SERIAL NO 03
DATED 27 JUL 18

NO 2247 (HAWARDEN) SQUADRON AIR TRAINING CORPS STANDING ORDERS

BY

FLIGHT LIEUTENANT DAVID HORABIN RAFAC

OFFICER COMMANDING

ORDER NO 1 – GENERAL DISCIPLINE

1. The behaviour of all 2247 (Hawarden) Squadron personnel is to be of the highest standard and at all times a credit to the Squadron, the Air Training Corps (ATC) and the Royal Air Force (RAF): this includes travel to and from ATC activities or duties, whether in uniform or not.

2. All personnel are to comply with these Squadron Standing Orders (SSOs) and all other relevant orders, instructions and policies in order to maintain efficiency during parade nights and other activities. Cadets should specifically take note of the ATC Cadet Code of Conduct (annex A to ACP 20, PI 501).

3. Cadet NCOs are responsible for maintaining discipline during parade nights and activities and for this they are responsible to the Squadron Warrant Officer (Sqn WO) and ultimately the Officer Commanding (OC). Their instructions are to be followed by cadets at all times.

ORDER NO 2 – LOCATION AND CONTACT INFORMATION

4.	Squadron address:	2247 (Hawarden) Squadron ATC Manor Lane, Hawarden, Flintshire, CH5 3PU
5.	Postal address:	Mr R Sheppard, 5 Dryden Close, Ewloe, Flintshire, CH5 3UL
6.	Telephone:	01244 532677 (answer machine service outside of parade nights) 07511 144946 (Adjutant mobile – for urgent contact only)
7.	E-mail addresses:	Officer Commanding, Flt Lt Horabin – oc.2247@aircadets.org Squadron Adjutant, Sgt Sheppard, – adj.2247@aircadets.org Training Officer, Sgt Ellis – training.2247@aircadets.org Squadron Warrant Officer, Sgt Ellis – snco.2247@aircadets.org General Staff Account – 2247@aircadets.org Civilian Committee Chairperson, Mr M Chambers – chair.2247@aircadets.org Civilian Committee Treasurer, Mrs S Forde – treasurer.2247@aircadets.org

ORDER NO 3 – PARADE NIGHT TIMINGS

8. The Squadron parades on Monday and Wednesday evenings from 1845 to 2130 hrs, excluding bank holidays and a stand-down over the Christmas period. Cadets must not arrive more than 15 minutes prior to the start of the parade night. All personnel should clear the Unit promptly upon dismissal from final parade.

9. Parade night routine:

1845 – 1900 hrs	Initial parade
1900 – 1915 hrs	Drill practice
1915 – 2000 hrs	First training period
2000 – 2015 hrs	Break
2015 – 2100 hrs	Second training period
2100 – 2115 hrs	Cleaning and admin
2115 – 2130 hrs	Final parade and disperse

10. The Duty Cadet Non-Commissioned Officer (NCO) is responsible for the smooth running of the nightly routine. Their instructions are to be adhered to by all cadets and NCOs to ensure the best is being made of available training time. Except for authorised occasions when fulfilling specific duties as directed by a member of staff, cadets are to attend all sessions scheduled for them in the Training Programme.

11. Training should not be disturbed once in progress unless absolutely necessary. If there is a need to enter a training room to obtain equipment etc after a session has commenced, this is to be done quietly, with due consideration to the session in progress.

ORDER NO 4 – ROLL CALL

12. The Duty NCO is to call the nominal roll during Initial Parade and all cadets are to be present. Cadets arriving after this time are to report to the Duty NCO immediately on arrival and state their reason for lateness: where possible planned lateness should be advised in advance.

13. Personnel leaving the Unit grounds before the end of the parade night are to inform the Duty NCO and a member of staff before doing so. This also applies to personnel leaving other activities prior to the planned dispersal time. Failure to follow this procedure can result in unnecessary risk in the event of fire or other accident.

ORDER NO 5 – REQUESTING ABSENCE FROM PARADE NIGHTS

14. Personnel requiring absence from parade nights are to inform the Squadron at the earliest opportunity in accordance with the Squadron Absence Policy (see separate document). Cadets are to use the facility available on the Squadron website.

15. There are several parade nights throughout the year which due to their nature require 100% attendance by Squadron personnel, such as passing-out parades and formal inspections. Personnel requiring unavoidable leave from such evenings are to inform the OC personally in advance.

ORDER NO 6 – CHAIN OF COMMAND

16. Any issues or problems are to be resolved at the lowest level possible. Whilst it is understood that some things require the immediate attention of a member of staff, generally all matters requiring the attention of the Officer Commanding are to be referred to the Duty NCO in the first instance.

ORDER NO 7 – COMPLIMENTS AND METHODS OF ADDRESS

17. Personnel are to address NCOs and CWOs by their rank. Civilian instructors, warrant officers and commissioned officers are to be addressed as sir / ma’am.

18. Personnel are to salute all officers of any service or nationality at all times and at any time when they recognise officers who are dressed in civilian attire, in accordance with AP 818. For reasons of practicality, officers should only be saluted indoors when the individual is entering and leaving an office or room or likewise when an officer enters or leaves a room.

19. Members of the civilian committee should be accorded due respect befitting with the role they play in the efficient functioning of the Squadron. Parents, guests and visitors to the Unit should be treated with due courtesy and the good name of the Squadron should be consistently upheld.

ORDER NO 8 – IDENTIFICATION

20. All personnel on ATC duty are to carry identity documents: RAF Form 3822 (with photograph) for cadets; MOD Form 90 for uniformed staff; driving license or passport for civilian instructors. Any loss of identity documents should be reported to the Adjutant as soon as possible.

ORDER NO 9 – DRESS

21. Cadets and uniformed staff should wear uniform every parade night, as detailed in the training programme, unless otherwise ordered. All personnel are subject to the uniform and dress regulations contained within AP 1358C. Uniform should be clean and well maintained at all times. Cadet NCOs are responsible to the Sqn WO for maintaining uniform standards amongst the cadets, and should themselves be consistently beyond reproach.

22. Regulation hairstyle – in accordance with AP 1358C, Paras 0147 and 0150 – is an important element of smartness of dress. Males should have well cut and trimmed hair: sideburns are to be short and are not to extend below a line running though the midpoint of the ear. Females' hair should not show under the front of the beret, kept neat, and no longer than the bottom edge of the collar – longer hair should be kept up in a bun.

23. Headdress is to be worn at all times when in uniform outdoors. Headdress is to be worn in corridors and when entering offices, though it may be removed in training rooms at the discretion of the instructor.

24. Civilian jackets should be worn (without headdress) when travelling to and from ATC duty. If civilian jackets are not worn, then headdress must be worn at all times when outdoors.

ORDER NO 10 – MOVING AROUND THE UNIT

25. Personnel are to walk in single-file to the left side of footpaths. Cadets are to march across the Parade Square at all times.

26. Indoors, personnel are to walk in single-file to the left side of corridors. When waiting in corridors, personnel are to stand quietly, with their backs to the wall without leaning.

ORDER NO 11 – UNIT HYGIENE AND MAINTENANCE

27. The Duty Cadet NCO is responsible for the cleanliness of the Unit. All areas are to be kept clean and tidy. Cleaning duties are to be detailed each night to ensure the Unit remains up to standard.

28. Any damage to buildings is to be reported immediately to the Duty NCO who will inform the Adjutant and OC. Anyone concerned may be required to pay for damage caused by negligence or irresponsible use.

29. Chewing gum is not to be consumed on the squadron at any time: it presents an unprofessional image and discarded gum can cause damage to the squadron buildings. This order is equally applicable to off-squadron events.

ORDER NO 12 – HEALTH AND SAFETY

30. All personnel should acquaint themselves with health and safety (H&S) notices displayed around the Unit: the main H&S notice board is displayed adjacent to the Canteen. Failure to adhere to H&S guidance is a serious disciplinary offence. The Duty NCO is responsible for ensuring all visitors read the H&S brief held in the Duty NCO clipboard, sign the visitor log as having been delivered the brief, and are given a visitors' badge as required. The Duty NCO is also responsible for ensuring visitors are signed out at the end of their visit.

31. Any accident, injury or near miss is to be reported to a member of staff as soon as possible so that an accident report can be completed at the earliest opportunity. First aid kits are available in each building of the Squadron and one is carried on board the Squadron minibus.

32. All personnel are to be familiar and adhere to the Squadron Fire Orders. It is imperative that all personnel know and understand the actions to be taken in the event of fire.

ORDER NO 13 – ATTENDANCE ON ACTIVITIES

33. Activities outside of routine parade nights will be advertised on the forthcoming events boards in the corridor of the Flight Building, information will be replicated on Facebook and the Cadet Area of the Squadron website. Cadets are to sign up using the lists, last minute calls and some specific activities with a tight deadline may request sign-up via Facebook at the discretion of the organiser / specialist member of staff. There is a need for good attendance where cadets are required to represent the Squadron, for example at Inter-Squadron sports, Wing Training Day and parades.

34. Some events throughout the year - specifically Remembrance Sunday parades, and others as detailed – are compulsory for all personnel to attend. The OC requires that personnel requiring unavoidable leave from these activities inform him personally in advance.

35. Any personnel selected to take part in or volunteer to attend ATC activities are to ensure at least 24 hours' notice is given to the person in charge if they can no longer attend. If a replacement cannot be found, then the original person may be accountable for any costs due.

ORDER NO 14 – VISITS TO AND FROM OTHER UNITS

36. Personnel are not permitted to visit other Units without informing the OC ahead of the planned visit or activity. Similarly, personnel are to seek permission of the OC ahead of any planned visits by personnel from neighbouring Squadrons.

ORDER NO 15 – PRIVATE PROPERTY

37. Money and valuables are the responsibility of the individual: no responsibility will be taken by the Squadron for the loss or damage of personal property. Mobile phones are to be switched off and placed in the relevant basket before initial parade during parade nights. Other valuable items may be handed in to the Adjutant for safe keeping during parade nights.

ORDER NO 16 – SUBSCRIPTIONS AND OTHER PAYMENTS

38. Subscriptions are to be paid by monthly standing order on the first day of each month, regardless of attendance. For those unable to pay by standing order, alternative arrangements can be made on consultation with the Civilian Committee Treasurer, via the Adjutant. The current rate for new cadets is an initial payment of £35 (for two months' subscriptions, plus a Squadron polo shirt), then £12 per calendar month.

39. Details of payments for other activities will be advised alongside joining instructions for the individual event. Generally, monies for UK camps are paid in cash at the start of camp; though travel costs for overseas camps may be requested in advance.

ORDER NO 17 – PERSONNEL RECORDS

40. Personal data may be stored on computer equipment and within an individual's hard copy personnel file held in the OC and Adj Office in accordance with the Data Protection Act, 1998. An individual may view their file on request to the Adjutant.

41. It is important that the Squadron maintains up-to-date contact details for cadets and their parents, and an accurate record of medical conditions. Any change in contact details or medical information is to be advised to the Adjutant without delay.

ORDER NO 18 – RAF FORM 3822 RECORD OF SERVICE BOOK

42. The individual cadet is responsible for ensuring their RAF Form 3822 Record of Service book (3822) is kept up-to-date with activities and qualifications. Any additional qualifications or awards gained are to be advised to the Adjutant for updating personnel records and SMS and to the OC for signing.

ORDER NO 19 – SMOKING, DRUGS AND ALCOHOL

43. Smoking is forbidden on Unit premises. Personnel wishing to smoke are to do so outside the boundary of the Unit and away from entrances: uniformed personnel are to remove headdress. In accordance with the Cadet Code of Conduct, cadets are specifically prohibited from smoking in public whilst wearing uniform, this includes e-cigarettes.

44. The ATC has zero tolerance towards drug and substance abuse. Any suspicion of drug abuse by any personnel is to be reported to the OC who will take the appropriate action. Concerned individuals will be suspended pending an investigation, and given prima facie evidence of an offence having been committed, generally the outcome will be termination of appointment.

45. Adult members of the ATC are not to consume alcohol whilst in uniform, on a designated duty or whilst in the presence of or responsible for cadets. Regardless of age and position, no cadet member of the ATC is to consume alcohol whilst on duty. Further guidance is available within ACP 20, PI 114.

ORDER NO 20 – BULLYING

46. The ATC has a zero tolerance to bullying by any of its members. Everyone has the right to feel safe and to enjoy their time as a member of the ATC, free from intimidation. This Squadron will not tolerate acts of unkindness be they physical, verbal, mental, cyber or written. All personnel have a duty to report instances of bullying so that the correct response can be actioned.

ORDER NO 21 – SECURITY

47. All personnel are responsible for security on the Unit and when visiting military establishments. Within the Squadron, the Unit Security Officer is responsible to the OC for aspects of security in accordance with ACP 26. Anything unusual or suspicious is to be reported to a member of staff at the earliest possible opportunity. Suspicious packages should under no circumstances be moved or disturbed.

ORDER NO 22 – DISCHARGE / LEAVING THE SQUADRON

48. Anyone wishing to leave the Air Training Corps is required to speak with the Officer Commanding in the first instance. Any loaned items are to be returned and outstanding payments settled prior to discharge.

49. Cadets must pay for any outstanding subscriptions and return all loaned items including uniform. On receipt of these items, the discharge certificate on the last page of the RAF Form 3822 Record of Service book will be signed by the Officer Commanding, and the individual will be discharged on the Bader Squadron Management System (SMS). Cadets who do not attend for a period of two calendar months without prior arrangement will automatically be discharged and will be sent a letter stating actions required.

50. Members of staff wishing to leave are to return any loaned items and their MOD Form 90 (if applicable). They are also required to have an interview with the Officer Commanding and sign the appropriate discharge paperwork.

ORDER NO 23 – COMPLAINTS PROCEDURE

50. If any cadet or their parents/carers/guardians has a complaint, they have a right to have it considered quickly and effectively, and to have any grievance resolved, if possible, at the earliest opportunity. Complaints should be raised with the Squadron OC in the first instance either in person or in writing. A record of all complaints made at the squadron will be maintained by the OC along with the outcome. This record will be subject to audit.

52. It is considered inappropriate for complaints to be raised on social media whether in a private message or open forum. Complaints should not be discussed with anybody other than the OC.

53. Those wishing to make a complaint or allegation should identify themselves when doing so. Concerns raised anonymously are far less likely to lead to effective consideration of a complaint because they limit the opportunities to check or clarify the information on which the complaint is based.

[Original signed]

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Officer Commanding