

STANDING ORDERS

492 (SOLIHULL) SQUADRON AIR TRAINING CORPS

Issue: 1 Nov 2011
Review: 1 Jan 2014

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Motto

Enter to Learn, Go Forth to Serve

Mission Statement

To serve our community by producing the best young people with the highest standards and access to professionally delivered, nationally recognised training & qualifications. To achieve this standard with passion, determination, dedication and humility.

All Squadron personnel are to acquaint themselves with these orders and comply with them at all times.

1) Attendance

- a) Cadets are expected to attend all parades unless prior leave of absence has been obtained.
- b) All personnel arriving late or leaving SHQ before the closure of parade are to sign in/out with the Admin office.
- c) Cadets/NCOs who have previous knowledge of a parade morning/night when they will be unable to attend, should inform their Flight NCO as soon as possible and ensure their period of absence is marked into the appropriate attendance register. Any cadet who is absent through illness, or any other reason and has not filled in an absence can ring the Squadron to request a leave of absence.

2) Parade Times

- a) The Squadron will parade at the following times, and/or as detailed by the Commanding Officer.

	Tuesdays	Sundays
SHQ Opens	1900	0900
Cleaning/Subs/NCO briefings	1900	0900
1st Parade	1920	0925
1st Training Period	1935	0940
Break	2015	1045
2nd Training Period	2030	1100
Final Parade	2115	1215
SHQ Closed	2145	1245

- b) Final Parade: **All** Cadets and Staff will be in attendance for final parade.
- c) Duty Cadet must report to the Duty NCO once responsibilities have been completed.
- d) Duty NCO must report to SWO once they are happy that the Duty Cadet has completed their duties.

3) Compliments to Officers

- a) All non-commissioned uniformed personnel are to salute all Officers of Her Majesty's Armed Forces and their Reserves. Officers of Foreign Armed Forces are to be saluted.
- b) Officers not dressed in uniform are to be saluted by non-commissioned uniformed personnel on recognition.
- c) Junior officers must be address by their rank or as 'Sir/Ma'am' or Mr/Mrs/Miss as appropriate. Senior officers (Sqn Ldr and above) are to be addressed by their rank or as 'Sir/Ma'am' as appropriate.

4) Uniform and Dress

- a) Uniformed personnel are to attend in uniform (blues) unless otherwise directed.
- b) Uniformed personnel unable to attend in their uniform must in all cases report the reasons to a uniformed member of staff at the earliest opportunity, and draw coveralls from stores for the duration of the duty period.
- c) A very high standard of appearance is expected at all times by ALL Personnel.
- d) Uniforms must be covered as much as possible when attending and leaving SHQ on foot, bike and/or on public transport. Berets are not to be worn when uniforms are covered.

- e) Berets may be worn with camouflage dress while on official Adventurous Activities on/off SHQ.
 - f) Camouflage dress must NOT be worn in public places without permission from the Commanding Officer. This includes Shirley Park.
 - g) All personnel must wear uniform when engaged on Squadron duty, unless otherwise instructed by the Commanding Officer, or his deputy. Head-dress will be worn whilst personnel are in uniform and out of doors. Cadets will conduct themselves in a military like manner at all times.
 - h) Items of jewellery will not be worn. Engagement/Wedding rings are the only exception.
 - i) Make-up will not be worn and hair must be worn in the approved military manner.
 - j) Issue of Clothing and/or Equipment
 - i) Clothing and equipment classed as MOD (Air) property can only be supplied or exchanged by the sanctioning of the Supply Officer or Commanding Officer.
 - ii) The cadet concerned must sign for all uniform.
- 5) Discipline
- a) All personnel are to address each other in the correct manner while on duty.
 - b) Bullying and discrimination of any kind will not be tolerated. Individuals found to be harassing others will be dealt with severely, not excluding immediate dismissal.
 - c) Members of the staff are to be addressed Sir/Ma'am as appropriate in all circumstances, including letters, emails and on the telephone.
 - d) All offices are out of bounds to all cadets. Cadets are to knock and wait outside then state their business after permission to enter has been granted.
 - e) All personnel not on duty are required to use their respective messes and **not** classrooms.
 - f) Mobiles phones must be switched off at all times during squadron meeting times. They should be stored in cadets' bags and not in pockets.
 - g) MP3 players are not permitted on the squadron without the express permission of the Commanding Officer.
 - h) A cadet's service may be terminated if they are found acting or have acted in a manner unbecoming for a member of the Air Training Corps and an Ambassador of the Royal Air Force.
 - i) All cadets are to respond immediately to orders given by a senior rank while on duty.
 - j) All visitors should be signed in and out at the Admin Office.
 - k) No cadet will purchase, possess or consume alcohol whilst on duty with the Squadron in or out of uniform. Doing so will result in immediate dismissal from the ATC.
- 6) Loss or Damage to Equipment/Uniform
- a) Loss or damage to equipment due to negligence will be replaced at the expense of the person having signed the equipment out on loan, e.g. tent, Trangia, sleeping bag, beret.
 - b) Any damage to Royal Air Force property or breakage of equipment by personnel is to be reported to the Commanding Officer immediately. All damage will be paid for by the cadet(s) concerned.
 - c) Personal Valuables
 - i) All personnel are responsible for any valuables in their possession. Theft of any such items will be the responsibility of the owner, and the Squadron will not compensate such losses. It is the duty of all personnel to hand in any articles of value to a member of staff if they feel that any duty may cause them to be lost or damaged.
- 7) Accidents
- a) Personnel who sustain any injury, or who are involved in an accident are to report the matter to the Commanding Officer, or any adult member of staff qualified in first aid. The nature of the accident and those involved must be recorded on the appropriate documentation.
 - b) Personnel who have any existing injury, disability or physical condition, permanent or temporary which may affect their performance at the Squadron are to notify the Commanding Officer.
- 8) Squadron Hygiene, Health and Safety
- a) All personnel are responsible for the cleanliness of all rooms and the surroundings of SHQ. HIGH STANDARDS WILL BE MAINTAINED AT ALL TIMES.
 - b) Windows may be kept open whenever the weather permits. The duty NCO will ensure that all windows are secured after each parade.
 - c) All rubbish is to be properly discarded in a waste bin which must have a black bin liner.
 - d) All rubbish bins are to be emptied at the end of each Sunday parade.
 - e) Personal clothing is not to be left lying in any room at the end of a parade, including the NCO's mess or the offices.
 - f) All NCOs are to familiarise themselves with the current list of Duty NCO responsibilities.
 - g) A Health and Safety Policy as directed by HQAC is held with the Commanding Officer. A copy of this policy is displayed in the cadets mess, and another is held on file in Admin.
 - h) Every member of staff has an obligation to ensure the Health, Safety and Welfare of all personnel on 492 (Solihull) Squadron.
 - i) All staff must ensure safe systems of work and proper training.

- j) Staff and cadets must ensure that their acts or omissions do not adversely affect others.
 - k) **Under no circumstances may cadets or NCOs smoke anywhere on the Squadron premises.**
- 9) Canteen
- a) The canteen will be open during break or as directed by the Commanding Officer.
 - b) Non-disposable cups are to be washed and returned after use.
 - c) Payment for goods is to be made at the time of purchase. **NO CREDIT WILL BE GIVEN TO ANYONE.**
 - d) The canteen is strictly out of bounds to all unauthorised personnel. Authorised personnel are the Duty Cadet, Duty NCO, designated Canteen NCO and Staff.
 - e) Genetically Modified Food – See RAF Catering Policy as displayed in Canteen.
- 10) Energy Conservation
- a) All Squadron personnel are to ensure that unnecessary lighting is switched off.
 - b) Heating is controlled centrally and should not be adjusted by any cadet.
 - c) All doors are to be kept closed during the winter period. This includes the main front door.
- 11) Subscriptions
- a) Cadets are to pay their subscriptions promptly for the forthcoming quarter. They must not fall into arrears.
 - b) Subscriptions must be paid for periods when leave of absence is granted.
 - c) Cadets having difficulties paying their subscriptions due to family problems are to immediately take action to see the Commanding Officer or Second in Command to discuss the issue.
- 12) Ensign Hoisting and Lowering
- a) The ATC Ensign must never be raised or allowed to fly in the dark or in the rain.
 - b) An Officer **MUST** be present when the Ensign is being hoisted or lowered.
 - c) All ranks in the vicinity are to stand to attention and face the Ensign. Officers are to salute.
- 13) Security
- a) Cadets are not to enter the SHQ premises before a security check is carried out.
 - b) If unidentified items of any kind are found on or around the SHQ, cadets must inform a member of Staff immediately. **DO NOT ATTEMPT TO INTERFERE WITH THE OBJECT.** If a member of staff is not available cadets should not touch or go near the object but should report to the first member of staff on arrival.
 - c) Baggage is not to be left unattended outside the Squadron, except in designated areas.
 - d) Information must not be passed to the Press or any outside party without the permission of the Commanding Officer. If pressurised by the Press remain polite and refer them to the Commanding Officer – **DO NOT GIVE AN OPINION.**
 - e) Cadets are **NOT** allowed to bring cars into the compound unless permission is given and a record of the registration number has been made in Admin.
 - f) The following places are out of bounds to all Cadets, except as instructed by an authorised member of Squadron Staff:
 - i) Army Cadet Rooms
 - ii) Sea Cadet Corps Headquarters
 - iii) Squadron offices
- 14) Fire Precautions
- a) All personnel are to acquaint themselves with fire orders as indicated in each room.
- 15) Weapon Handling
- a) No rifles are to be handled without the express authorisation of the Sqn's Qualified Range Officer(s).

Flt Lt E. D. Hemes MEng (Hons) CEng MIMechE RAFVR(T)
OFFICER COMMANDING
492 (SOLIHULL) SQUADRON