emotional abuse Neglect	Community Member (not ANC or ADF)	Annex A
	ANC Staff member or USV	Annex B
	ANC Cadet	Annex C
	ADF/Reserve Member	Annex D
Possession of child pornography	ANC Staff member or USV	Annex B
	ADF/ Reserve Member	Annex D
Other Serious Abuse - toward cadet(s) e.g. - abuse of power - grooming for sexual favour	Determine whether the abuse is considered a criminal offence or a breach of the Code of Conduct. If confirmed as a criminal offence by police, follow the relevant procedure (Annexes A -D). If considered a breach of the Code of Conduct, follow procedure Annex E.	
Unacceptable Behaviour - towards cadet(s) - where initial conflict resolution was not fully successful and formal intervention by the CO / OIC / supervisor is now required	Any ANC member	Annex E

6.14 ANC staff are required to report these situations regardless of the personal wishes of the parent/guardian, cadet, age of the cadet, or wishes of other ANC staff. The ANC procedure meets the requirements of all Australian State and Territory legislation.

6.15 As additional information is received Outcomes Report(s) are to be raised in accordance with Annex F.

6.16 Complaints about the handling of cadet protection/code of conduct issues are to be handled in accordance with ABR 5128, Chapter 8 (*Fairness and Resolution*).

Annexes:

- A. Reported/Suspected Child Abuse: Respondent is a community member (non-ANC)
- B. Reported/Suspected Child Abuse: Respondent is an ANC staff member or USV
- C. Reported/Suspected Child Abuse: Respondent is an ANC Cadet
- D. Reported/Suspected Child Abuse: Respondent is an ADF/Reserve member
- E. Reported Unacceptable Behaviour Towards an ANC Cadet (not abusive or criminal behaviour)
- F. Uncompleted Suicide
- G. Self Harm
- H. Reporting the Outcome(s) of an alleged Incident or disclosure
- I. Cadet Protection Incident Report (CPIR) Parts A and B
- J. ANC Member Support Plan Proforma
- K. Local Community Child Protection and Support Services Proforma
- L. Guidance on managing responses to suicide bereavement and uncompleted suicide

**ANNEX A TO
CHAPTER 6**

**REPORTED/SUSPECTED CHILD ABUSE:
RESPONDENT IS A COMMUNITY MEMBER (NON ANC)**

Investigating Authority

Police - *ANC provide support and advice on community support services only.*

Witnesses/Member Disclosed To

Step 1: Determine the Reporter. The Reporter is the staff member to whom the disclosure/complaint was made, or who witnessed the event. Where more than one staff member is a witness, they are to agree on the member who will be the Reporter. All witnesses are to give the originals of their diary notes to the Reporter (members keep a copy).

Reporter

Step 2: Report to Police / Seek Advice. Contact the local Police station to confirm:

- a. whether the situation constitutes reportable abuse or not (if not, only personal support can be provided);
- b. what to tell the Complainant's guardian (noting that they may be the Respondent; telling the guardian may put the Complainant at additional risk e.g. family/culture issues; or telling them may impede an investigation by the authorities);
- c. any further action required by the Reporter;
- d. current local community support services contacts (Annex I); and
- e. the name of the Police station, name of Police Officer, and Police report number.

Step 3: Complete the Inform Police section of Part A of the Cadet Protection Incident Report (CPIR) recording the date and time, and the information obtained during the phone call. Ensure that Police advice about notification of guardian is also recorded in the guardian section of the Report. Contact child protection authorities, record the Report number in the State Child Protection department section.

Step 4: Inform Chair FRA who will advise NCANC/DANC that a mandatory report has been made. If the incident occurred on a Defence establishment the ADF CO is also to be informed (or ADF OOD out of working hours). Record the phone calls on the CPIR.

Step 5: Draft a support plan for the Complainant (by completing the Member Support Plan (Annex H).

Step 6: Inform the Complainant's parent/guardian if safe to do so. It is not safe to do so if:

- a. they are the Respondent, or
- b. informing them would place the cadet at risk of further harm (the cadet will usually indicate if they are concerned about this), or
- c. the Police have advised against informing guardian for any other reason.

In all these cases the call to Police should have provided a suitable alternative course of action.

Wherever possible parents/guardian are to be informed privately and not in front of their child/ward. Their personal distress may make it more difficult for the complainant. Give

the parent some time to process the information, including the action taken so far (police advice and the draft support plan).

- Step 7: Discuss the support plan with the Complainant (with guardian present if they have been advised). Ask the Complainant to confirm what actions they would like to implement now, letting them know that they can change their mind at anytime, based on how they are feeling.
- Step 8: Complete the Report. Complete the remainder of Part A of the Cadet Protection Incident Report (CPIR) and submit it to the Case Manager (CO), advising the Case Manager of the name of the Complainant verbally (not in writing). The Reporter is to take a copy of the CPIR for their personal records and store it in a secure location. The Support Plan is to be stored by the Reporter in a secure location. It may be provided to the Case Manager if the Complainant grants permission to do so, otherwise the CPIR is sufficient.
- Step 9: Check on the Complainant's welfare within 24 hours by calling the parent/guardian. Maintain regular contact.

Case Manager

- Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to CFRA?. Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.
- Step 2: If there were multiple staff witnesses brief them all on the Member Support Plan. If there were no other staff witnesses but other staff are required to help implement the support plan, provide a verbal brief on the support required, but do not show them the Member Support Plan or explain the details of why the support is required (e.g. *"AB Smith has asked for some time off, she is going through a difficult time right now"*).
- Step 3: Check on the welfare of the Reporter. Maintain contact (they remain the supporter for the Complainant and can provide complainant welfare updates).

CFRA

- Step 1: File a copy of the CPIR in a secure location and forward copies of the Report to NCANC and DANC. If the incident occurred on a Defence establishment advise DANC that the ADF CO was informed (or ADF OOD out of working hours). Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.
- Step 2: Notify ADF Investigative Service (ADFIS) of the incident.

DANC

- Step 1: Advise DGANCR (who will inform DCN, CN etc) that a CPIR on a community member has been received and the action taken, in particular reporting to State / Territory Authorities. Draft Navy Incident Report for DGANCR's clearance.
- Step 2: Ensure copies of all relevant documents and notifications have been obtained, allocate digital folder, and store electronic copies of all documents. Ensure, document files are correctly titled, to enable effective database search at future point. For example: Surname of complainant or witness, description of document, statement, record of interview, record of conversation, photographs, screen shots etc.
- Step 3: Update ANC CPIR statistics spread sheet maintained by RFRA

No other person is to be given any information about the alleged incident. No personal information other than that requested on the report is to be provided to anyone other than the civilian investigating authorities. If other unit members are aware of the incident, they are to be advised not to discuss it with anyone, that it is being managed by the appropriate authorities, and that gossip can only cause distress.

**ANNEX B TO
CHAPTER 6**

**REPORTED/SUSPECTED CHILD ABUSE:
RESPONDENT IS AN ANC STAFF MEMBER OR A UNIT SUPPORT VOLUNTEER (USV)**

Investigating Authority

Police - *ANC provide support and advice on community support services only. On conclusion of Police investigation, ANC administrative action may occur (Annex F).*

Witnesses / Member Disclosed to

Step 1: Determine the Reporter. The Reporter is the staff member to whom the disclosure/complaint was made, or who witnessed the event. Where more than one staff member is a witness, staff are to agree on the member who will be the Reporter. All witnesses are to give the originals of their diary notes to the Reporter (members keep a copy).

Reporter

Step 2: Report to Police/Seek advice. Contact the local Police station to confirm:

- a. what to tell the Complainant's guardian where there is a concern that telling would put the complainant at additional risk (e.g. family/culture issues) or jeopardise an investigation;
- b. any further action required by the Reporter;
- c. confirmation that sending the ANC Respondent on immediate (but supported) leave will not interfere with any investigation (or advice on what action to take and/or when);
- d. local community support services contacts (Annex I); and
- e. the name of the Police Station, name of Police Officer, and Police report number.

Step 3: Complete the Inform Police section of Part A of the Cadet Protection Incident Report (CPIR) recording the date and time, and the information obtained during the phone call. Ensure that police advice about notification of guardian is also recorded in the guardian section of the Report. If the situation is not reportable to the civilian authorities, ANC disciplinary action may be warranted for unacceptable behaviour (see Annex F). Contact child protection authorities, record the Report number in the State Child Protection department section of the CPIR.

Step 4: Advise CFRA that a mandatory report has been made. If the incident occurred on a Defence establishment the ADF CO is also to be informed (or ADF OOD out of working hours). Record the phone calls on the CPIR.

Step 5: Draft a support plan for the Complainant (by completing the Member Support Plan (Annex H).

Step 6: Inform the Complainant's parent/guardian if safe to do so. It is not safe to do so if:

- a. informing them would place the cadet at risk of further harm (the cadet will usually indicate if they are concerned about this), or
- b. the Police have advised against informing guardian for any other reason.

In all these cases the call to Police should have provided a suitable alternative course of action.

Wherever possible parents/guardian are to be informed privately and not in front of their child/ward. Their personal distress may make it more difficult for the complainant. Give

the parent some time to process the information, including the action taken so far (Police advice and the draft support plan).

- Step 7: Discuss the support plan with the Complainant (with guardian present if they have been advised). Ask the Complainant to confirm what actions they would like to implement now, letting them know that they can change their mind at anytime, based on how they are feeling.
- Step 8: Complete the Report. Complete the remainder of Part A of the Cadet Protection Incident Report (CPIR) and submit the Report to the Case Manager, advising them by phone of the name of the Respondent:

Case Manager

The Case Manager is:

- a. FLOTCOM if the Respondent is a Unit staff member, CO or FLOTCOM staff member
- b. NCANC if the Respondent is a FLOTCOM or NHQ member; and
- c. DANC if the Respondent is NCANC.

Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document. The Reporter is to take a copy of the CPIR and Member Support Plan for their personal records and store them in a secure location. The Member Support Plan may be provided to the Case Manager if the Complainant grants permission to do so.

Check on the Complainant's welfare within 24 hours by calling the parent/guardian. Maintain regular contact. The Reporter remains the support member for the Complainant unless they or the Complainant request an alternative support member.

- Step 1: Draft a support plan for the Respondent and advise the Respondent and their CO (OIC if at an ACT, or FLOTCOM if Respondent is an FLOTCOM staff member living in their region) that:
- a. they are required to go on administrative leave immediately (but not the reason why);
 - b. they are to be reassured that other members will not be advised why they are going on leave and it is their best interest not to discuss it with them;
 - c. the leave is an ANC technical requirement, not an indication that the ANC believes them to be guilty of any misdemeanour;
 - d. whilst on leave they may continue to work on cadet projects, but are to have no contact with cadets or their parents; and
 - e. provide them with the contact details of local community support services.
- Step 2: File a copy of the CPIR in a secure location and immediately forward a copy of the Report to CFRA/NCANC/DANC (depending upon Respondent). The name of the Respondent is NOT to be given. Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.
- Step 3: Phone the Respondent to ensure that they arrived home safely. Check up with them in 24 hours and as required after that. Check on the welfare of the Reporter. Maintain contact (they remain the supporter for the Complainant and can provide complainant welfare updates).
- Step 4: If there were multiple staff witnesses brief them all on the relevant aspects of the support plan. If there were no other staff witnesses, but other staff are required to help implement the support plan, provide a verbal brief on the support required but do not show the Member Support Plan(s) or explain the details of why the support is required (e.g.

“AB/SBLT Smith has asked for some time off, she is going through a difficult time right now”).

Step 5: Reintegration. After any Police investigation is complete, the Case Manager is to:

- a. determine whether there are any outstanding ANC Code of Conduct issues to review (in accordance with Annex F). Code of Conduct issues are to be reviewed and action completed before the member returns to the unit;
- b. brief CFRA/NCANC/DANC on intended action and confirm permission to proceed;
- c. brief the Respondent's CO on action required to ensure the member is treated fairly by all;
- d. provide advice to respondent on rights, and support services available; and
- e. brief the Complainant's support member (usually the reporter) of the return to the Unit and advise them to discuss this with the Complainant (and parent/guardian if the Complainant is a cadet) BEFORE the Respondent returns to the Unit. The Complainant may wish to review their support plan.

Chair FRA

Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to NCANC and DANC. If the incident occurred on a Defence establishment advise DANC that the ADF CO was informed (or ADF OOD out of working hours). Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.

Step 2: Notify ADFIS of the incident.

DANC

Step 1: Advise DGANCR, who will inform DCN. Draft Navy Incident Report for DGANCR's clearance.

Step 2: Ensure copies of all relevant documents and notifications have been obtained, allocate digital folder, and store electronic copies of all documents. Ensure, document files are correctly titled, to enable effective database search at future point. For example: Surname of complainant or witness, description of document, statement, record of interview, record of conversation, photographs, screen shots etc.

Step 3: Update ANC CPIR statistics spreadsheet maintained by RFRA

No other person is to be given any information about the alleged incident. No personal information other than that requested on the Report is to be provided to anyone other than the civilian investigating authorities. If other unit members are aware of the incident, they are to be advised not to discuss it with anyone, that it is being managed by the appropriate authorities, and gossip can only cause distress. Parents seeking clarification should be advised that all action has been taken as advised by the Police and ANC policy to ensure that all unit members are protected. Assure parents that should any further action be required they will be informed by the CO.

Outcomes of any allegation/incident or disclosure are to be managed in accordance with Annex F.

CHAPTER 6

**REPORTED/SUSPECTED CHILD ABUSE:
RESPONDENT IS AN ANC CADET**

Investigating Authority

Police - *ANC provide support and advice on community support services only. On conclusion of Police investigation, ANC administrative action may occur (Annex F).*

Witnesses / Member Disclosed to

Step 1: Determine the Reporter. The Reporter is the staff member to whom the disclosure/complaint was made, or who witnessed the event. Where more than one staff member is a witness, staff are to agree on the member who will be the Reporter. All witnesses are to give the originals of their diary notes to the Reporter (members keep a copy).

Reporter

Step 2: Reports to Police / Seek Advice. Contact the local Police station to confirm:

- a. whether the situation constitutes reportable abuse/potential criminal offence or not (by providing the ages of all cadets involved);
- b. what to tell the parent/guardian of all cadets where there is a concern that telling would put the complainant or respondent at additional risk (e.g. family/culture issues);
- c. any further action required by the Reporter;
- d. that sending the ANC Respondent on immediate (but supported) leave will not interfere with any investigation (or advice on what action to take and/or when);
- e. current local community support services contacts (Annex I); and
- f. the name of the Police Station, name of Police Officer, and Police Report number.

Step 3: Complete the Inform Police section of Part A of the Cadet Protection Incident Report (CPIR) recording the date and time, and the information obtained during the phone call. Ensure that police advice about notification of guardians is also recorded in the guardian section of the Report. If the situation is not reportable to the civilian authorities, ANC disciplinary action may be warranted for unacceptable behaviour (see Annex F). Contact child protection authorities, record the Report number in the State Child Protection department section of the CPIR.

Step 4: Advise CFRA that a mandatory report has been made. If the incident occurred on a Defence establishment the ADF CO is also to be informed (or ADF OOD out of working hours). Record the phone calls on the CPIR.

Step 5: Draft a support plan for the Complainant and Respondent by completing the Member Support Plan (Annex H). It may be appropriate to allocate different staff members as support member for each cadet.

Step 6: Complete the remainder of the Cadet Protection Incident Report and submit the Report and the suggested support plans to the Case Manager (Unit CO, or OIC of the activity if it is a combined unit activity e.g. ACT). The Case Manager is to be advised of the names of the Complainant and Respondent verbally (not in writing). The Reporter is to take a copy of the Report and support plans for their personal records and store them in a secure location.

Case Manager *(Unit CO or OIC of the activity if it is a combined unit activity, e.g. ACT)*

Step 1: Review the draft CPIR and support plans. Ensure that the suggested plan is appropriate and considers support both during this activity and after completion (e.g. on return to their unit).

- Step 2: File a copy of the CPIR and Member Support Plan in a secure location, and immediately forward a copy of the CPIR (but not the Member Support Plan) to NCANC. The names of the cadets involved are NOT to be given. Reports are not to be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.
- Step 3: If the Respondent is under 18 years and Police have agreed, inform the Respondent and their parents/guardian that leave is required. If the Respondent is over 18 years old, provide them with the option of having an adult of their choice present (or no-one if they so choose). Discuss the support plan with them (assumption of innocence until proven guilty) including work they can do during leave so that promotion etc is not jeopardised. Ensure that parents and the Respondent are aware of the local community support services available and have a copy of the support plan. If the Respondent chose no adult support at the start of the interview, ask them if they would like an adult called to assist them, and if they would like that adult to be briefed by ANC staff.
- Step 4: Inform the Complainant's parent/guardian if safe to do so. It is not safe to do so if:
- a. informing them would place the complainant at risk of further harm (the cadet will usually indicate if they are concerned about this); or
 - b. the Police have advised against informing guardian for any other reason.
- In these cases the call to Police should have provided a suitable alternative course of action.
- Wherever possible parents/guardian are to be informed privately and not in front of their child/ward. Their personal distress may make it more difficult for the cadet. Give the parent some time to process the information, including the action taken so far (call to Police and draft support plan).
- Discuss the support plan with the cadet (and guardian if they have been advised). Ask the cadet to confirm what actions they would like to implement now, letting them know that they can change their mind at anytime, based on how they are feeling.
- Step 5: Support Plan Briefing. If there were multiple staff witnesses brief them all on the support plans. If there were no other staff witnesses, but other staff are required to help implement the support plans, provide a verbal brief on the support required, but do not show the Member Support Plans or explain the details of why the support is required (e.g. *"AB Smith has asked for some time off, she is going through a difficult time right now"*).
- Step 6: Welfare Checks. The Unit CO is to check on the welfare of all cadets involved (and the Reporter) by calling the parents/guardian to ensure safe return home, and again within 24 hours. Maintain regular contact with Complainant and Respondent parents.
- Step 7: Manage Reintegration. After any Police investigation is complete, the CO is to:
- a. determine whether there are any outstanding ANC Code of Conduct issues to review (in accordance with Annex F). Code of Conduct issues are to be reviewed and action completed before the member returns to the unit;
 - b. provide advice to the Respondent on rights, and support services available; and
 - c. brief the Complainant's support member (usually the reporter) of the return to the Unit and advise them to discuss this with the cadet and parent/guardian BEFORE the Respondent returns to the Unit. The Complainant may wish to review their support plan.

CFRA

Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to NCANC and DANC. If the incident occurred on a Defence establishment advise DANC that the ADF CO was informed (or ADF OOD out of working hours). Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.

Step 2: Notify ADFIS of the incident.

DANC

Step 1: Advise DGANCR, who will inform DCN. Draft a Navy Incident Report for DGANCR's clearance.

Step 2: Ensure copies of all relevant documents and notifications have been obtained, allocate digital folder, and store electronic copies of all documents. Ensure, document files are correctly titled, to enable effective database search at future point. For example: Surname of complainant or witness, description of document, statement, record of interview, record of conversation, photographs, screen shots etc.

Step 3: Update ANC CPIR statistics spread sheet maintained by RFRA

.

Outcomes of any allegation / incident or disclosure are to be managed in accordance with Annex F.

No other person is to be given any information about the alleged incident. No personal information other than that requested on the report is to be provided to anyone other than the investigating authorities. If other unit members are aware of the incident, they are to be advised not to discuss it with anyone, that it is being managed by the appropriate authorities, and gossip can only cause distress. Parents seeking clarification should be advised that all action has been taken as advised by the police and ANC policy to ensure that all unit members are protected. Assure parents that should any further action be required they will be informed by the CO.

**ANNEX D TO
CHAPTER 6**

**REPORTED/SUSPECTED CHILD ABUSE:
RESPONDENT IS AN ADF/RESERVE MEMBER**

Investigating Authority

Police - ANC provide support and advice on community support services to cadets/staff and advise the ADF of the Police Report. On conclusion of Police investigation, ANC/ADF administrative action may occur (Annex F).

Witnesses / Member Disclosed to

Step 1: Determine the Reporter. The Reporter is the staff member to whom the disclosure/complaint was made, or who witnessed the event. Where more than one staff member is a witness, staff are to agree on the member who will be the Reporter. All witnesses are to give the originals of their diary notes to the Reporter (members keep a copy).

Reporter

Step 2: Reports to Police / Seek Advice. Contact the local Police station to confirm:

- a. Whether the situation constitutes reportable abuse/potential criminal offence or not.
- b. What to tell guardian where there is a concern that telling would put the complainant at additional risk (e.g. family/culture issues).
- c. Any further action required by the Reporter.
- d. Confirmation that advising the RAN/ADF of the report and removing the member from contact with cadets will not interfere with any investigation (or advice on what action taken and/or when).
- e. Confirmation of current local community support services contacts (Annex I).
- f. The name of the Police station, name of Police Officer, and Police Report number.

If Police confirm that the situation is not reportable to the civilian authorities ADF action may be warranted for unacceptable behaviour (raise CPIR and forward to CFRA who will forward to NCANC for action, advising the ADF/Reserve member's name by phone).

Step 3: Complete the Inform Police section of Part A of the Cadet Protection Incident Report (CPIR) recording the date and time, and the information obtained during the phone call. Ensure that Police advice about notification of guardian is also recorded in the guardian section of the report. If the Police advise reporting to child protection authorities, record their report number on the State Child Protection department section of the CPIR.

Step 4: Advise CFRA that a mandatory report has been made. If the incident occurred on a defence establishment the ADF CO is also to be informed (or ADF OOD out of working hours). Record the phone calls on the CPIR.

Step 5: Draft a support plan for the Complainant (by completing the Member Support Plan (Annex H)).

Step 6: Inform the Complainant's parent/guardian if safe to do so. It is not safe to do so if:

- a. informing them would place the cadet at risk of further harm (the cadet will usually indicate if they are concerned about this), or
- b. the Police have advised against informing guardian for any other reason.

In all these cases the call to Police should have provided a suitable alternative course of action.

Wherever possible parents/guardian are to be informed privately and not in front of their child/ward. Their personal distress may make it more difficult for the complainant. Give the parent some time to process the information, including the action taken so far (Police advice and the draft support plan).

- Step 7: Discuss the support plan with the Complainant (with guardian present if they have been advised). Ask the Complainant to confirm what actions they would like to implement now, letting them know that they can change their mind at anytime, based on how they are feeling.
- Step 8: Complete the Report. Complete the remainder of Part A of the Cadet Protection Incident Report (CPIR) and submit it to the Case Manager (Unit CO or OIC of the activity if it is a combined Unit activity e.g. ACT). The name of the Complainant and Respondent are to be provided to the Case Manager verbally (not in writing). Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax ready to secure the document. The Reporter is to take a copy of the CPIR for their personal records and store it in a secure location. The Member Support Plan is to be stored by the Reporter in a secure location. It may be provided to the Case Manager if the complainant grants permission to do so, otherwise the CPIR is sufficient.
- Step 9: Check on the Complainant's welfare within 24 hours by calling the parent/guardian. Maintain regular contact. The Reporter remains the support member for the Complainant unless they or the complainant request an alternative support member.

Case Manager

- Step 1: Ensure that the ADF/Reserve member has been removed from contact with cadets (unless advised otherwise by the Police, in which case close supervision is to be provided).
- Step 2: Forward the CPIR to CFRA, filing a copy in a secure location. Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax ready to secure the document. The name of the Respondent is to be provided verbally (not in writing), but the name of the Complainant is not to be provided.
- Step 3: Support plan briefing. If there were multiple staff witnesses brief them all on the relevant aspects of the support plan. If there were no other staff witnesses, but other staff are required to help implement the support plan, provide a verbal brief on the support required, but do not show the Support Plan(s) or explain the details of why the support is required (e.g. "AB/SBLT Smith has asked for some time off, he is going through a difficult time right now").
- Step 4: Check on the welfare of the Reporter. Maintain contact (they remain the supporter for the Complainant and can provide complainant welfare updates).

CFRA

- Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to NCANC and DANC. Advise DANC that if the incident occurred on a Defence establishment that the ADF CO was informed (or ADF OOD out of working hours). Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.

- Step 2: Inform ADFIS of the incident.

DANC

- Step 1: Advise DGANCR, who will inform DCN. Draft Navy Incident report for DGANCR's clearance.

Step 2: Ensure copies of all relevant documents and notifications have been obtained, allocate digital folder, and store electronic copies of all documents. Ensure, document files are correctly titled, to enable effective database search at future point. For example: Surname of complainant or witness, description of document, statement, record of interview, record of conversation, photographs, screen shots etc.

- Step 3: Update ANC CPIR statistics spread sheet maintained by RFRA.

6D-3

The Defence Establishment ADF CO co-ordinates ADF/Reserve member management in accordance with Defence procedures.

No other person is to be given any information about the alleged incident. No personal information other than that requested on the report is to be provided to anyone other than the civilian investigating authorities. If other unit members are aware of the incident, they are to be advised not to discuss it with anyone, that it is being managed by the appropriate authorities, and gossip can only cause distress. Parents seeking clarification should be advised that all action has been taken as advised by the police and ANC policy to ensure that all unit members are protected. Assure parents that should any further action be required they will be informed by the CO.

Outcomes of any allegation /incident or disclosure are to be managed in accordance with Annex F.

**ANNEX E TO
CHAPTER 6**

**ALLEGED/REPORTED UNACCEPTABLE BEHAVIOUR TOWARDS AN ANC CADET
(not child abuse or other criminal behaviour)**

1. On occasion an ANC member (cadet or staff) may fail to follow the practices and procedures in this manual, but abuse or a criminal offence is not suspected (e.g. a one-off case of inappropriate language or personal gift). Informal processes between the supervisor and the members involved should be instigated to resolve the situation at the lowest level and in a timely manner. Such processes could include (but are not limited to) mediation, individual or group counselling / training, reacquainting members with relevant policy or the Code of Conduct).
2. Instances that are not resolved satisfactorily at a lower level are to be reported to the supervisor (e.g. CO) or higher (FLOTCOM if the member concerned is a CO), who is to conduct a review.
3. In all instances if the Complainant is a cadet they are to be asked if they would like their parent/guardian to be informed. The cadet's wishes are to be implemented.
4. An offer of a support plan is to be discussed with the Complainant (and their parent/guardian if they are a cadet and have requested that they be informed) and the plan is to be jointly developed when requested.
5. As part of the review the Supervisor is to:
 - a. Complete Part A of the Cadet Protection Incident Report (CPIR) (Annex G).
 - b. Seek the Complainant's perspective about what happened, and offer them a support plan (raise a Member Support Plan if requested) (Annex H).
 - c. Seek the Respondent's perspective about what happened, and offer them a support plan (raise a Member Support Plan if requested) (Annex H).
 - d. Seek witness accounts of what happened.
 - e. Determine if a breach of the Code of Conduct has occurred.
 - f. Where a breach has occurred, determine the appropriate disciplinary/administrative action to be taken in accordance with:
 - (1) ABR 5128 Chapter 7 (*Cadets*) for ANC Cadets; or
 - (2) ABR 5128 Chapter 6 (*ANC Staff and Volunteers*) and ABR 5128 Chapter 9 (*Behaviour Management*) for ANC Staff members. Should administrative action be deemed appropriate for a staff issue, this recommendation is to be forwarded to NCANC for review/action.
 - g. Counsel the Respondent on the action to be taken and discuss with them training options where required; this is especially important for cadets who may require assistance in developing the social/behavioural skills required.
 - h. Record the event and the action taken on Part B (Outcomes) of the Cadet Protection Incident Report (CPIR) (Annex G).
 - i. Advise all relevant parties of the outcomes.
6. In all cases the Case Manager is then to forward the CPIR to CFRA, who will then inform NCANC and DANC - with the name of the Respondent to be transmitted separately by phone. A copy of the CPIR is to be stored in a secure location and access to the Report is limited (need to know only).
7. If the Report review indicates that harassment of any kind, bullying, abuse of power, discrimination or inappropriate workplace relationships have

occurred, Form AC875-1—*Initial Complaint Report-Unacceptable Behaviour or Sexual Offence* may be required. DANC raises the AC875-1 in accordance with Annex D. A Sentinel report must also be raised if allegations of bullying are proven.

8. Multiple minor behaviour breaches may be the catalyst for formal warnings/administrative procedures and/or requesting a police investigation.

**ANNEX F TO
CHAPTER 6**

UNCOMPLETED SUICIDE

Investigating Authority

Police or FRA depending on the situation explained below.

(ANC provide support and advice on community support services only.)

Suicide has been decriminalised in Australia therefore the police will not have any investigative jurisdiction in this matter unless there are allegations of illegal conduct. This will need to be established at the primary stage by the CO in conjunction with CFRA to determine who is to be involved.

Matters that would involve police involvement include those external factors that may have led to the action, including abuse, bullying, cyber bullying or assisting or encouraging a person to attempt suicide. This may include the contents of any text message or note prepared by the individuals concerned.

Witnesses / Member Disclosed To

Step 1: Determine the Reporter. The Reporter is the staff member who discovered, or who witnessed the event. Where more than one staff member is a witness, staff are to agree on the member who will be the Reporter. All witnesses are to give the originals of their diary notes to the Reporter (members keep a copy).

Reporter

Step 1: Report to Police if required/ Seek Advice from CFRA. Depending on the circumstances as detailed above Contact either the Police or CFRA to determine:

- a. what to tell the Complainant's guardian if the police are not involved. If the Police are involved they will do this.
- b. any further action required by the Reporter;
- c. current local community support services contacts (Annex K); and
- d. the name of the Police station, name of Police Officer, and Police report number if applicable

Step 2: Complete the Inform Police section of Part A of the Cadet Protection Incident Report (CPIR) if required recording the date and time, and the information obtained during the phone call. Ensure that Police advice about notification of guardian is also recorded in the guardian section of the Report. If Police advise you to contact child protection authorities, record the Report number in the State Child Protection department section.

Step 3: Advise CFRA that a Police report has been made. If the incident occurred on a Defence establishment the ADF CO is also to be informed (or ADF OOD out of working hours). Record the phone calls on the CPIR.

Step 4: Inform the parent/guardian if safe to do so. It is not safe to do so if:

- a. the Police have advised against informing parent/guardian for any other reason.

In all these cases the call to Police should have provided a suitable alternative course of action.

Wherever possible parents/guardian are to be informed privately. Their personal distress may make it difficult. Give the parent/guardian some time to process the information, including the action taken so far (police advice and the draft support plan).

Step 5: Complete the Report. Complete the remainder of Part A of the Cadet Protection Incident Report (CPIR) and submit it to the Case Manager (CO), advising the Case Manager of the name verbally (not in writing). The Reporter is to take a copy of the CPIR for their personal records and store it in a secure location.

Case Manager

Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to NCANC. Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.

Step 2: Check on the welfare of the Reporter. Maintain contact.

CFRA

Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to NCANC and DANC. If the incident occurred on a Defence establishment advise DANC that the ADF CO was informed (or ADF OOD out of working hours). Reports are not to be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.

DANC

Step 1: Advise DGANCR, who will inform DCN. Draft Navy Incident Report for DGANCR's clearance.

Step 2: Ensure copies of all relevant documents and notifications have been obtained, allocate digital folder, and store electronic copies of all documents. Ensure, document files are correctly titled, to enable effective database search at future point.

Step 3: Update ANC CPIR statistics spreadsheet maintained by RFRA

**ANNEX G TO
CHAPTER 6**

SELF HARM

Self-harm

What is self-harm?

People define self-harm in many different ways. Usually self-harm is defined as someone deliberately hurting themselves without wanting to die. It is sometimes called deliberate self-injury or non-suicidal self-injury. Engaging in self-harm may not mean that someone wants to die. It is a behaviour that is used to cope with difficult or painful feelings. Self-harm is relatively common. Research shows that about 1% of Australians have self-harmed within the last month and about 8% have self-harmed in their lifetime. Most people start self-harming as a teenager or young adult. It can continue for many years and become a habit that is difficult to stop.

Examples of self-harm may include:

- Cutting the skin with sharp objects
- Taking an overdose of medication or drinking poison
- Burning the skin
- Hitting the body with fists or another object
- Punching walls or other objects
- Scratching or picking the skin, resulting in bleeding or welts
- Pulling out hairs

Factors that may increase self-harm behaviour

People from all different backgrounds, lifestyles and ages may self-harm as a way of coping with problems, including men and women.

The following are some factors associated with self-harm:

- A crisis or recent difficult life event (e.g. death of a loved one, relationship breakdown, difficulties at home or school, recent abuse or violence)
- Depression, anxiety or another mental health issue
- Misusing alcohol or drugs
- Trauma or abuse in childhood
- Physical illness or disability

Reasons why people might harm themselves

People who self-harm find it difficult to talk about their feelings so they may use self-harm to express their emotions. They often hide their behaviour (e.g. wearing long sleeves, covering scars) and are not usually trying to gain attention or manipulate others. Self-harm is usually not the same as a suicide attempt. However, self-harm may sometimes lead to a serious medical emergency. Also, people who self-harm are more likely to have had suicidal thoughts or to have previously attempted suicide, and over time may be at increased risk for of dying by suicide. If life is in danger get help. Call 000 or Lifeline on 13 11 14.

Self-harm can be linked to a mental illness such as anxiety, depression and others. It is important to get help for any mental health problems in order to help with the self-harm.

Self-harm may be used to:

- Deal with or stop negative emotions or pain, such as feeling sad, angry, upset, guilty or scared
- Release tension or a build-up of emotions
- Relieve feelings of loneliness or isolation
- Punish themselves for something they've done, or something perceived as their fault
- Feel "alive" or "real" or combat feelings of numbness
- Feel more in control of their life
- Communicate to people that you need some support when you feel unable to use words.

How to help someone who self-harms

Supporting someone who self-harms can be tough. You may find it difficult to understand why they do it and find it upsetting or distressing.

Here are a few tips for helping someone who has harmed themselves:

- When you talk to the person, try to be calm, open and honest. Try not to be judgmental, shocked or take their behaviour personally. Try and see the situation from their point of view and understand why they engage in self-harm.
- Let the person know that you support them and listen to them express their feelings.
- Help the person make a plan about what to do when they feel like self-harming. This will help the person feel supported, safe and more in control of their situation.
- Encourage the person to get support from health professionals like their GP or mental health professional and offer to go with them to their appointments if they are scared or uncomfortable.
- Don't forget to look after yourself. Helping someone who self-harms can be draining and upsetting, so get support and look after your physical and emotional needs too.

Investigating Authority

Self-Harm is not a reportable offence unless there are allegations of illegal conduct. This will need to be established at the primary stage by the CO in conjunction with CFRA to determine who is to be involved.

ANC provide support and advice on community support services only.

Witnesses / Member Disclosed To

Step 1: Determine the Reporter. The Reporter is the staff member to who discovered, or who witnessed the event. Where more than one staff member is a witness, staff are to agree on the member who will be the Reporter. All witnesses are to give the originals of their diary notes to the Reporter (members keep a copy).

Reporter

Step 1: Report to CFRA/ Seek Advice. To confirm:

- a. what to tell the Complainant's guardian (noting that they may be the Respondent; telling the guardian may put the Complainant at additional risk e.g. family/culture issues; or telling them may impede an investigation by the authorities);
- b. any further action required by the Reporter;

- c. current local community support services contacts (Annex I); and
- d. if there are any indications of the self harm resulting from possible criminal act by others in which case the Police will need to be informed.

Step 2: Complete the Inform Police section of Part A of the Cadet Protection Incident Report (CPIR) if required recording the date and time if d above applies, and the information obtained during the phone call. Ensure that Police advice about notification of guardian is also recorded in the guardian section of the Report. If Police advise you to contact child protection authorities, record the Report number in the State Child Protection department section.

Step 3: Advise CFRA if a Police report has been made. If the incident occurred on a Defence establishment the ADF CO is also to be informed (or ADF OOD out of working hours). Record the phone calls on the CPIR.

Step 4: Inform the parent/guardian if safe to do so. It is not safe to do so if:

- a. the Police have advised against informing parent/guardian for any other reason.

In all these cases the call to Police should have provided a suitable alternative course of action.

Provided it is not a Police matter, wherever possible parents/guardian are to be informed privately. Their personal distress may make it difficult. Give the parent/guardian some time to process the information, including the action taken so far (police advice and the draft support plan).

Step 5: Complete the Report. Complete the remainder of Part A of the Cadet Protection Incident Report (CPIR) and submit it to the Case Manager (CO), advising the Case Manager of the name verbally (not in writing). The Reporter is to take a copy of the CPIR for their personal records and store it in a secure location.

Case Manager

Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to CFRA. Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.

Step 2: Check on the welfare of the Reporter. Maintain contact.

CFRA

Step 1: File a copy of the CPIR in a secure location and forward a copy of the Report to NCANC and DANC. If the incident occurred on a Defence establishment advise DANC that the ADF CO was informed (or ADF OOD out of working hours). Reports are not be transmitted by fax unless a phone call has confirmed that the receiving officer is standing by the fax, ready to secure the document.

DANC

Step 1: Advise DGANCR, who will inform DCN.

Step 2: Ensure copies of all relevant documents and notifications have been obtained, allocate digital folder, and store electronic copies of all documents. Ensure, document files are correctly titled, to enable effective database search at future point. For example: Surname of complainant or witness, description of document, statement, record of interview, record of conversation, photographs, screen shots etc.

Step 3: Update ANC CPIR statistics spreadsheet maintained by RFRA

No other person is to be given any information about the incident. No personal information other than that requested on the report is to be provided to anyone other than the civilian investigating authorities. If other unit members are aware of the incident, they are to be advised not to discuss it with anyone, that it is being managed by the appropriate authorities, and that gossip can only cause distress.

**ANNEX H TO
CHAPTER 6**

REPORTING THE OUTCOME (S) OF AN ALLEGED INCIDENT OR DISCLOSURE

1. After any civilian authority action (or ANC unacceptable behaviour review process) has been completed or circumstances change, a brief report on the outcomes is to be submitted by completing ANC Cadet Protection Incident Report Part B (Annex G). This Outcomes Report should be submitted to the relevant authorities to whom the original CPIR Part A was submitted.

2. The CPIR Outcomes Report Part B is completed by recording the basic information (similar to CPIR Part A) about the incident and then identifying the outcomes that have eventuated. (Note: *the basic information recorded on Part A may have changed slightly due to new information coming to light.*)

3. The following list of possible outcomes may be helpful when completing the Outcomes Report. (Note: One or more outcome(s) may need to be listed; this is not meant to be an exhaustive list).

CPIR Part B - Possible Outcomes

4. Possible outcomes for the Complainant include (but are not limited to):

- a. Police have indicated a vexatious complaint: Disciplinary/Administrative action in accordance with ABR 5128, Chapters 6, 7, and 9.
- b. Complainant has indicated that/evidence suggests that the complaint was inaccurate: Disciplinary/ Administrative action in accordance with ABR 5128 Chapters 6, 7 and 9.
- c. Complainant has indicated they are satisfied with the action taken.
- d. Complainant has indicated they intend raising a dispute about the action taken.
- e. Complainant has resigned from the ANC.

5. Possible outcomes for the Respondent include (but are not limited to):

- a. Respondent found not guilty of criminal charges following civilian investigation.
- b. Respondent found guilty of criminal charges following civilian investigation.
- c. Civilian authority investigation completed without charges being laid.
- d. Criminal charges/complaint withdrawn.
- e. CO decided (after CO review) that no further action is warranted.
- f. Respondent has resigned from the ANC.
- g. Action taken in accordance with ABR 5128 Chapters 6, 7 and 9:
 - (1) Member discharged from the ANC.
 - (2) Member reverted in rank.
 - (3) Member suspended.
 - (4) Member issued formal written warning.
 - (5) Member counselled.
 - (6) Training provided.

- h. Copy of the CPIR (Parts A and B) (Annex G) sent to Chief of Staff together with the member's name (for the member's personnel file). This action is mandatory where ANC disciplinary/administrative action or criminal code action has been taken.
- i. Respondent has indicated they intend raising a dispute/other form of complaint about the action taken

Further Considerations

5. Consider whether recommendations to amend ANC policy, procedures, and/or associated training should be made to NHQ.

6. Where a report was made to a civilian authority about alleged criminal behaviour (including sexual offences) by an ANC member but the complaint was withdrawn, the Complainant member is not to be penalised or disadvantaged in anyway.

7. If a member who has been stood aside seeks permission to return to duty advice is to be sought from the local Police about whether there is any further action pending or if any convictions have been recorded. If convictions have been recorded, administrative action is to be commenced by the FLOTCOM as appropriate (ABR 5128 Chapter 6). Should the complaint be withdrawn, determined to be unfounded, or the member found not guilty, the member is not to be penalised or disadvantaged in any way. The Case Manager is to discuss with the member whether they would like to return to their unit or not. If they wish to return, the Unit CO is to be briefed by the Case Manager about appropriate support strategies, including the requirement to discuss options with the complainant if they are still attending the unit.

8. Where there were also reported/suspected breaches of the ANC Code of Conduct that were not investigated pending criminal proceedings, an investigation of those potential breaches may occur once the criminal proceedings have been completed or withdrawn. In this instance, the procedure for alleged unacceptable behaviour is to be used but there is to be no reference to any matter that has been withdrawn from criminal proceedings, or where the member has been found not guilty.

9. Where a claim is found to be vexatious by the civil authorities, the respondent is to be advised that there may be civil options available to them. ANC staff are not to make their own determinations about whether a claim was vexatious or not. As all complaints are an indication that there is something wrong in the cadet's life, it is important to listen to the cadet and help them determine an appropriate path for the future. Formal consequences for unfounded complaints are only to be implemented where the Police advise that their investigation has shown the complaint to be vexatious. Failure to obtain a conviction does not mean that a complaint was vexatious.

10. NCANC is to be advised of any proposed administrative action against staff prior to implementation. NCANC is to review the recommendation and confirm the appropriate course of action.

**ANNEX I TO
CHAPTER 6**

ANC CADET PROTECTION INCIDENT REPORT (CPIR) – PARTS A AND B

PART A

PERSONNEL – IN – CONFIDENCE (when completed)

Refer to Chapter 6 of the ANC Cadet Protection Manual for procedures and guidelines on when and how to complete this form

PART A: INITIAL REPORT

Unit:		Report date:
Date of incident: incident:	Time of incident:	Location of incident:
Complainant (The cadet affected, who may have been subjected to some form of unacceptable behaviour)		
Complainant is: <input type="radio"/> Cadet aged	Does the Complainant (or discloser) claim that the alleged abuse / behaviour took place during an ANC activity? Yes / No	
Disclosure (the initial informing of a staff member that an incident has occurred)		
Person disclosing is: <input type="radio"/> the Complainant <input type="radio"/> ANC Staff Member or USV <input type="radio"/> A Cadet (other than complainant) aged	Date of disclosure: Time of disclosure: Location of disclosure: (only complete if disclosure date and time is different to the incident date and time)	
Respondent (the person whose conduct has been questioned, or against whom an allegation of abuse has been made)		
Respondent is: <input type="radio"/> Community member (non-ANC) <input type="radio"/> ANC Staff Member/Unit Support Volunteer(USV) <input type="radio"/> ADF / Reserve Member <input type="radio"/> ANC Cadet aged		
Respondent not identified by complainant		
Type of <u>alleged</u> unacceptable behaviour		
Child Abuse: <input type="radio"/> Physical abuse <input type="radio"/> Neglect <input type="radio"/> Sexual abuse <input type="radio"/> Emotional abuse <input type="radio"/> Possession of Child Pornography ▪ proceed to Section 1 (all considered criminal offences)	<input type="radio"/> Other Serious Abuse - toward cadet(s) e.g. abuse of power e.g. grooming for sexual favour ▪ proceed to Section 1 or 2 as appropriate (on some occasions may constitute criminal conduct)	<input type="radio"/> Unacceptable behaviour - towards or between cadet(s) - where initial conflict resolution was not fully successful & formal intervention by the CO/OIC/supervisor is now required e.g. abuse of power ▪ proceed to section 2 (not considered a criminal offence)
Mental Health Emergency		
<input type="radio"/> Self Harm <input type="radio"/> Suicide Ideation <input type="radio"/> Uncompleted Suicide		

Action taken	Date/time
<p>Section 1 – INFORM POLICE Police contacted as per ANC procedure: (insert date and time) Name/Number of Police Officer: </p> <p>Station: Phone:</p> <p>Confirmation of reportable situation: Yes / No Police Report Number / PIR: </p> <p>Did incident occur on a Defence establishment : Yes / No If yes, inform CO/OOD / Duty Officer, then inform the ADF Investigative Service (ADFIS) on 1300233471. Date/time ADFIS informed</p>	
<p>Parent/guardian of Cadet (Complainant or Respondent) informed of incident/disclosure, action taken and potential support options. Yes (insert date and time) / No Where 'No': <input type="radio"/> the Cadet is over 18 and requested no adult be advised/present, OR <input type="radio"/> the Police advised against this course of action</p>	
<p>State Child Protection authority informed (if advised to by Police): Yes - Report number: No (police said not required)</p>	
<p>Police asked to identify any suitable community support services (to assist support plan drafting): Yes / No</p>	
<p>Section 2 - SUPPORT Where appropriate, alternative duties have been allocated to the ANC Complainant, pending Police investigation / or ANC unacceptable behaviour review: Yes / No</p> <p>Where appropriate, alternative duties have been allocated to the ANC Respondent, pending Police investigation / or ANC unacceptable behaviour review: Yes / No / N/A</p> <p>(Respondent not ANC member) Support plan for ANC Complainant drafted: Yes / No / Offered but declined Support plan for ANC Respondent drafted: Yes / No / Offered but declined / N/A (Respondent not ANC member)</p>	
Reporter's name/ rank:	
<p>Email: Phone Bus: Phone AH:</p>	

PERSONNEL – IN – CONFIDENCE (when completed)

ANC CADET PROTECTION INCIDENT REPORT (CPIR)

PART B

PERSONNEL – IN – CONFIDENCE *(when completed)*

Refer to Chapter 6 of the ANC Cadet Protection Manual for procedures and guidelines on when and how to complete this form.

PART B: OUTCOMES REPORT

Unit:	Report date:	Report Type: Final / Interim (circle)
Date of incident: incident:	Time of incident:	Location of
Complainant (The cadet affected, who may have been subjected to some form of unacceptable behaviour)		
Complainant is: <input type="radio"/> Cadet aged	Does the Complainant (or discloser) claim that the alleged abuse / behaviour took place during an ANC activity? Yes / No	
Disclosure (the initial informing of a staff member that an incident has occurred)		
Person disclosing is: <input type="radio"/> the Complainant <input type="radio"/> ANC Staff Member or USV <input type="radio"/> A Cadet (other than complainant) aged	Date of disclosure: Time of disclosure: Location of disclosure: (only complete if disclosure date and time is different to the incident date and time)	
Respondent (the person whose conduct has been questioned, or against whom an allegation of abuse has been made)		
Respondent is: <input type="radio"/> Community member (non-ANC) <input type="radio"/> ANC Staff Member/Unit Support Volunteer(USV) <input type="radio"/> ADF / Reserve Member <input type="radio"/> ANC Cadet aged		
<input type="radio"/> Respondent not identified by complainant		
Type of <u>alleged</u> unacceptable behaviour		

Outcome(s): Guidelines for completing this section are in Chapter 6, Annex F of ANC Child Protection Manual.

List both informal and formal outcomes. Personal details and details of the specific incident are not to be included.

ANC Complainant:

Complainant has indicated they are satisfied with the action taken Yes / No
If No, Complainant intends raising a formal Dispute about the action taken Yes / No

ANC Respondent:

Respondent has indicated they are satisfied with the action taken Yes / No

If No, Respondent intends raising a formal Dispute about the action taken Yes / No

Point of Contact name/rank:

Email:

Phone Bus:

Phone AH:

PERSONNEL – IN – CONFIDENCE (*when completed*)

**ANNEX J
TO
CHAPTER 6**

ANC MEMBER SUPPORT PLAN PROFORMA

PERSONNEL – IN – CONFIDENCE (when completed)
(Store in a secure cabinet with restricted access)

Member this Support Plan is for: <i>(Code only. Do not use member's real name, or use their initials as the code)</i>		Support Member:	
Date drafted:		Date to be reviewed:	
Local Community Support Services that may be able to assist this Member:			
<i>Name</i>	<i>Services Provided</i>	<i>Phone</i>	<i>Email</i>
Potential ANC Support Options:		Member's Choices / Requests	
Leave as required			
Work to take home to do while on leave			
Different duties (temporary/permanent)			
Different Division			
Regular call to Parent/guardian			
No action required			
Return home immediately (if at an ACT/weekend camp)			
CO/OIC review to be conducted (only applicable for Code of Conduct breaches that are not abuse / criminal in nature)			
Notes:			

PERSONNEL – IN – CONFIDENCE (when completed)

**ANNEX K TO
CHAPTER 6**

LOCAL COMMUNITY CHILD PROTECTION AND SUPPORT SERVICES PROFORMA

(This proforma should be completed with each Unit's local authorities contacts. A copy is to be provided to all ANC Staff/USVs at their initial training session).

Name / Organisation	Phone	Email / Website
Local Police Station		
State Child Protection Authority		
Local 24 hour Hospital / Emergency Treatment Centre		
FLOTCOM		
Rape Crisis Centre		
State Government Youth Action Lines		
State Legal Aid / Community legal services		
HREOC (Human Rights & Equal Opportunity Commission)		
Local youth centre(s) List services provided:		

Local School Counsellor(s) (for school(s) cadets attend)		
ACCYO (Australian Council for Children and Youth Organisations)		
Child Abuse Help Lines		
Domestic Violence Help Lines		
Kids Help Line / Youthline		
Lifeline		
Parentline		
Local Clergy (all religions)		
Other		

**ANNEX L TO
CHAPTER 6**

GUIDANCE ON MANAGING RESPONSES TO SUICIDE BEREAVEMENT AND UNCOMPLETED SUICIDE

Grief is a normal response to losing someone important to us. When someone dies by suicide, those bereaved often experience a very complicated form of grief caused by a combination of sudden shock, unanswered questions of 'Why?' and feelings of 'What could I have done?'. They may experience a range of emotions highlighting the dramatic personal effect suicide can have and the important but difficult task of helping someone bereaved by suicide.

For those dealing with the suicide of someone they know, it's important they feel free to talk about their reactions to suicide openly and honestly, to find support to make sense of what has happened, deal with their grief and learn how to live with their loss.

How does suicide bereavement affect us?

Suicide loss can impact on physical and mental health. Its important people bereaved by suicide are treated with compassion and support.

They may experience:

- Shock, numbness, denial
- Searching for reasons 'why?'
- Guilt
- Anger/blame
- Despair
- Listlessness
- Stigma and shame
- Loneliness/disconnection
- Depression
- Thoughts of suicide themselves

Help and support after a loss by suicide.

If you are dealing with the suicide of a friend or loved one, it is important to find support to make sense of what has happened, deal with the grief and learn how to live with your loss.

The pain of suicide loss can't be eased quickly but there are things you can do that will help:

- Take time out - it's ok to give yourself time out from the pain you are experiencing by doing something you enjoy, even if you don't feel like doing it at the time.
- Stay connected and accept support - from friends, family, and support networks. This will reduce your sense of isolation and feelings of loneliness associated with grief.
- Honour the deceased person - talk about them, keep a journal, share memories and photos.
- Stay healthy - eat well, exercise, try to sleep and avoid drugs and alcohol.

- Prioritise daily tasks - only do what is essential, avoid making major decisions until you can think more clearly.
- Ask for help if you need it - talk to a counsellor/psychologist, a helpline like Lifeline, friends and family to find comfort, support and ways to cope.
- Join a suicide bereavement support group - sharing your experience with others who have been through similar experiences will help you realise you are not alone and that you can survive.

If you are thinking about suicide get help immediately. Call Lifeline – 13 11 14 (24/7)

How you can help someone bereaved by suicide.

If you know someone bereaved by suicide, you can help by:

- Listening
- Accepting their rage, guilt, depression, self-centeredness and blame-placing without judging them
- Letting them cry
- Not asking "why" or if there was anything that could have been done
- Encouraging them to talk about the death with any children - they need help too
- Mentioning the loved one by name
- Including the bereaved person in your normal activities
- Realising that working through grief can take years and that the hurt is never forgotten
- Urging them to wait before making any major changes such as moving, giving away possessions or quitting a job
- Understanding they can't just 'get over it' but grow their lives around it
- Suggesting they join a suicide bereavement support group
- If and when appropriate, asking them if they are thinking about suicide.
- Getting them professional help if they need it

Supporting children bereaved by suicide.

Children who have lost someone to suicide need lots of help and support. Their reactions will often differ from an adult's.

Ensure you talk to them in a safe place where there are no distractions

It is important to be honest with children about what happened. Ensure an appropriate person talks to them as soon as it's possible to do so

Reassure them it's not their fault

If you are unsure about how to talk to them or how to support them, see a counsellor

If they are not coping and you are concerned, get professional help

Where to go for help.

Lifeline	Lifeline	Centres may provide suicide bereavement support groups near you
	Salvation Army Hope Line	1300 467 354 (24hr bereavement support)
SANE Helpline	1800 18 SANE (7263)	
StandBy	24hr crisis response to those bereaved by through suicide.	(Canberra, Cairns, North Brisbane and the Cooloola and Sunshine Coast)
Headspace	Mental health support and information for young people aged 12-25	

Suicide Bereavement resources and websites online

Survivors of Suicide Booklet – Coping with the suicide of a loved one.