



The first section of this presentation is for 'All Personnel' and is to be conducted during a 40 minute period.

A further 20~30 minutes is to be allotted to the Adult section and is to be delivered immediately (as soon as reasonably practicable) following the first section.

This package is to be presented by an experienced AAFC Officer/Instructor of Cadets (not a cadet).

These notes form part of the of the presentation by adding explanatory notes and must be used by the presenter.

The use of the '?' symbol at the bottom right of a slide indicates further action is required by the presenter, such as discussion or a scenario.

AAFC Behaviour Policy Training

The Australian Air Force Cadets (AAFC) provides you with a high-quality program of self discovery, responsibility, leadership and skills development, plus a close association with Air Force.

The AAFC wants you to have a healthy and safe environment where you are confident of fairness and being kept safe from harm.

This Behaviour Policy Training package is aimed at informing and reminding members on their obligations under the Youth Safety Framework and Behaviour Policy.

AUSTRALIAN AIR FORCE CADETS



Executive Summary

All personnel are to:

- Refrain from engagement or involvement in any form of inappropriate, indecent or harmful behaviour, including peer pressure, bullying (physical, emotional, verbal or sexual abuse and grooming behaviours) or forcing others to do something that they do not want to do.
- Refrain from any bullying behaviour, bad language, name calling, and racist or hurtful remarks, in person or through the use of technologies like chat-rooms, messaging, texting and social media.
- Treat everyone with respect regardless of their age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Report inappropriate behaviour or unsafe situations to an adult supervisor as soon as possible.

AUSTRALIAN AIR FORCE CADETS

Outcomes

At the end of this presentation, you should:

- Understand the Code of Conduct
- Distinguish between what are acceptable and unacceptable behaviours
- Understand child protection provisions and requirements
- Understand i-Safe and how it is used
- Understand reporting processes for unacceptable behaviour
- Be aware of all Australian Air Force Cadets Orders, Instructions and Publications (OIPs) related to behaviour

AUSTRALIAN AIR FORCE CADETS

Behaviour Intent

The AAFC is committed to ensuring a safe and healthy work environment. This is achieved through active promotion and enforcement behavioural standards, as detailed in the AAFC Code of Conduct and the AAFC Behaviour Expectations

AUSTRALIAN AIR FORCE CADETS

The Code of Conduct

The Code of Conduct and Behavioural Expectations create the framework for this to happen and ensures everyone understands what it is, how we work together, and what to do if a Code of Conduct violation occurs.

The Code of Conduct is a set of standards that guides member behaviour during all Cadet activities and describes the important obligations and responsibilities expected of all personnel involved in the AAFC.

AUSTRALIAN AIR FORCE CADETS

The Code of Conduct – cont.

1. While on duty, a person involved in the Australian Air Force Cadets must:
 - 1.1. behave honestly and with integrity;
 - 1.2. act with all due care and diligence, in a manner that is safe for all concerned;
 - 1.3. be respectful and considerate of others, and not engage in harassment or bullying;
 - 1.4. not use, supply or be in possession of recreational drugs;
 - 1.5. use information technology and means of communication only for proper purposes;

AUSTRALIAN AIR FORCE CADETS

The Code of Conduct – cont.

- 1.6. comply with all applicable laws of the Commonwealth and of any State or Territory;
- 1.7. comply with any lawful and reasonable direction given, verbally or in writing, by an authorised person; and
- 1.8. comply with any instruction, policy, procedure or directive issued by an authorised person applicable to the member's Cadet force duties and activities.

AUSTRALIAN AIR FORCE CADETS

The Code of Conduct – cont.

2. At all times, a person involved in the Australian Air Force Cadets must:
 - 2.1. use Commonwealth and cadet unit property, moneys and resources in a proper and safe manner for the purposes for which they were provided;
 - 2.2. not provide false or misleading information in response to a request for information that is made for official purposes in connection with the member's Cadet force activities;

AUSTRALIAN AIR FORCE CADETS

The Code of Conduct – cont.

- 2.3. not make unauthorised use of confidential information acquired in the course of the member's Cadet force duties or activities, or reveal it to persons not authorised to receive it; and
- 2.4. not engage in conduct that is prejudicial to, or likely to be prejudicial to, the administration, discipline or reputation of the ADF Cadets.

AUSTRALIAN AIR FORCE CADETS

The Code of Conduct – cont.

3. An officer or instructor must not have, or attempt to have, or cultivate, an intimate relationship with a cadet.
4. While on duty, a cadet must not use, supply, or be in possession of alcohol or tobacco.

AUSTRALIAN AIR FORCE CADETS

All members should have a signed copy of the Code of Conduct on file with their unit.

Acceptable Behaviour

Acceptable behaviour is the visible positive standard that must be displayed by all AAFC members achieved by:

- demonstrated high ethical standards by adult and senior cadet role models;
- effective principles-based leadership with an inclusive ethos;
- a team approach to the AAFC with emphasis on positive peer support and mentoring, personal development and team goals;
- self respect and the setting of high personal standards in all things personal and material; and
- ready adherence to the rules and procedures established for the effective governance of the AAFC.

AUSTRALIAN AIR FORCE CADETS

Review AAFC SI(PERS) 8-1 – Behaviour

What is unacceptable behaviour?

Unacceptable behaviour may include:

- Harassment and bullying
- Dishonesty
- Abuse or Misconduct
- Discrimination
- Involvement with prohibited substances
- Inappropriate relationships

AUSTRALIAN AIR FORCE CADETS

Unacceptable behaviour – cont.

- Unsafe practices
- Abuse of positions of responsibility
- Starting or Spreading rumours
- Inappropriately interfering with someone's personal belongings
- Taking, showing, displaying or transmitting inappropriate or offensive pictures, images or words

AUSTRALIAN AIR FORCE CADETS



If possible, the presenter should provide and discuss locally relevant examples of unsafe practices or behaviours. For example, not being outside the cadet compound during a parade night, or not running in buildings, or not going through other peoples bags etc...

In certain circumstances
unacceptable behaviour may
constitute criminal behaviour.

AUSTRALIAN AIR FORCE CADETS

As you move through the following slides, you may emphasise what may constitute criminal behaviours especially in regards to neglect of a minor, physical and sexual abuse etc.

What is harassment?

Harassment is unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating, or intimidating.

There does not have to be an intention to offend or harass for harassment to occur.

Harassing behaviour can range from serious to less significant

AUSTRALIAN AIR FORCE CADETS



Harassment is not a one off event, for something to constitute harassment it must be systematic and or continued behaviour

Example: Cadet 1 insults Cadets 2. Cadets 2 responds appropriately and asks Cadet 1 to discontinue the insults. So long as Cadet 1 does not continue the behaviour, harassment has not occurred.

Harassment – cont.

Harassment occurs when behaviour is:

- Unwelcome – The person does not like it
- Offensive – It makes the person upset or angry
- Humiliating – It makes the person feel embarrassed or ashamed
- Continuous – Continues to occur after being asked to stop

AUSTRALIAN AIR FORCE CADETS

Harassment may be a result of a person's attitude to some real or perceived attribute or difference, such as:

- a. race, colour, ethnicity or national extraction;
- b. sexual orientation or gender;
- c. age;
- d. religion;
- e. political opinion;
- f. socio-economic origin;
- g. medical condition;
- h. disability or impairment;
- i. criminal record;
- j. trade union activity; and
- k. family status or caring responsibilities.

Harassment – *cont.*

Harassment may also occur if someone continuously makes insulting comments about a person's:

- Looks
- Abilities
- Background
- Sexual preference, or
- What a person is capable or incapable of doing

AUSTRALIAN AIR FORCE CADETS

Bullying

- Bullying is an aggressive form of harassment
- Bullying is a persistent, unreasonable pattern of behaviour directed towards a person or a group of people, which may create a risk to health and safety, including a risk to the emotional, mental or physical health of those person(s)
- Bullying is action or words intended to hurt, threaten, frighten, embarrass or humiliate

AUSTRALIAN AIR FORCE CADETS

The AAFC has a zero tolerance of harassment and particularly bullying. Apart from giving commands during drill or a safety incident (eg: fire evacuation), shouting at people can be perceived as being aggressive and unreasonable and should only be used where appropriate and necessary.

Bullying behaviour can range from obvious verbal or physical assault to very subtle psychological abuse. It includes overt and covert types of behaviour. For details, review Annex A to AAFC SI(PERS) 8-1 – Behaviour.

Physical Abuse

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

AUSTRALIAN AIR FORCE CADETS

In some circumstances, physical abuse may constitute criminal behaviour (assault).

Emotional Abuse

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

AUSTRALIAN AIR FORCE CADETS

Neglect

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

AUSTRALIAN AIR FORCE CADETS

In some circumstances, neglect (particularly of a minor) may constitute criminal behaviour.

Abuse of power

The misuse of authority attributed to rank or position intended to harass, discriminate or bully a subordinate is inappropriate and unethical

AUSTRALIAN AIR FORCE CADETS



Many everyday conversations can devolve into arguments driven by a status threat, a desire to not be perceived as less than another. AAFC leaders need to consider their decisions, words and deeds carefully in order to not be perceived as abusing their power.

Discuss some examples of how a person may 'abuse their power', e.g. ranking member cutting in line for food...

Unfair discrimination

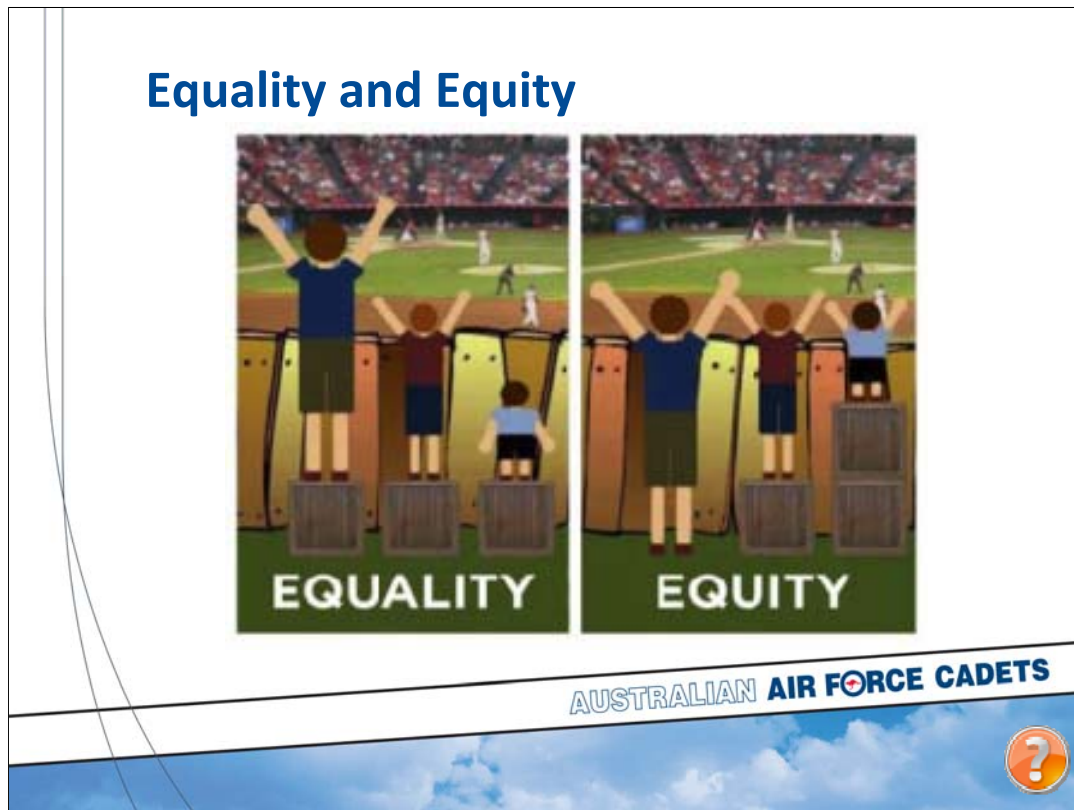
Unfair discrimination is any distinction, exclusion or preference that denies equality of opportunity or treatment.

AUSTRALIAN AIR FORCE CADETS



Discuss some of the personal characteristics which may be considered as discrimination. Note: laws do vary between the states and territories.

- Gender
- Marital status
- Disability
- National extraction or nationality
- Political opinion
- Religion
- Age
- Sexual preference



Discuss the difference noted in the image. What is 'fair'? Is this always appropriate?

Equality – everyone has the same opportunity/treatment (they all get a box).

Equity – everyone gets the same outcome (boxes are distributed in order for everyone to get the same outcome).

The AAFC aims to provide an environment of 'equality' where all members have the same opportunities to improve/develop. In some circumstances, the AAFC may also apply resources in a manner to achieve 'equity of outcome'. In some circumstances the outcome is more dependant on how the individual responds and utilises the resources provided. Examination/testing and rewards for success is a clear example of this. All students may receive equivalent training, but their individual outcome may be different. The AAFC may also take an 'equity' approach to provide some cadets an opportunity to achieve an equitable outcome. For example, the AAFC may provide a person with a learning disability some additional resources to assist them to achieve an equitable outcome. However there may be constraints which may affect the ability of the AAFC to do so.

Other unacceptable behaviour

Other unacceptable behaviour covers actions (including inappropriate use of social media, and conflicts of interest) that are likely to adversely affect the Cadet experience, make a person feel 'bad', or otherwise violates the Code of Conduct. Legitimate direction or positive criticism is not unacceptable behaviour.

AUSTRALIAN AIR FORCE CADETS



Presenter to give an example of 'legitimate direction'. Corrective statements should address the behaviour, not the person.

Acceptable - "Your uniform is not currently up to standard, please do up the button of your left shirt pocket".

Unacceptable – "Can't you dress yourself properly? Your shirt button is undone".

Preventing Unacceptable Behaviour

- Demonstrate and live the Code of Conduct and Behavioural Expectations
- Watch for and avoid situations where unacceptable behaviours could occur
- Have input into planning activities
- Support others
- Report complaints about unacceptable behaviours, and encourage others to do so
- Understand the complaint process
- Only submit real and legitimate complaints

AUSTRALIAN AIR FORCE CADETS



Encourage members to provide other (non-specific – no names) examples of where they may have experienced unacceptable behaviour, or encourage them to discuss it with an adult after the briefing.

Responding to unacceptable behaviour

If a person feels that they are a recipient of unacceptable behaviour, they must let the offender know, as sometimes, the person may not realise they are offending someone. Where unacceptable behaviour cannot be resolved at the lowest level (i.e. between the offender and the recipient), personnel are to seek assistance through their chain of command.

Information in [SI\(PERS\) 8-2 - Alternative Dispute Resolution](#) may also assist in a resolution.

AUSTRALIAN AIR FORCE CADETS

[SI\(PERS\) 8-2 - Alternative Dispute Resolution](#)

Sexual Abuse or Misconduct

Sexual abuse or misconduct is any sexual act or sexual threat imposed on a person. This includes inappropriate relationships (adults with minors), non behaviours such as exposure to pornographic images, making unwelcome sexual comments or contact behaviours such as kissing, fondling or sexual touching (including massage).

AUSTRALIAN AIR FORCE CADETS

Sexual Abuse or Misconduct – cont.

It may also occur if someone:

- Makes an unwelcome sexual advance, or an unwelcome request for sexual favours
- Engages in other unwelcome behaviour or conduct of a sexual nature, including making a statement, joke or suggestive remarks of a sexual nature (written [including messaging/texting], verbally or recorded)
- Treats a person or group unfavourably because of their gender or sexual preference

AUSTRALIAN AIR FORCE CADETS



The presenter is to use scenarios to reinforce what is acceptable and not and what to do if you feel uncomfortable - "Imagine you are at the end of year social event. Your friend Alex starts to feel unwell and you take him over to your Instructor Joe. Joe suggests to Alex that they should go outside to get some fresh air to see if that helps. Joe asks you to come and sit outside with him and Alex.

Would it be different if Joe asks you to wait inside while he takes Alex outside?

Would it be different if you have noticed Joe trying to be with Alex alone in the past?"

Is this acceptable behaviour?

What do you do if you feel uncomfortable?

Note i-Safe to be covered in coming slides...

Age of Consent

Note that the age of consent and relevant child protection agency varies between states. Refer to [AAFC SI\(PERS\) 1-7 Child Protection](#) for details.

State	Age of consent
ACT	16 Years
NSW	16 Years
NT	16 Years
QLD	16 Years
SA	17 Years
TAS	17 Years
VIC	16 Years
WA	16 Years

AUSTRALIAN AIR FORCE CADETS

All personnel must understand the 'age of consent' laws, and the legal age for consensual sex in the state or territory in which the activity is occurring. Young people under the prescribed age are not considered to have the psychological capacity to give consent to sexual activity; hence all grooming or sexual interactions between an adult and a person under the age of consent **are regarded as criminal offences**.

Presenter is to be fully aware of and comprehend the content of [AAFC SI\(PERS\) 1-7 Child Protection](#) and able to respond appropriately to relevant questions.

Special Care Provisions

Although the legal age of consent throughout Australia is 16 or 17 years of age, legislation in NSW, VIC, WA, SA and the NT **makes it an offence** for a person in a supervisory role to sexually engage with a person under their 'special care'.

AUSTRALIAN AIR FORCE CADETS

Due to the hierarchical and rank based structure in the AAFC, any person holding rank can be considered a 'supervisor'. OOC, IOC and Cadets holding rank establish a special care relationship with the personnel in their care. Although CIV do not hold any rank, they can still be considered to be in a supervisory role and therefore held to be in a position of a special carer. This special care relationship has further legal implications when the person is an adult (at or over the age of 18).

Young cadets also need to be aware of the implications at law of having inappropriate relations with adult members and that an offence could occur.

Refer [Annex A to SI\(PERS\) 1-7 - Child Protection](#) for details on the relevant legislation for each state/territory.

The presenter needs to make the point specifically that special carer provisions are not impacted, and should not be confused by, the age of consent. Special carer status gives legal standing to the long-held AAFC 'no fraternisation' policy when applied to intimacy between staff and cadets and new meaning to 'adult aged cadet' relationships with cadets under 18.

This is the underlying premise for the no fraternisation policy (principle 2 of the MoM Behaviour Policy) in the AAFC.

25. Intimate personal relationships between [adult supervisors](#) and [cadets](#) are strictly prohibited as a breach of this policy and will result in action to terminate the [adult supervisor's](#) service with the AAFC and as an Officer or Instructor of Cadets. Under no circumstance is it acceptable for any [adult supervisor](#) to conduct any form of personal relationship of an intimate nature with any [cadet](#), regardless of age or consent of the [cadet](#) and no blame is to be attributed to the [cadet](#). The [special care](#) relationship between [adult supervisors](#) and [cadets](#) operates twenty four hours a day and seven days a week.

This is discussed further in the Adult section of the package.

Mandatory Reporting of sexual abuse or misconduct

Sexual abuse may constitute criminal behaviour. Following the procedure detailed in [AAFC SI\(PERS\) 8-7 – Mandatory Reporting](#), any suspected case of abuse or neglect involving a person under the age of consent (minor) **must be reported** to the:

- Civilian Police if the minor is in immediate danger
- Cadet's parent or guardian (Unless it is the parent or guardian suspected of the abuse or misconduct)
- The relevant State Child Protection agency

AUSTRALIAN AIR FORCE CADETS

Presenter is to be fully aware of and comprehend the content of [AAFC SI\(PERS\) 8-7 – Mandatory Reporting](#).

No Blame Policy

'No blame' is to be attributed to the cadet in the circumstance of sexual abuse or misconduct between any adult and a cadet. All adults working with the AAFC, including adult aged cadets, are in a position of 'special care' over cadets, irrespective of age of consent provisions elsewhere at law.

AUSTRALIAN AIR FORCE CADETS

Reinforce the 'no blame' policy to Cadets.

Responses (i-Safe)

- **Recognise** – Always be alert for inappropriate behaviour or unsafe practices. Remind people of their responsibility to behave in accordance with the Code of Conduct
- **Respond** – Use the i-Safe 'Fair Go' procedure
- **Remove** – the cause of the harm or move the people away from the cause
- **Report** – to the chain of command

AUSTRALIAN AIR FORCE CADETS

Members should understand that there will be no negative consequences for them if they do use the i-Safe procedures, report incidents of sexual misconduct or if they are involved in an inappropriate relationship with an adult (including adult aged cadet).

Every member should be issued with an AAFC i-Safe card. They are available through the AAFC Safety network. Contact the Staff Officer Wing Safety.

i-Safe - Stop! Fair Go!

The Stop! Fair Go! action phrase is used:

- when someone's behaviour is not acceptable; or when you don't feel safe.
- by any Cadet or Adult Supervisor
- if you feel scared, harassed or unfairly treated
- to protect other people
- at all Cadet activities
- only when necessary – not to be used jokingly

Respect anyone who uses it

The activity must stop until the concerns are addressed

AUSTRALIAN AIR FORCE CADETS

All members should be issued with and carry on them at all activities an i-Safe card. i-Safe cards can be sourced through the Staff Officer Wing Safety.

i-Safe - Stop! Stop! Stop!

You should use Stop! Stop! Stop!

- If someone is behaving in an unacceptable way that makes you feel unsafe or threatened
- If you think an unsafe or threatening action is about to happen
- If you see an unsafe or threatening action happening

Applies to all Cadet activities

Must only be used when necessary

The activity must stop. An adult supervisor will investigate and address the problem

AUSTRALIAN AIR FORCE CADETS

Take Action...

i-Safe – cont.

If you feel or notice another is uncomfortable with what is happening say loudly **Stop! Fair Go!**

If you feel or notice another is threatened or unsafe say loudly **Stop! Stop! Stop!**

In either case, the activity is to be stopped until your concerns are addressed.

AUSTRALIAN AIR FORCE CADETS

The Cyber World - Social Media

AAFC Manual of Management Vol 2, Part 5 Chapter 03 - Social Media provides details on appropriate use of social media and will be the subject of separate specific training.

The AAFC expects member behaviour to be consistent in both the real and cyber worlds

AUSTRALIAN AIR FORCE CADETS



Discuss – You should not say something in the cyber world to or about a person that you are not prepared to say to them in the real world.

AAFC Executive are to ensure all members are provided with Social Media Training annually. Presentations and information are accessible through the AAFC Intranet via [AAFC Manual of Management Vol 2, Part 5 Chapter 03 - Social Media](#), subordinate instructions and resources.

If time is available, a 4 minute Social Media summary presentation is available through the AAFC Intranet at <https://members.cadetnet.gov.au/aafc/CS/SitePages/SocialMedia.aspx> or AAFC YouTube Channel at <https://youtu.be/Drp0Ym9f0lc>

More Information

AAFC Manual of Management

- Vol 2, Part 1 Chapter 10 – Behaviour
- Vol 2, Part 5 Chapter 03 - Social Media

AAFC Standing Instructions

- SI(PERS) 8-1 - Behaviour
- SI(PERS) 8-2 - Alternate Dispute Resolution
- SI(PERS) 8-3 - Making a Complaint
- SI(PERS) 8-4 - Managing a Complaint
- SI(PERS) 8-7 - Mandatory Reporting
- SI(PERS) 8-9 - Incident Reporting
- SI(PERS) 1-7 - Child Protection

**Not knowing a policy
is not a plausible defence against violating it**

AUSTRALIAN AIR FORCE CADETS

**Not knowing a policy
is not a defence against violating it**

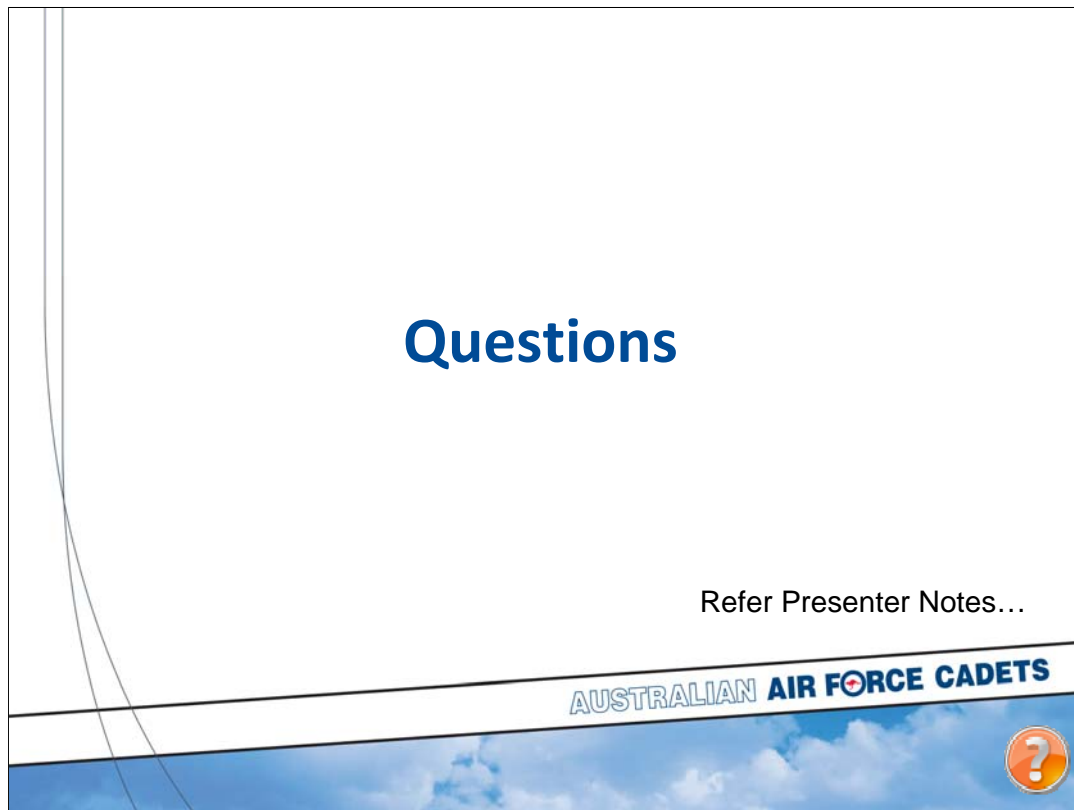
In other words, "I did not know that was the policy", is not a plausible excuse for having violated it.

Additional Resources

- AAFC Orders Instructions and Publications
- AAFC Chain of Command
- Defence Employee Assistance Program – 1300 361 008
- Defence Sexual Misconduct Prevention & Response Office (SeMPRO) – 1800 736 776

It is better to report and be wrong, than to not report and be right.

AUSTRALIAN AIR FORCE CADETS



What is an example of acceptable behaviour? - Discuss

What is an example of unacceptable behaviour? - Discuss

What should you do if you observe unacceptable behaviour? - Discuss

What can you do to prevent unacceptable behaviour? - Discuss

What is sexual abuse or misconduct? - Discuss

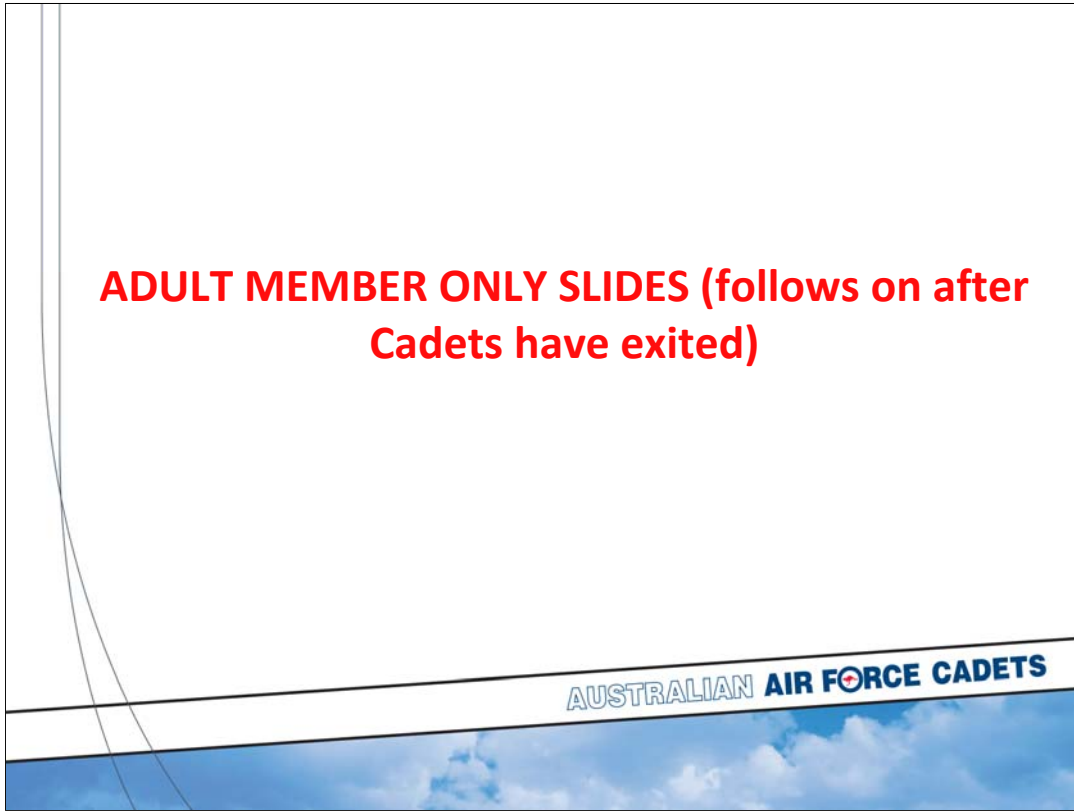
What should I do if I witness or am subject to sexual abuse or misconduct? - Discuss



Cadet Presentation Concluded.
Adult (18+ years of age) Member presentation following...

**ADULT MEMBER ONLY SLIDES (follows on after
Cadets have exited)**

AUSTRALIAN AIR FORCE CADETS



Executive Summary

- Take all reasonable steps to ensure that young people are protected from any form of sexual, physical or psychological harm, or indecent and inappropriate conduct including sexual abuse or grooming for the intent of adult sexual gratification.
- Promptly report all incidents, allegations or suspicions of any form of misconduct or abuse – either towards or between young people – in accordance with ADF Cadets policies.

AUSTRALIAN AIR FORCE CADETS

Executive Summary – cont.

- Understand the 'age of consent' laws, and the legal age for consensual sex in the state or territory in which the activity is occurring. Young people under the prescribed age are not considered to have the psychological capacity to give consent to sexual activity; hence all sexual interactions between an adult and a person under the age of consent are regarded as **criminal offences**.

Executive Summary – cont.

- In situations such as this no blame is to be apportioned to the cadet – the adult participant in such a relationship carries the blame.
- Ensure, whenever possible, that young people are not left alone with an adult.
- Ensure that all interactions with cadets are for the sole purpose of executing authorised activities or training outcomes.
- Treat everyone with respect regardless of their age, gender, ability, race, cultural background, religious beliefs or sexual identity.

AUSTRALIAN AIR FORCE CADETS

Outcomes

At the end of this presentation, you should:

- Understand the 'special care' relationship established between Adults and Youth in the AAFC
- Understand how to help create a safe, fair, positive and enjoyable environment for every AAFC member
- Understand when and how to take action on preventing, managing and reporting unacceptable behaviour, sexual abuse or misconduct
- Understand the Mandatory Reporting Requirements

AUSTRALIAN AIR FORCE CADETS

Adults in the AAFC

(and should be part of this presentation)

They are:

- Officers of Cadets (OOC) and Instructors of Cadets (IOC)
- ADF Support Instructors
- Civilian Instructor Volunteers (CIV)
- Cadets at or over the age of 18 years
- Any other person at or over the age of 18 years regularly attending AAFC Activities

All Adults working with the AAFC are to have a current and valid Working With Children clearance

AUSTRALIAN AIR FORCE CADETS

Adult behaviours

- Adults are trusted to 'be fair'
- Adults are trusted to exercise 'special care' and responsibility.
- Adults are trusted to direct and correct actions and behaviours in a constructive and supportive manner.
- Adults are trusted not make Cadets feel, vulnerable, unsafe or at risk.
- Adults are trusted to recognise, correct and report unacceptable behaviour.

AUSTRALIAN AIR FORCE CADETS

The presenter is to reinforce the need for Parents/Guardians to be informed and included in any matters of unacceptable behaviours at the earliest possible opportunity.

Special Care Provisions

Although the legal age of consent throughout Australia is 16 or 17 years of age, legislation in NSW, VIC, WA, SA and the NT **makes it an offence** for a person in a supervisory role to sexually engage with a person under their 'special care'.

AUSTRALIAN AIR FORCE CADETS

Refer Annex A to SI(PERS) 1-7 - Child Protection for details on the relevant legislation for each state/territory.

The presenter needs to make the point specifically that special carer provisions are not impacted, and should not be confused by, the age of consent. Special carer status gives legal standing to the long-held AAFC 'no fraternisation' policy when applied to intimacy between staff and cadets and new meaning to 'adult aged cadet' relationships with cadets under 18.

This is the underlying premise for the no fraternisation policy (principle 2 of the MoM Behaviour Policy) in the AAFC.

25. Intimate personal relationships between adult supervisors and cadets are strictly prohibited as a breach of this policy and will result in action to terminate the adult supervisor's service with the AAFC and as an Officer or Instructor of Cadets. Under no circumstance is it acceptable for any adult supervisor to conduct any form of personal relationship of an intimate nature with any cadet, regardless of age or consent of the cadet and no blame is to be attributed to the cadet. The special care relationship between adult supervisors and cadets operates twenty four hours a day and seven days a week.

Special Care Relationship

The AAFC is a youth development organisation operating in a military (Air Force) context, including the assignment of ranks to define an authoritative structure. With rank comes responsibility. OOC, IOC and Cadets holding rank establish a special care relationship with the personnel in their care.

Although Volunteers do not hold any rank, they can still be considered to be in a supervisory role and therefore held to be in a position of a special carer.

This 'special care' relationship has further legal implications when the person is an adult (at or over the age of 18).

AUSTRALIAN AIR FORCE CADETS

Special Care Relationship – cont.

A special care professional relationship incorporates the duty of care to take responsibility for the safety, welfare and wellbeing of other personnel. More specifically at law, an Adult is in a position of trust for the proper care of children. That necessarily involves a greater level of formality, more distance, and in particular, consulting with or deferring to those who have the appropriate responsibility, and are professionally trained to assist, 'troubled' or 'concerned' children. AAFC adults **are not to assume a parental or a quasi-parental responsibility beyond the requirement to exercise due diligence** in assuring the safety of an impacted child.

AUSTRALIAN AIR FORCE CADETS

Special Care Relationship – cont.

It is often said that AAFC Adult personnel are in 'loco parentis' to Cadets under the age of 18. However, this does not mean that Adult personnel are to literally act as a parent of such Cadets. **Indeed, he or she must not do so. All personnel must maintain professional special care relationships** with other personnel at all times and especially where the relationship is between adults and youth. The role of Adult personnel in the AAFC cannot be that of a parent (unless it is legally the case) and adults should not cultivate a "best friend" type relationship with a youth.

AUSTRALIAN AIR FORCE CADETS

Special Care Relationship – cont.

Actions such as lying on the floor with Cadets to watch videos or discussing intimate details of Cadets' lives, are inappropriate. This is not just because of their potential for the development of an inappropriate relationship, **but because such actions and discussions inappropriately cross the boundary between non-parental adults and youths.**

AUSTRALIAN AIR FORCE CADETS

Special Care Relationship – cont.

It is recognised that a child transitioning into being an adult may have pre-existing friendships with children, particularly when both are Cadets. The adult transition phase needs to be managed and conducted in a professional manner as those relationships change at law on becoming 18. This is the purpose of the Adult Transition Program and it is the responsibility of AAFC executives to closely monitor and mentor personnel during that transition phase.

AUSTRALIAN AIR FORCE CADETS



Discuss the example of an 18 year old CUO and a 16 year old CSGT.
Things the CO and the 18 year old CUO needs to consider are:

- Was there a pre-existing relationship before the CUO became an adult?
- Are the CSGT's parent/guardian(s) aware of and consenting to the relationship? (needs to be independently verified by the CO with the parent)
- Is the CUO capable of continuing to operate appropriately, professionally and without favouritism towards the CSGT?

Special Care Relationship – cont.

Accordingly, the emphasis for all AAFC adults must be on the role of being a **Youth Development professional**, to identify issues and refer those involved to sources of further help and care where possible with the support of parents and/or legal guardians, rather than on the notion of standing in the place of the parents.

AAFC Adults may take on the role of a trusted advisor, mentor or coach, but not of counsellor, pastoral carers, therapist (unless specifically engaged by the AAFC in that role) or parents.

AUSTRALIAN AIR FORCE CADETS



Refer <https://members.cadetnet.gov.au/aafc/TD/SitePages/AAFC%20Mentoring%20Program.aspx>

Mentoring in the AAFC IS:

A knowledgeable and experienced adult who teaches (and learns) through a commitment to the mutual growth of both mentee and mentor;

A caring, thoughtful, and humane facilitator who provides access to AAFC people, places, experiences, and resources within the AAFC routine environment;

A role model who exemplifies in word and deed what it means to be an ethical, responsible, and compassionate person; and

A trusted ally (but not a keeper of secrets), or advocate, who works with (not for) the mentee and on behalf of the mentee's and the AAFC's best interests and goals.

Mentoring in the AAFC is NOT:

A (surrogate) parent or guardian;

A professional or amateur counsellor or therapist;

A flawless or infallible idol;

A legal representative;

A staff member who uses position and/or rank to advance a singled out persons position in life;

A social worker;

A lending institution; or

A playmate or romantic partner.

Duty of Care

Is the legal requirement for a person to exercise a reasonable standard of care to prevent reasonably foreseeable injury of harm to others.

For example:

Individuals need to take steps to identify risks and any reasonably likely harmful effects of individual actions and inactions. The law calls this reasonable foreseeability.

Individuals need to use their skills, knowledge and experience to **assess** for risk or potential harm and to develop controls to limit the impact or effect on another individual. If individuals identify reasonably likely risk of harm, they must take reasonable response.

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Duty of Care – cont.

When making an **assessment**, ask yourself:

- What risk mitigations and precautions could/should be taken?
- What are the required authorities and delegations and is the delegated Adult Supervisor authorised to permit the action to be taken?
- Must any statutory requirements or specific policy or procedure be followed?

AUSTRALIAN AIR FORCE CADETS

Youth Safety Incident – What to Do

If you become aware of or suspect a Cadet is at risk; In addition to ensuring all disclosures and allegations are handled in a sensitive, prompt and confidential manner with all persons acting in the best interests of the young person at all times, immediate responsibilities include:

AUSTRALIAN AIR FORCE CADETS

Youth Safety Incident – What to Do – cont.

- Removing the young person from the source of the risk, calling 000 or the local police for assistance if the young person is in immediate danger;

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Youth Safety Incident – What to Do – cont.

- Listen carefully to all that the young person says without comment or judgement. Remember, they are telling you this because they trust you. They will benefit greatly from you listening calmly and attentively.
- Try to comfort them.
- **Don't place any blame on the young person.**
- Let them know you will take all reasonable steps to ensure that something is done in relation to their allegation or disclosure but don't commit to a specific course of action or specific outcome.

AUSTRALIAN AIR FORCE CADETS

Youth Safety Incident – What to Do – cont.

- Document the conversation as soon as practicable **after** the allegation or disclosure is made (not during). Where possible, document the incident using the young person's exact words as best you can.
- You are there to listen to what they want to tell you – do not force them to talk about it.
- Avoid using direct or leading questions.

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Youth Safety Incident – What to Do – cont.

- Take all reasonable steps to make the young person feel safe.
- Document and report as soon as practically possible to your supervisor/commander/manager.

Additional guidance can be found in the SeMPRO Guide Information for Commanders and Managers

AUSTRALIAN AIR FORCE CADETS

Mandatory Reporting of sexual abuse or misconduct

Following the procedure detailed in [AAFC SI\(PERS\) 8-7 – Mandatory Reporting](#), any suspected case of abuse or neglect involving a person under the age of consent (minor) **must be reported** to the:

- Civilian Police if the minor is in immediate danger
- Cadet's parent or guardian (Unless it is the parent or guardian suspected of the abuse or misconduct)
- The relevant State Child Protection agency

AUSTRALIAN AIR FORCE CADETS

Presenter is to be fully aware of and comprehend the content of [AAFC SI\(PERS\) 8-7 – Mandatory Reporting](#).

Mandatory Reporting – cont.

Note that the age of consent and relevant child protection agency varies between states. Refer to [AAFC SI\(PERS\) 1-7 Child Protection](#) for details.

Also note that 'no blame' is to be attributed to the cadet in the circumstance of sexual abuse or misconduct between an adult and a cadet. At law, the adult is always responsible and all adults have 'special care' considerations towards cadets.

AUSTRALIAN AIR FORCE CADETS

Presenter is to be fully aware of and comprehend the content of [AAFC SI\(PERS\) 1-7 Child Protection](#).

Social media

- Adult Supervisors can communicate with Cadets through approved social media group sites and forums but are not permitted to have any direct one-to-one social media relationship with a Cadet.
- An Adult Supervisor establishing a one-to-one relationship with a Cadet via a social networking site will be held accountable and will be required to demonstrate that their actions do not constitute a Code of Conduct violation.

AUSTRALIAN AIR FORCE CADETS

Social media – cont.

Exemption may be approved where an Adult Supervisor is in a direct family relationship with a Cadet, such as parent/guardian or sibling. Other relatives who are Adult Supervisors and wish to have a Cadet relative in a close, personal relationship or as a 'friend' on social media are to first obtain approval from their **AAFC commander, who will maintain a written record of that approval on the members' file.**

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AAFC Executive are to ensure all members are provided with Social Media Training annually. Presentations and information are accessible through the AAFC Intranet via [AAFC Manual of Management Vol 2, Part 5 Chapter 03 - Social Media](#), subordinate instructions and resources.

If time is available, a 4 minute Social Media summary presentation is available through the AAFC Intranet at <https://members.cadetnet.gov.au/aafc/CS/SitePages/SocialMedia.aspx> or AAFC YouTube Channel at <https://youtu.be/Drp0Ym9f0lc>

More Information

AAFC Manual of Management

- Vol 2, Part 1 Chapter 10 – Behaviour
- Vol 2, Part 5 Chapter 03 - Social Media

AAFC Standing Instructions

- SI(PERS) 8-1 - Behaviour
- SI(PERS) 8-2 - Alternate Dispute Resolution
- SI(PERS) 8-3 - Making a Complaint
- SI(PERS) 8-4 - Managing a Complaint
- SI(PERS) 8-7 - Mandatory Reporting
- SI(PERS) 8-9 - Incident Reporting
- SI(PERS) 1-7 - Child Protection

**Not knowing a policy
is not a plausible defence against violating it**

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**Not knowing a policy
is not a defence against violating it**

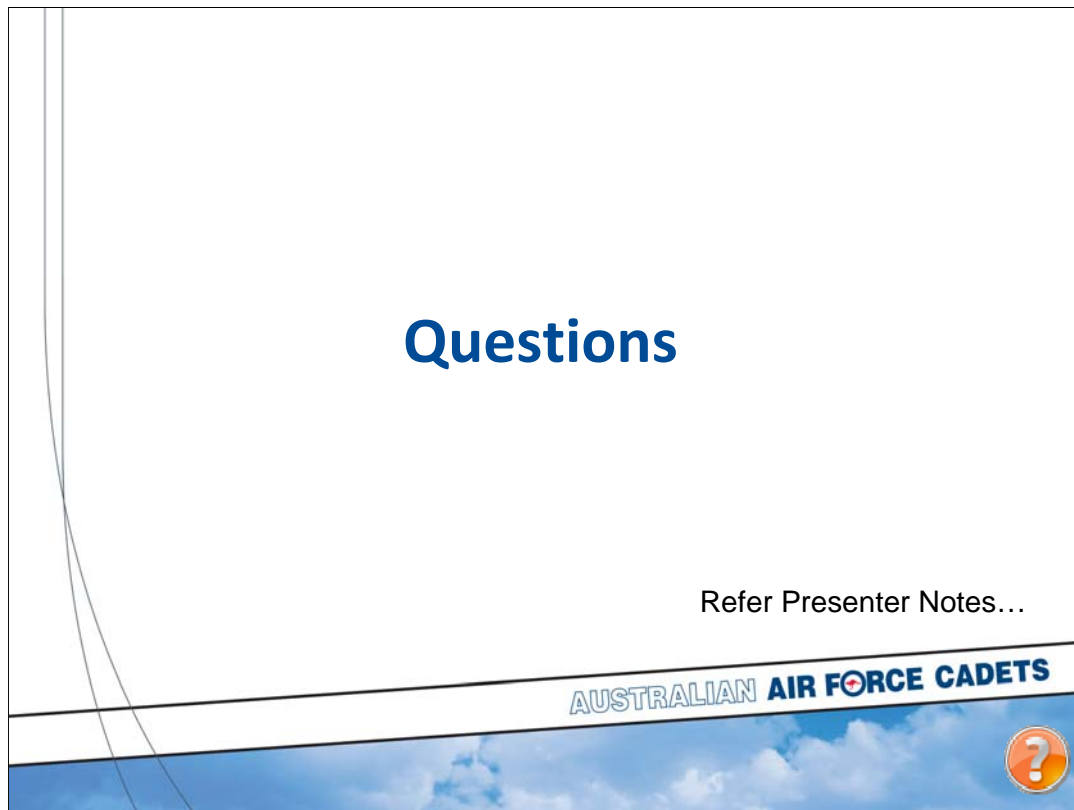
In other words, "I did not know that was the policy", is not a plausible excuse for having violated it.

Additional Resources

- AAFC Orders Instructions and Publications
- AAFC Chain of Command
- Defence Employee Assistance Program – 1300 361 008
- Defence Sexual Misconduct Prevention & Response Office (SeMPRO) – 1800 736 776

It is better to report and be wrong, than to not report and be right.

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What is meant by 'special care'? – Discuss

Is 'age of consent' a relevant factor in an AAFC Adult Supervisor having an intimate relationship with a cadet? – Discuss

Answer – No, no intimate relationship between an adult and a cadet (regardless of age) is acceptable.

To whom and how are you to report suspected abuse or misconduct? – Discuss

Why is it not appropriate to establish one-on-one social media connections with cadets? – Discuss