

# Natl CJCR Sp Gp Order 8012-1, Supervision of Cadets

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## 1. Identification

**Date of Issue:** 2017-05-08

**Date of Verification:** n/a

**Application:** This is an order that applies to members of the Canadian Cadet Organizations and members of the Canadian Armed Forces; and a directive that applies to civilian instructors and civilian volunteers who provide support to the Canadian Cadet Organizations, and employees of the Department of National Defence employed within the National Cadet and Junior Canadian Rangers Support Group.

**Supersession:** CATO 13-12, *Supervision of Cadets*

**Approval Authority:** This order is issued under the authority of the DComd Natl CJCR Sp Gp.

**Office of Primary Interest (OPI):** Natl CJCR Sp Gp HQ J1.

## 2. Definitions

**Adult Supervisor.** An adult supervisor includes a cadet instructor, civilian instructor, or a civilian volunteer.

**Cadet Instructor.** A cadet instructor is any CAF member over 18 years of age who is authorized, in accordance with orders of the CDS, to train, supervise, and administer cadets participating in authorized activities.

**Senior Cadet.** A senior cadet is a cadet who is at least 16 years old and holds the minimum rank of PO1 / WO / FSgt.

## 3. Policy

3.1 Adult supervisors shall adequately supervise authorized activities to ensure the safety, good discipline, and well-being of all participants.

3.2 COs of corps/squadrons and cadet training centres and OPIs of authorized activities are responsible and accountable for ensuring that all authorized activities are supervised by at least one cadet instructor whether they are on paid service or providing support without pay, or one paid civilian instructor.

### Requirements

3.3 The COs of corps/squadrons and cadet training centres have the responsibility to ensure that the environment for authorized activities is safe, therefore they are permitted to ask visitors to leave the premises if the visitor is hindering the ability to adequately supervise the cadets.

Visitors who are not screened CAF members, CIs, civilian volunteers, League members, cadets or parents, can put themselves or others at risk and are seen as a liability.

3.4 Visitors without a valid police record check and vulnerable sector screening are not allowed at the corps/squadron without an expressed purpose and must be under the direct supervision of an adult supervisor. Adult supervisors cannot be responsible for the supervision and care of family members and friends who are not cadets and supervise authorized activities at the same time.

## 4. Supervisory Staff

### **Cadet Instructors Supporting Authorized Activities Without Pay**

4.1 Cadet instructors supporting authorized activities without pay shall be made aware, by the Activity OPI, that their insurance coverage and conditions are different from those CAF members being paid to perform Class "A", Class "B" or Class "C" Reserve Service. Details of the coverage and conditions are set out in CATO 23-11, *Cadet Instructors Supporting Cadet Activities Without Pay*.

### **Civilian Instructors (CI)**

4.2 CIs shall only be given overall responsibility of an authorized activity when being paid for their services and there are no CAF members available.

### **Civilian Volunteers**

4.3 Civilian volunteers may assist in supervisory duties for authorized activities that are under the overall control and supervision of a cadet instructor or paid CI. The civilian volunteer does not have to be within sight of or in the same location of a cadet instructor or paid CI.

### **Senior Cadets**

4.4 Senior cadets may replace an adult supervisor for authorized activities that are under the overall control and supervision of a cadet instructor or paid CI. A senior cadet acting as a supervisor does not have to be within sight of an adult supervisor at all times, but must be in the same location.

## 5. Supervision Ratio

### **Day Activities**

5.1 There shall be at least one adult supervisor for every 20 cadets for activities of no more than one-day duration where no overnight accommodation is required. For groups of more than 20 cadets, a senior cadet may replace an adult supervisor.

### **Overnight Activities**

5.2 There shall be at least one adult supervisor for every 15 cadets for overnight activities. For groups of more than 15 cadets, a senior cadet may replace an adult supervisor.

5.3 For mixed-gender overnight activities, there shall be at least one supervisor of each gender. This supervisor may be an adult or senior cadet.

### **Specialized Activities**

5.4 When specialized activities (for example, abseiling, canoeing, or sailing) are being conducted, supervision ratios will be in accordance with the applicable directive (for example, *Water Safety Orders*, or *Adventure Training Safety Standard*).

### **Cadet Movements**

5.5 There shall be at least one adult supervisor per bus or chartered plane while cadets are travelling as part of authorized activities. Once cadets arrive at their destination, the appropriate activity ratio applies.

5.6 Due to limiting factors, an adult supervisor may not be provided when a cadet is travelling. In these circumstances, parents or guardians shall be so informed by the Natl CJCR Sp Gp organizing authority or delivery authority (ie. Natl CJCR Sp Gp HQ staff, RCSU staff).

### **Number of Senior Cadets Acting as Supervisors**

5.7 The number of senior cadets acting as supervisors to meet the minimum supervision ratio must be equal to or less than the number of adult supervisors. The number of senior cadets may exceed the number of adult supervisors if the minimum supervision ratio is met. For example, for a group of 60 cadets participating in a day activity at least three supervisors are required. Two of the supervisors must be adults; the third supervisor may be an adult or a senior cadet. More adults or senior cadets may act as supervisors to supplement the minimum supervision ratio if desired. Therefore, two adults and three senior cadets may supervise the group of 60 cadets because there are more adults than senior cadets satisfying the minimum ratio.

## **6. Exceptions**

### **International Exchanges**

6.1 One or more cadet instructors and/or paid civilian instructors, as determined by Comd Natl CJCR Sp Gp, should be provided as escort for each international exchange based on the number and gender of the cadets involved and the location of the exchange. Adult supervision of sea, army, and air cadets on international exchanges must conform to any special agreement with the host country.

6.2 Due to limiting factors, a Canadian escort officer may not be provided for an international exchange. In these circumstances, parents or guardians shall be so informed by the Natl CJCR Sp Gp organizing authority or delivery authority (ie. Natl CJCR Sp Gp HQ staff, RCSU staff).

### **Billeting in Private Residences**

6.3 In Canada, cadets shall only be billeted in private residences where all adult residents have successfully completed the appropriate League screening process detailed in CATO 23-07, *Civilian Volunteers in Support of Authorized Cadet Activities*.

6.4 Cadets participating in international exchanges shall only be billeted in private residences where all adult residents have been screened to maximum extent allowed under the laws of the host country involved, and to the satisfaction of Comd Natl CJCR Sp Gp.

6.5 Wherever possible cadets shall be billeted in pairs, matched by gender.

6.6 Cadets billeted in private residences shall be provided with contact phone numbers where the officer in charge of the activity may be contacted at all times.

## **7. Publication**

## **Frequency of Publication**

7.1 Annual or more frequent review and updates, as required.

## **Errors/Omissions or Suggestions**

7.2 Users of Natl CJCR Sp Gp Orders are encouraged to identify any errors, omissions or suggested orders to the attention of Natl CJCR Sp Gp HQ J1 Policy.

## **8. References**

### **Source References**

- A-CR-CCP-030/PT-001, *Water Safety Orders*
- A-CR-CCP-951/PT-002, *Adventure Training Safety Standard*

### **Related References**

- Criminal Code
- CATO 23-04, *Canadian Cadet Organizations Adult Screening Policy*
- CATO 23-07, *Civilian Volunteers in Support of Authorized Cadet Activities*
- CATO 23-11, *Cadet Instructors Supporting Cadet Activities Without Pay*