

**New Starter Pack – 1084 Squadron ATC – PLEASE READ IN FULL**

Dear Parent/Guardian,

This Pack contains all the Documents required to allow your child to join 1084 Market Harborough Squadron as a Cadet. You should find enclosed the following:

1. Form 3822A – Cadet Consent Certificate
2. Form 3822H – Cadet Health Declaration Form
3. Security Advice
4. Uniform Sizing Form
5. Guidelines for appropriate Dress
6. Payment of Subs Guidance
7. Gift Aid Declaration Form

Specific guidance for the completion of these is given below:

- **Form 3822A:** Section 1C should contain contact details **for your child**. We require these details to enable us to contact Cadets about, for instance, upcoming Events. Further, your attention is drawn to *Section 7: Data Protection and Ministry of Defence Computer Systems*.
- **Form 3822H:** Please provide as much detail as possible. This will enable us to support your child as best we can, should they suffer with a medical condition.
- **Uniform Sizing Form:** Please provide all applicable measurements. Note that females are entitled to an issue of both slacks (trousers) and a skirt. Subject to the Corps' uniform policy and activity being undertaken at any given time, it is at the discretion of the cadet as to which they wear. Further, the uniform issued to cadets is supplied by the MoD and is generically sized. Whilst our staff and NCOs will do their utmost to supply uniform that fits, please be aware that **a perfect fit may not be achieved in every case**.
- **Gift Aid Form:** The return of this Document is optional, however, we would kindly request that you consider filling this in and returning with the rest of the forms.
- **Security Advice, Guidelines for appropriate Dress and Payment of Subs Guidance** are for your reference and **should be retained**.

**Please take care to read each document carefully and complete in full.** Should any information you submit to use change, **it is your responsibility to inform us where appropriate.**

If you have any queries about the above Documentation, please contact either myself or the Squadron Adjutant (David Coombs-Farnsworth, [adj.1084@rafac.mod.gov.uk](mailto:adj.1084@rafac.mod.gov.uk)) in the first instance.

Yours faithfully,

Liam Wale  
Flying Officer RAFAC  
Officer in Charge, 1084 Market Harborough Sqn  
Flying Officer Wale RAFAC - [oc.1084@rafac.mod.gov.uk](mailto:oc.1084@rafac.mod.gov.uk)



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## Royal Air Force Air Cadets Consent Certificate

### Section 1a – Cadet Details

Gender and ethnicity information is collated for the purpose of statistical reporting to the Ministry of Defence, but all personal identifiers are removed from this data before reporting takes place. Completion of Section 1a is taken as your consent to this additional use of this personal data.

<b>Full Name of Child</b>		<b>Date of Birth</b>		<b>Religion</b>	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other (please specify):	<b>Pronoun</b>	<input type="checkbox"/> He/Him <input type="checkbox"/> She/Her <input type="checkbox"/> They/Them		
<b>Ethnicity</b>	<b>White:</b> <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any Other White background <b>Asian / Asian British:</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background <b>Other Ethnic Group:</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group		<b>Black/ African / Caribbean / Black British:</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black / African / Caribbean background <b>Mixed / Multiple Ethnic Groups:</b> <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed / Multiple ethnic background <b>Prefer Not to Say</b> <input type="checkbox"/> Prefer Not to Say		

### Section 1b – External Agency Involvement

	Yes	No
Is there a Local Authority representative working with your family including Social Worker, Early Help Worker, Family Support Worker or Family Intervention Worker?	<input type="checkbox"/>	<input type="checkbox"/>

### Section 1c – Cadet Contact Details

At least one telephone number and an email address is required. These will be used to set up your child's central record and Cadet Portal account.

<b>Property Name/Number</b>		<b>Street</b>	
<b>Area</b>		<b>Town</b>	
<b>County</b>		<b>Country</b>	
<b>Post Code</b>			
<b>Mobile Phone</b>		<b>Home Phone</b>	
<b>Primary Email</b>			
<b>Secondary Email</b>			

**Note:** The primary email address will be used for Cadet Portal including notifications about events and activities as well as Cadet Portal password resets. It should ideally be an email address that your child has access to but can be your own. It is a key requirement to include an email address and we cannot setup your child's central record without it.

### Section 1d – Previous Youth Organisations

Has your child has ever been a member of any of the following youth organisations?

<b>Air Training Corps</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Army Cadet Force</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Boys Brigade or Girl Guides</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Combined Cadet Force</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Sea Cadet Corps</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Scouts, Air Scouts or Sea Scouts</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Volunteer Cadet Corps</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Other youth organisation (Please state)</b>			

**Section 2a – Next of Kin Details**

*We will also add your contact details to the Cadet Forces MIS. If you wish to update your details, you must speak to your child's unit Cadet Forces Adult Volunteers who will update the central record.*

<b>Parental Responsibility</b>	I give my consent as the person with parental responsibility for the child named in Section 1 to join the RAF Air Cadets and participate in the events and activities, I have expressly given consent to in this Consent Certificate.						
	By signing this form, you give consent to the child's personal data being processed by the RAF Air Cadets.						
	Do you have parental responsibility for the child named at Section 1 of this Consent Certificate?		<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No		
Yes	No						
<b>Title</b>		<b>Full Name</b>					
<b>Relationship</b>							
<b>Property Name/Number</b>		<b>Street</b>					
<b>Area</b>		<b>Town</b>					
<b>County</b>		<b>Country</b>					
<b>Post Code</b>							
<b>Mobile Phone</b>		<b>Home Phone</b>					
<b>Primary Email</b>							
<b>Secondary Email</b>							

**Section 2b – Additional Contact Details (Optional)**

<b>Title</b>		<b>Full Name</b>	
<b>Relationship</b>			
<b>Property Name/Number</b>		<b>Street</b>	
<b>Area</b>		<b>Town</b>	
<b>County</b>		<b>Country</b>	
<b>Post Code</b>			
<b>Mobile Phone</b>		<b>Home Phone</b>	
<b>Primary Email</b>			
<b>Secondary Email</b>			

**Section 3 – Consent to Participate**

<b>Introduction</b>	By signing this Consent Certificate, I consent to my child named in Section 1 to join the RAF Air Cadets. I confirm that they are at least 12 years of age and not below Year 8 at school (or at least 12 years old and in secondary education in Scotland).						
	Furthermore, I understand that I am responsible for any clothing and equipment loaned to them, which remains the property of Her Majesty's Government, and I will ensure that it is returned in good condition (fair wear and tear excepted) immediately when they cease to be an RAF Air Cadet or whenever called upon to do so by a duly authorised officer.						
	I understand that I can withdraw my consent, in writing, at any time.						
<b>Photographic and Video Consent</b>	The RAF Air Cadets frequently takes photographs/videos of cadets participating in cadet related events and activities. These images may appear in press publications, promotional videos, website articles, including on the RAF Air Cadets websites and social media and occasionally on television, to promote and aid recruitment in the RAF Air Cadets. The RAF Air Cadets never release home addresses to the media.						
	All taken and stored images are within the limitations of the Data Protection Act 2018 and UK General Data Protection Regulations (GDPR). Some web-based/virtual training sessions and meetings will be recorded which may be broadcast through web streaming and videos on official RAF Air Cadets channels and mechanisms.						
	I consent to my child's images being used to promote the RAF Air Cadets:		<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No		
Yes	No						

<b>Flying &amp; Gliding</b>	<p>As an RAF Air Cadet, your child may have the opportunity of passenger or instructional flights in British military registered aircraft. All military aviation activity is conducted under MAA regulation (see <a href="https://www.gov.uk/government/organisations/military-aviation-authority">https://www.gov.uk/government/organisations/military-aviation-authority</a>). Whilst the activity is not directly delivered by the RAF Air Cadets, should such opportunities present themselves, your child will only be permitted in the aircraft if your consent has been given.</p> <p>Irrespective of aircraft type, your child will have been thoroughly briefed and appropriately supplied with safety equipment before flight.</p> <p>Medical fitness of cadets is important for the safety of the aircraft and crew. Cadets may be required to undertake further medical scrutiny before being allowed to fly in certain military aircraft types. If, because of further medical scrutiny, Cadets are found to be medically unsuitable, they will be prevented from undertaking flights.</p> <p>Whilst the MOD does all it can to reduce the risks associated with flying and the RAF Air Cadets will carefully supervise your child and ensure their safety at all times, flying activity will always involve an element of risk and whilst accidents are rare, they can happen and can be fatal.</p> <p style="text-align: right;"><b>I consent to my child flying in the following categories of aircraft</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>British military light aircraft and gliders for the purposes of air experience and instruction:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>British military gliders and powered aircraft on their own as a solo pilot:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>British military passenger transport aircraft and helicopters:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other types of British Military aircraft including high performance jets:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No	British military light aircraft and gliders for the purposes of air experience and instruction:	<input type="checkbox"/>	<input type="checkbox"/>	British military gliders and powered aircraft on their own as a solo pilot:	<input type="checkbox"/>	<input type="checkbox"/>	British military passenger transport aircraft and helicopters:	<input type="checkbox"/>	<input type="checkbox"/>	Other types of British Military aircraft including high performance jets:	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No														
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British military passenger transport aircraft and helicopters:	<input type="checkbox"/>	<input type="checkbox"/>														
Other types of British Military aircraft including high performance jets:	<input type="checkbox"/>	<input type="checkbox"/>														
<b>Marksmanship Training</b>	<p>As an RAF Air Cadet, your child may have the opportunity to fire Air Rifles, Small-Bore Rifles, Full-Bore Rifles and Shotguns as part of our Progressive Training Syllabus on authorised Live Firing Marksmanship Training events. All Live Firing Marksmanship Training is conducted under the Cadet Safe System of Training.</p> <p>Irrespective of the type of Cadet Weapon System used, your child will have been thoroughly trained through a course of Initial Weapons Training by qualified instructors and will have passed a mandatory Weapon Handling Test before they are permitted to fire any Cadet Weapon System. Cadets are required to re-take Weapon Handling Tests regularly to ensure that they remain trained, current and competent in line with the Cadet Safe System of Training.</p> <p>All Cadet Forces Adult Volunteers planning and delivering Initial Weapon Training and Live Firing Marksmanship Training are trained, current, competent, and qualified to do so under the Cadet Safe System of Training and are subject to regular assessment and compliance activities.</p> <p>The MOD does all it can to reduce the risk of Live Firing Marksmanship Training to be as low as reasonably practicable and the RAF Air Cadets will carefully supervise your child and ensure their safety at all times. Live Firing Marksmanship Training will always involve an element of risk and whilst accidents are rare, they can happen and can be fatal.</p> <p style="text-align: right;"><b>I consent to my child participating in Initial Weapon Training and Live Firing Marksmanship Training using Cadet Weapon Systems:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No		<input type="checkbox"/>	<input type="checkbox"/>									
	Yes	No														
	<input type="checkbox"/>	<input type="checkbox"/>														
<b>Participation in Events and Activities</b>	<p>As part of the normal RAF Air Cadets programme, cadets may participate in strenuous physical activities such as fieldcraft, adventure training and leadership exercises. These activities are designed to stretch individuals outside their comfort zone, under controlled conditions, led by appropriately trained, current, competent, and qualified staff.</p> <p>Many of the events and activities that your child will participate in events which have been identified as lower risk. By consenting to your child joining the RAF Air Cadets, you are consenting to these lower risk activities which might include (but not limited to):</p> <ol style="list-style-type: none"> <li>a. Minor public military events where cadets wear uniform in public such as fundraising events like supermarket bag packs, local recruitment events such as local fairs and church services.</li> <li>b. Any other local unit or multi-unit events away from the unit headquarters which have been risk assessed as lower risk.</li> <li>c. The transport elements of attendance at flying and gliding events at Air Experience Flights and Volunteer Gliding Squadrons.</li> <li>d. Virtual/web-based meetings and training events delivered through accredited MOD online platforms.</li> </ol> <p>Details of what these events and activities will involve will be communicated through Cadet Portal at <a href="https://cadets.bader.mod.uk">https://cadets.bader.mod.uk</a> which all cadets have access to.</p> <p>Your child may have the opportunity to participate in events that we have identified as higher risk. You will be asked to provide your express consent to your child's participation in these events on an individual basis and without explicit consent, your child will not be permitted to take part. Examples of higher risk events and activities might include (but not limited to):</p> <ol style="list-style-type: none"> <li>a. Adventure training events including Duke of Edinburgh Award expeditions.</li> <li>b. Fieldcraft training and more advanced field-based leadership courses.</li> <li>c. Large public military events where cadets will be taking part in larger ceremonial parades occasionally involving marching on the public highway.</li> <li>d. Longer duration events which may involve overnight stays.</li> <li>e. Any other higher risk events identified and sanctioned by the RAF Air Cadets senior leadership.</li> </ol> <p>Details of what these events and activities will involve will be communicated through Cadet Portal at <a href="https://cadets.bader.mod.uk">https://cadets.bader.mod.uk</a> which all cadets have access to. Your child will be issued with appropriate consent forms and health declarations (which are available through Cadet Portal or unit Cadet Forces Adult Volunteers) for each higher risk event they participate in. Completed/signed consent forms and health declarations are to be returned to the event organiser to allow your child's participation.</p> <p style="text-align: right;"><b>I consent to child participating in strenuous physical activities:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>I consent to my child participating in <u>lower</u> risk events and I understand that TG21 Cadet Activities Consent Forms and Health Declarations are not required for these types of events:</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>I understand that if my child has a relevant medical condition, I will inform the unit of this, and complete Health Declaration form(s) as required:</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p><b>Note:</b> If you are not prepared to grant consent for lower risk events, the local unit will issue with you a Cadet Activities Consent Form and Health Declaration for each individual event or activity away from the unit headquarters.</p>		Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	<b>I consent to my child participating in <u>lower</u> risk events and I understand that TG21 Cadet Activities Consent Forms and Health Declarations are not required for these types of events:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>I understand that if my child has a relevant medical condition, I will inform the unit of this, and complete Health Declaration form(s) as required:</b>	<input type="checkbox"/>	<input type="checkbox"/>			
	Yes	No														
	<input type="checkbox"/>	<input type="checkbox"/>														
<b>I consent to my child participating in <u>lower</u> risk events and I understand that TG21 Cadet Activities Consent Forms and Health Declarations are not required for these types of events:</b>	<input type="checkbox"/>	<input type="checkbox"/>														
<b>I understand that if my child has a relevant medical condition, I will inform the unit of this, and complete Health Declaration form(s) as required:</b>	<input type="checkbox"/>	<input type="checkbox"/>														

<b>Transport to and from Events and Activities</b>	<p>Cadets may be transported to and from authorised RAF Air Cadets events and activities by either contracted services including coaches or minibuses and unit owned or private vehicles driven by Cadet Forces Adult Volunteers, Parents of other cadets, Permanent Staff or Staff Cadets (aged over 18 years).</p> <p>Details of transport arrangements will be included in local event/activity joining instructions issued to cadets which will be made available through Cadet Portal at <a href="https://cadets.bader.mod.uk">https://cadets.bader.mod.uk</a> and through verbal briefings to the cadets.</p>					
	<table border="1" style="float: right;"> <tr> <th style="background-color: black; color: white;">Yes</th> <th style="background-color: black; color: white;">No</th> </tr> <tr> <td style="width: 40px; height: 30px;"></td> <td style="width: 40px; height: 30px;"></td> </tr> </table>		Yes	No		
	Yes	No				
<p><b>I consent to my child being transported to, from and during RAF Air Cadets events and activities by contracted services such as coaches or minibuses and unit owned or private vehicles driven by Cadet Forces Adult Volunteers, Parents of other cadets, Permanent Staff or Staff Cadets (aged over 18 years):</b></p>						
<p><b>Note:</b> Should parents/guardians have any questions or queries about transport arrangements for specific events or activities, they should contact the unit Officer Commanding or event organiser in the first instance.</p>						

**Section 4 – Cadet Medical, Allergy and Dietary Information**

<b>Medical Condition, Allergies and Dietary Requirements</b>						
	<table border="1" style="float: right;"> <tr> <th style="background-color: black; color: white;">Yes</th> <th style="background-color: black; color: white;">No</th> </tr> <tr> <td style="width: 40px; height: 30px;"></td> <td style="width: 40px; height: 30px;"></td> </tr> </table>		Yes	No		
	Yes	No				
<p><b>Does your child have any specific medical conditions, Special Educational Needs, allergies, or special dietary requirements?</b></p>						
<p><b>If you have answered ‘Yes’ to the above question, please complete a 3822H RAF Air Cadets Health Declaration Form in addition to this Consent Certificate and include all relevant information. 3822H forms are available from your cadet’s unit Cadet Forces Adult Volunteers.</b></p>						

**Section 5 – Consent to Medical Treatment**

Should your child suffer a medical emergency during an event or activity, it may be necessary to evacuate them to the nearest suitable medical facility for treatment.

I have completed the medical information in Section 4 advising the unit of medical conditions through the submission of a 3822H RAF Air Cadets Health Declaration Form.

I understand that certain health conditions and control measures that may help to mitigate any symptoms could impact on the activities in which my child can participate in the RAF Air Cadets.

I understand that I must inform the Officer Commanding if there is any change to my child’s medical condition(s) during their involvement with the RAF Air Cadets.

	Yes	No
<b>I consent to the Officer in Charge, or their appointed representative, to act as the person responsible should my child have to undergo medical treatment including any emergency operation to which I am unable to physically give consent:</b>		

**Section 6 – Additional Information**

<b>School</b>	
<b>Where did you hear about the unit?</b>	
<b>Reason for joining?</b>	

**Section 7 – Data Protection and Ministry of Defence Computer Systems**

By providing consent to join the RAF Air Cadets, I agree to the RAF Air Cadets recording and processing information about my child on the Cadet Forces Management Information System computer systems which includes the Cadet Portal.

If your child has been a member of one of the youth organisations listed at Section 1c, we may contact this organisation to share information about your child with them. If you do not consent to this information sharing, please contact the unit Officer Commanding.

I understand that my child will have direct access to Cadet Portal (<https://cadets.bader.mod.uk>) and this website is used to communicate key information to my child on their training progress, events and activities, absence reporting, access to key documents and forms, access to the unit training programme and information that will support them during their membership of the RAF Air Cadets.

I understand that the RAF Air Cadets will create a Cadet Portal user account for my child during the joining process and I understand that a welcome email will be sent to them via the email address added to this form. Further information on Cadet Portal is available at <https://www.bader.mod.uk/>

I understand the data added to my child’s record held on the Cadet Forces MIS is for administrating their membership of the RAF Air Cadets. My consent is conditional upon the RAF Air Cadets complying with its duties and obligations under the Data Protection Act 2018 and the UK GDPR.

This information will be held and processed for the purposes set out in the [RAF Air Cadets Privacy Notice - Cadets](#).

The RAF Air Cadets utilises official MOD web-based accredited collaboration, meeting and training tools to deliver web-based/virtual training sessions and meetings for official cadet events. The RAF Air Cadets is a data processor under the Data Protection Act (2018) and UK GDPR for the purposes of these virtual/web-based sessions.

Web-based/virtual sessions are strictly controlled, and we have robust policies in place to plan, organise and deliver these sessions to the cadets over the internet. Such sessions will always have a minimum of two Cadet Forces Adult Volunteers present and all sessions may be recorded. The recordings are held on the Cadet Forces infrastructure for safeguarding purposes and only the local unit and MOD Permanent Staff have access to the recordings.

Should parents/guardians not give consent for their child to take part in such sessions, cadets will not be permitted to take part.

I understand that I have the right as, as the adult with parental responsibility, to access data relating to my child, to be informed about the existence and extend of data processing, to rectify incorrect personal data and to oppose further processing on serious and legitimate grounds. The personal details contained in this Consent Certificate will be transferred to my child’s central record held on the Cadet Forces MIS.

Consent for web-based/virtual training delivery and meetings may be withdrawn at any time by speaking to the local unit commander who will update the Cadet Forces MIS central record for the child in question. In that case, all processing operations that were based on your consent and took place before the withdrawal of consent remain valid.

Further information on the RAF Air Cadets approach to data protection and privacy can be found in our [Information Management \(IM\) Directive and IM Plan](#) and the [RAF Air Cadets Privacy Notice - Cadets](#).

To exercise these rights, please contact the local unit commander in the first instance or the RAF Air Cadets Data Protection Officer on [RAFAC-HQ-DPA@mod.gov.uk](mailto:RAFAC-HQ-DPA@mod.gov.uk).

### Section 8 – Parent/Guardian Agreement

I understand that the data from this form (and any 3822H RAF Air Cadets Health Declaration Form(s)) will be transferred to the Cadet Forces MIS and will be used to create my child's central record.

I also understand that the consent I have granted on this certificate will be similarly transferred to the computer system.

I understand that this form will be scanned and uploaded to my child's central record and my ongoing consent will be held digitally on Cadet Forces MIS.

My signature on this form confirms the consent that I have granted on behalf of the child named in section 1. I understand that my consent may be withdrawn by writing to the unit's Officer Commanding.

#### Communication Preferences

Your email address and telephone number will be used by Royal Air Force Air Cadets permanent staff and Cadet Forces Adult Volunteers as the primary method to communicate with you about your child.

	Yes	No
I agree to the RAF Air Cadets sharing my contact details through the Cadet Forces MIS and using these details to contact me:		

<b>Forename</b>		<b>Surname</b>	
<b>Signature</b>		<b>Date</b>	

#### Help with completing this form

Should you require any support with the completion of this form please contact your local unit Cadet Forces Adult Volunteers.

#### Data Protection Act 2018 and UK GDPR

This form contains personal data as defined by the Data Protection Act 2018 and UK GDPR. The RAF Air Cadets will protect the personal data provided and ensure that it is not passed to anyone who is not authorised to see it. The information provided will be processed in accordance with the regulations contained in the Act and the [RAF Air Cadets privacy notice](#) and the [RAFAC Information Management Directive and Information Management Plan](#).

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## RAF Air Cadets Cadet Health Declaration Form

### Information for parents/guardians

It is extremely important that the RAF Air Cadets has a detailed understanding of your child's medical conditions including information relating to allergies and special dietary requirements. This information is used to help us plan our authorised events and activities and ensure that your child is catered for appropriately.

It is important that parents/guardians understand that some severe medical conditions may prevent your child from taking part in some events or activities. The unit Officer Commanding may wish to speak to you about any conditions declared on this form to seek further information and clarification as appropriate. Our goal is to ensure your child's safe participation in as many events and activities as possible.

### Section 1 – Cadet Details

We will add your child's contact details to the Cadet Forces Management Information System (MIS) which is used to manage their membership in the RAF Air Cadets and act as their central record.

<b>Full Name of Child</b>		<b>Date of Birth</b>	/ /
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### Section 2 – Cadet Medical Information

Please declare any medical conditions which may have a substantial and/or long-term effect on your child's ability to carry out normal day-to-day activities (please tick all that apply):

<b>Conditions</b>	<input type="checkbox"/> Asthma	<input type="checkbox"/> Back injury	<input type="checkbox"/> Concentration problems	<input type="checkbox"/> Diabetes
	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Eyesight	<input type="checkbox"/> Fractures	<input type="checkbox"/> Hearing
	<input type="checkbox"/> Inability to move everyday objects	<input type="checkbox"/> Incontinence	<input type="checkbox"/> Learning difficulties <sup>1</sup>	<input type="checkbox"/> Manual dexterity
	<input type="checkbox"/> Memory	<input type="checkbox"/> Migraine	<input type="checkbox"/> Mobility problems	<input type="checkbox"/> Physical coordination
	<input type="checkbox"/> Rheumatic fever	<input type="checkbox"/> Speech	<input type="checkbox"/> Mental health	<input type="checkbox"/> Other

To assist us in the care of your child, we need to understand how the conditions you have identified above will impact your child including the severity of impact.

<sup>1</sup> Learning disabilities could include (but not limited to): Dyscalculia, Dysgraphia, Dyslexia, ADHD, Dyspraxia, Autism, Asperger's, etc.

### Section 2a– Education, Health and Care Plan

Does your child have an Education, Health and Care Plan? <sup>2</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to provide a copy of the Education, Health and Care plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<sup>2</sup> Sharing your child's Education, Health and Care Plan with the RAF Air Cadets will help us to better understand their needs and ensure the correct support can be provided.

### Section 2b – Condition 1

<b>Name of Condition</b>		<b>Severity of Condition</b>	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe
<b>Further Details</b>	Have you sought advice from a healthcare professional about your child's condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Please explain how your child is affected by the condition during normal routine activities:		
	Please explain how your child is affected by the condition during strenuous activities:		
<b>Medication</b>	Is your child able to control their condition without the need for further intervention?		
	<b>Name of Medication</b>	<b>Dosage &amp; Frequency</b>	<b>Storage Requirements</b>

### Section 2c – Condition 2

<b>Name of Condition</b>		<b>Severity of Condition</b>	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe
<b>Further Details</b>	Have you sought advice from a healthcare professional about your child's condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Please explain how your child is affected by the condition during normal routine activities:		
	Please explain how your child is affected by the condition during strenuous activities:		
<b>Medication</b>	Is your child able to control their condition without the need for further intervention?		
	<b>Name of Medication</b>	<b>Dosage &amp; Frequency</b>	<b>Storage Requirements</b>

Please complete additional RAF Air Cadets Cadet Health Declaration forms for further conditions as required.

**Section 3 – Allergies**

Please identify any allergies that your child has, whether an auto injector is used to treat a severe allergic reaction and the level of severity for each allergy.

Details	Allergy (Tick)	Auto injector used?	Severity		
	Animal Skin / Hair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate
Dust Mites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Hay Fever / Pollen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Household Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Insect Bites / Stings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Lactose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Latex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Medicines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Mould	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Nut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Penicillin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Sea food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Wheat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe
Other	If you selected 'Other' above, please provide further information:				

**Section 4 – Dietary Restrictions**

Please identify any dietary restrictions that your child has. Understanding these restrictions will help us to ensure that your child's requirements are catered for when attending RAF Air Cadets events and activities.

Restrictions	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Vegan	<input type="checkbox"/> Halal	<input type="checkbox"/> Kosher
	<input type="checkbox"/> Gluten Free	<input type="checkbox"/> Lactose Free	<input type="checkbox"/> Other	
Other	If you selected 'Other' above, please provide further information:			

**Section 5 – Declaration**

I fully understand that RAF Air Cadets events and activities may be strenuous and conducted in environmental conditions such as dust, fumes, extremes of temperature and altitudes that may aggravate my child's condition(s). I confirm that I have consulted a healthcare professional if there is any doubt regarding my child's suitability for the event or activity or my child's fitness / ability to take part. Should there be any change in my child's condition(s) after signing this declaration, I will inform the officer in charge of the event or activity prior to travelling to the activity.

Cadet below age 16 (at date of Signature)				
Parent/Guardian Signature	Forename		Surname	
	Signature		Date	/ /
Cadet aged 16 or above (at date of Signature)				
Cadet Signature	Forename		Surname	
	Signature		Date	/ /

**Data Protection Act 2018 and EU GDPR**

This form contains personal data as defined by the Data Protection Act 2018 and EU GDPR. The RAFAC will protect the personal data provided and ensure that it is not passed to anyone who is not authorised to see it. The information provided will be processed in accordance with the regulations contained in the Act and the RAFAC privacy notice which is available at the links below:

[RAFAC Information Management Directive and Information Management Plan](#) [RAF Air Cadets Privacy Notice - Cadets](#)



## 1084 (Market Harborough) Squadron

ATC Building  
Northampton Road  
Market Harborough  
LE16 9HF

Tel: 07854 870065  
Email: [1084@rafac.mod.gov.uk](mailto:1084@rafac.mod.gov.uk)  
Website: [1084.co.uk](http://1084.co.uk)

### Security Advice for New RAF Air Cadets and Staff

Dear Parent/Guardian/Staff Member,

The purpose of this letter is to provide security advice for new RAF Air Cadets and Staff. Service security staffs and civilian police forces constantly monitor the security situation across the United Kingdom and provide national and local advice as required.

RAF Air Cadets taking part in official activities and events are covered by the security arrangements for that event in the same way that other Defence Personnel are. Whilst I must emphasise that there has been no direct threat to cadets reported, the main risk to cadets is being mistaken for Regular airmen or soldiers when travelling to and from cadet activity wearing uniform. It is this risk that, with your assistance, I would like to mitigate.

If you are a parent or guardian of an under 18 years of age cadet the decision whether the cadet travels to and from cadet activity wearing uniform is ultimately yours. If you are a cadet over 18 years of age then the decision is your own. However, based on the latest security advice, HQ RAF Air Cadets recommends that all RAF air cadets cover up their uniform whilst travelling to and from cadet activity. When wearing normal RAF air cadets' blue uniform this should not be difficult as removing beret from view and covering torso with a coat or other suitable outer garment should suffice. If travelling in military combat clothing (MTP or CS95), then your Squadron Commanding Officer or the activity organiser should consider providing changing facilities at the event to allow cadets to travel in civilian clothing, carrying uniform out of sight.

This general advice in this letter covers the whole of the United Kingdom with the exception of Northern Ireland which has separate arrangements.

I have been in contact with local security staffs and offer the following additional advice. When travelling to/ from or when at cadet activity, personnel should remain vigilant and immediately report any suspicious incident or behaviour to the Police on 101 or 999. I thank you for your support. If you have any questions, please address them in the first instance to your cadet's Squadron Commanding Officer at the contact details below.

Yours faithfully,

Liam Wale  
Flying Officer RAFAC  
Sqn Commanding Officer  
Squadron Commanding Officer email details:  
Flying Officer Wale RAFAC - [oc.1084@rafac.mod.gov.uk](mailto:oc.1084@rafac.mod.gov.uk)

Wing Commanding Officer email details:  
Wing Commander Wilson RAFAC - [oc.semidlands@rafac.mod.gov.uk](mailto:oc.semidlands@rafac.mod.gov.uk)



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## UNIFORM MEASUREMENT FORM

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

### Issued Items – No2a & 2b Dress

- Beret
- Tie
- 1 x Wedgewood Blue Shirt
- 2 x Working Blue Shirt
- Belt
- Trousers (Male)
- Slacks (Female)
- Skirt (Female)
- Foul Weather Jacket

### **Non-Issued Items**

- Parade Shoes (Black)

### Non-Issued Items – PCS-MTP

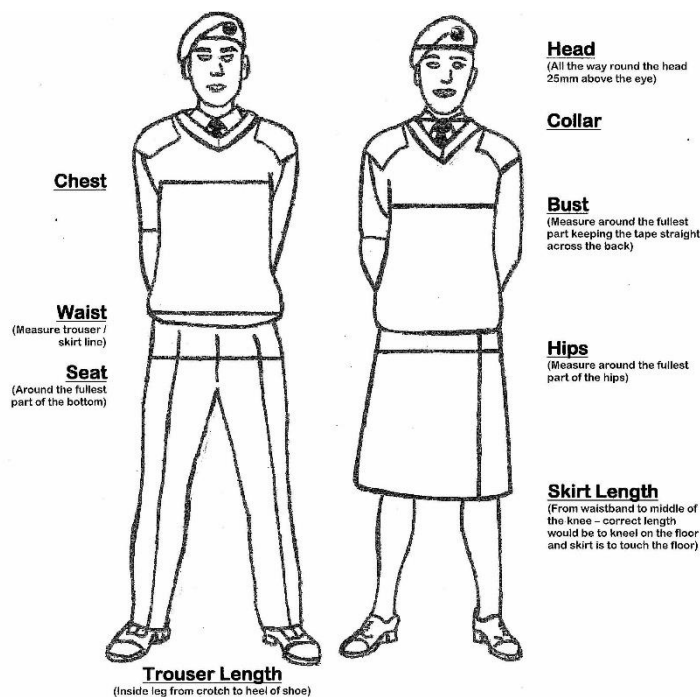
- Trousers - MTP
- T-Shirt (Green or Black)
- Lightweight Jacket – MTP
- Field Jacket – MTP
- Belt (Green)
- Boots (Black or Brown)

### Optional Non-Issued Items

- Stable Belt
- Fleece – MTP
- Waterproof

## ALL MEASUREMENT MUST BE IN CM

Height:	<input style="width: 50px; height: 20px;" type="text"/>	cm
Head:	<input style="width: 50px; height: 20px;" type="text"/>	cm
Neck:	<input style="width: 50px; height: 20px;" type="text"/>	cm
Chest:	<input style="width: 50px; height: 20px;" type="text"/>	cm
Bust: (Female)	<input style="width: 50px; height: 20px;" type="text"/>	cm
Waist:	<input style="width: 50px; height: 20px;" type="text"/>	cm
Waist to Knee: (Female)	<input style="width: 50px; height: 20px;" type="text"/>	cm
Seat:	<input style="width: 50px; height: 20px;" type="text"/>	cm
Hips: (Female)	<input style="width: 50px; height: 20px;" type="text"/>	cm
Inside Leg:	<input style="width: 50px; height: 20px;" type="text"/>	cm
Shoe Size:	<input style="width: 50px; height: 20px;" type="text"/>	



### WEARING OF No 3 Dress – DPM and MTP – S & E Mids Wing Policy – Annex 3

1. Variations in CS95/MTP dress will be subject to exercise/training requirements, location and climate; the necessary mode will be decided upon through the relevant **OC Wg / Wg Ex O / Sqn Ldr CCF HQAC**. **CS95/MTP is never to be worn mixed together or in a combination with any other uniform modes.**
2. **IT IS NOT ACO POLICY TO ISSUE MTP TO STAFF AND CADETS**. The Squadrons will attempt to issue Combat Soldier 95/ MTP uniform where possible.
3. When clothing is purchased it should be of the MTP dress. Embroidered name badges are not worn on MTP. All uniform is to be suitably clean and ironed as befits the RAF, ATC and the South and East Midlands Wing.
4. **It is emphasised, that the ATC/RAF remains predominately a blue uniformed organisation and CS95/ MTP should not be worn by personnel during normal ATC duties unless authorised for adventure training/ field craft exercises. CS95/ MTP are never to be worn in combination with 'blue' uniform modes.**

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## WEARING OF CIVILIAN CLOTHING ON RAFAC ACTIVITY

1. Despite the uniformed nature of the RAF Air Cadets, there are often occasions where the wearing of civilian Attire is more appropriate. This Document provides guidance on what is deemed acceptable when partaking in an activity with 1084 Squadron.

2. Civilian dress, unlike uniform, may vary between individuals, and the overriding principles are to protect the health and welfare of personnel, ensure personnel can individually express themselves appropriately, prevent the need for additional outlay for specific or new items of clothing, and maintain appropriate professionalism and boundaries where needed. Decisions and further advice on this guidance will be made in line with these principles.

3. ACP1358 (Uniform and Appearance Regulations for the Royal Air Force Air Cadets) does not issue explicit regulation for the wearing of civilian clothing. However, it does contain other elements which remain applicable on RAFAC duty in civilian clothing. Specifically, the requirement to remove piercings except for single ear-lobe studs remains in force on duty. For further information, ACP1358 paras 0170, 0171 and 0174 refer.

4. Civilian dress on RAFAC activities can be split into three broad categories, based on the expected activity during this time:

a. Smart casual clothing should be the default unless otherwise detailed. It is ideal for events such as informal Squadron gatherings (barbecues, etc) and non-uniform classroom work and may be described as clothing one might wear to a restaurant for the evening. For example, a shirt, polo shirt or t-shirt with appropriate trousers (E.G. jeans) or shorts, or an appropriate skirt or dress. Those in possession of relevant polo shirts (E.G. Squadron/RAFAC/Camp-specific patterns) may be encouraged to wear these. Alternatively, school uniform may be worn, dressed-down as appropriate for the occasion (eg removing ties/blazers, loosening top buttons.) This is also appropriate dress for wear in service messes E.G. at meal times on camp.

b. Relaxed clothing, as one may wear to relax at home, is appropriate for more relaxed events or for off-duty wear around billets on camp. For example, this would be ideal for squadron film nights. The emphasis here is on comfort; tracksuit trousers, for example, are appropriate here where they would not be for smart casual wear.

c. Sportswear is exactly as it describes. Cadets are encouraged to wear clothing they feel comfortable to be active in, whether this is indoor or outdoor sessions. As a frame of reference, if it would be appropriate for school PE sessions, then it falls into this category.

i. Specific note must be made of health and safety factors in these activities. For example, although personnel may feel comfortable performing outdoor sports in



shorts and a t-shirt, sunlight may present risk of sunburn or skin damage. Therefore, it may be preferable for light/loose longer clothing to be worn, especially if sunscreen is not worn.

ii. Further guidance may be issued for specific activity such as adventure training. This should be detailed on relevant joining instructions and can be discussed further with squadron staff and organisers as needed.

5. Throughout this guidance, there are some firm rules:

- a. Offensive patterns, slogans or logos will not be permitted. This would not be in keeping with the RAFAC code of conduct, nor the RAFAC principle of respect to one another.
- b. Clothing must be appropriate to the Unit, Corps, and RAF. Even in civilian dress, personnel are reminded they represent the Air Training Corps, RAF Air Cadets, and RAF within our communities.

6. In the event the staff or NCO teams judge an individual to have inadvertently fallen foul of this guidance, a respectful and collaborative approach should be taken to resolve specific concerns, within the realms of what is practicable at the time. Further advice should be sought, where necessary, from the staff executive team.

7. Where personnel have questions or concerns about this guidance, or wish to seek further clarification, they are encouraged to speak to the Squadron NCO and Staff team.

Yours faithfully,

Liam Wale  
Flying Officer RAFAC  
Officer in Charge, 1084 Market Harborough Sq  
Flying Officer Wale RAFAC - [oc.1084@rafac.mod.gov.uk](mailto:oc.1084@rafac.mod.gov.uk)



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Most RAFAC activities are centrally funded through the RAF which helps to keep costs down.

Cadets may be required to pay towards some activities, for example an annual camp might be £60 - a small amount considering what's involved.

Our squadron charges a monthly subscription of £12 to cover basic running costs, transport etc.

If you are really unable to afford the cost of some of the activities, please speak to us in confidence as we may well be able to offer some assistance

We prefer to receive your monthly subs by way of a direct debit please. You will need to set this up with your bank.

Please make a payment reference such as "CDT {your surname} SUBS". This will allow us to identify your monthly payment.

Our details are:

ACCOUNT NAME: **NO 1084 SQN/MARKET HARBOROUGH/ATC**

SORT CODE: **30 95 47**

ACCOUNT NUMBER: **00338810**

The Gift Aid Form on page 1  is a way to increase your £12 subs to £15.36 received by our Squadron, at no extra cost to yourself.

Providing you are a UK tax payer, we are able to claim the extra £3.36 from HMRC. This will help to increase the Squadron account so we are able to subsidise more events and activities.

Please fill out and return the form with your other completed forms.

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# GIFT AID DECLARATION

Name of Charity: 1084 (Market Harborough) Squadron Royal Air Force Air Cadets

## Details of donor

Title..... Forename(s)..... Surname.....

Home address.....  
.....  
.....

Post code.....

## I want the charity to treat

all donations that I make from the date of this declaration until I notify you otherwise as Gift Aid donations

**You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year. (Currently 28p for each £1 you give).**

Date...../...../..... Signature.....

## Notes

1. You can cancel this Declaration at any time by notifying the charity.
2. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
3. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity. Or, refer to donations by individuals.
5. Please notify the charity if you change your name or address.

## Data Protection Act

DPA 2018. This form contains personal data as defined by the DPA 2018. The RAFAC will protect the personal data provided and ensure that it is not passed to anyone who is not authorised to see it. The information provided will be processed in accordance with the regulations contained in the Act and the RAFAC privacy notice which is available at the links below:

<https://www.raf.mod.uk/aircadets/the-hangar/staff-resources/>

[RAFAC Privacy Notice Cadet](#)

[RAFAC Privacy Notice CFAV](#)