

# 2nd Battalion The Highlanders Army Cadet Force



Dear Parent/Guardian

02 April 2021

## **ANNUAL CAMP 2021**

The Battalion's annual summer camp in 2021 will take place at Kinloss Barracks Training Area and Cadet Training Centre Boddam over the period 04 - 23 July 2021.

We are putting together a fun packed programme based recovery, regrowth and rejuvenation as part of our moving forward.

Each cadet will attend one of the following packages.

- Package 1: Basic Training | 04 – 09 July 2021, starting and finishing at Cadet Training Centre, Boddam
- Package 2: Senior Cadet Training | 04 – 09 July 2021, starting and finishing at Kinloss Barracks Training Area
- *Package 3: Cadet Force Adult Volunteers only.*
- Package 4: Two Star Training | 11 – 16 July 2021, starting at Kinloss Barracks Training Area and finishing at Cadet Training Centre, Boddam
- Package 5: One Star Training | 18 to 23 July 2021, starting and finishing at Cadet Training Centre, Boddam

The local Detachment Commander will advise which Package each cadet should attend and enter these details on Westminster. Please be advised that places are limited and must be confirmed by all documentation detailed below no later than 16 May 2021.

## **DOCUMENTATION**

You will receive with this letter the following documentation that requires completion for your child to be able to attend summer camp. This includes:

- Parental Consent Form
- Physical Activity Readiness Questionnaire
- Cadet Camp Required Information

You will also have received the following, for your information:

- Clothing and Equipment Requirements
- Medical Provision at Cadet Activities (including COVID-19 Awareness)

If you have any questions about these documents, please contact the local detachment commander, or use the email address at the bottom of this letter.

Cadet Training Centre, Rocksley Drive, Boddam AB42 3BA

Email: [hi-2hldrs-ao@rfca.org.uk](mailto:hi-2hldrs-ao@rfca.org.uk)

## **PAYMENT**

As part of the Battalion's recovery efforts and to support families and cadets, there will be no charge for any cadet enrolled before 31 March 2021.

## **SPENDING MONEY**

As in previous years whilst at camp cadets are encouraged to bring a small amount of spending money to purchase snacks and other small items. This should be kept to a minimum.

## **DISCIPLINE DURING ANNUAL CAMP**

The Values and Standards (V&S) of the ACF is something that we continually promoted to the cadets attending all activities. Should a cadet break any of the V&S, I may have to take the step to send them home. This will entail parent(s) having to collect the cadet from either Kinloss Barracks Training Area or Cadet Training Centre Boddam.

## **MEDICAL**

Please refer to the attached Medical Provision at Cadet Activities for information about medication and additional information for this year relating to COVID-19.

## **CONTACT WITH HOME**

We encourage cadets to maintain contact with home during the camp period. However, in an emergency, if you require to pass a message to your child, then call Battalion Headquarters using the numbers available on the Battalion website, ([www.2highlandersacf.org.uk](http://www.2highlandersacf.org.uk)), as well as through our Facebook ([facebook.com/2hldrs](https://facebook.com/2hldrs)) and Twitter (@2hldrsacf) Social Media.

## **PERSONAL MOBILE DEVICES**

We understand that cadets will have personal mobile devices with them for the duration of camp. However, we cannot accept any responsibility for loss or damage to these devices.

During training, we always expect such devices to be kept away. Devices must not be left charging without direct supervision – any device found plugged in without supervision will be removed for safe keeping.

Yours sincerely



GW Rae  
Colonel  
Commandant  
2<sup>nd</sup> Battalion The Highlanders  
Army Cadet Force

Cadet Training Centre, Rocksley Drive, Boddam AB42 3BA

Email: [hi-2hldrs-ao@rfca.org.uk](mailto:hi-2hldrs-ao@rfca.org.uk)

OFFICIAL SENSITIVE

**PARENTAL CONSENT FORM – ARMY CADET FORCE CERTIFICATE FOR ATTENDING ACTIVITIES**

<b>Number</b>		<b>Rank</b>		<b>First name</b>		<b>Surname</b>	
<b>Detachment</b>		<b>Company</b>		<b>Date of Birth</b>		<b>Male/Female</b>	
<b>Address</b>							

**Activity details**

<b>Ser</b>	<b>Start dJuate</b>	<b>End date</b>	<b>Activity</b>	<b>Location</b>	<b>Remarks</b>
1	03 July 2021	23 July 2021	Annual Camp	Kinloss BTA and CTC Boddam	Activities including: Drill, Physical Training, Fieldcraft, Skill at Arms, Target Shooting, Navigation and Adventurous Training.

**Consent by Parent/Guardian**

I wish for the above named cadet to be considered for acceptance on the activities listed above.

I understand that acceptance for the activities will be subject to the complete discretion of the ACF Cadet Commandant or CCF Contingent Commander.

I certify to the best of my knowledge that the above named cadet is fit to attend and that all the information on this form is accurate and up to date. The cadet is not suffering from an infectious disease<sup>1</sup> and has not been in contact with any case of infectious disease during the previous 3 weeks.

I understand that with holding essential medical information may prevent the cadet from attending unit activities. (Please note whilst minor ailments can be dealt with anything that prevents them from taking part in the activities may require them to be collected and taken home).

I authorise the ACF Commandant (or in their absence the senior of his representatives present) to give permission for the above named cadet to receive emergency medical care<sup>2</sup>.

I understand that if the cadet is unable to carry on with activities then I may have to collect them from the activity.

**NAME..... Relationship to Cadet..... Signature.....Date.....**

<sup>1</sup> Infectious diseases eg measles etc

<sup>2</sup> Every effort will be made to contact you for your consent should the cadet need to receive any emergency dental, medical or surgical treatment (including anaesthetic) as considered necessary. However it may not always be possible.

## Your contact details

You or your representative must be available at all times while the cadet is on the activity.

Parent/Guardian's details		Alternative next of kin details	
Name		Name	
Relation to Cadet		Relation to Cadet	
Phone number		Phone number	
Address		Address	

## GP's details

Practice name		Doctor's name	
Phone number		Address	

## Medical details

If the above named cadet suffers from any medical condition, the training staff must be made aware of it to allow the correct precautions and actions to be taken. Answering the following questions will assist with this.

## Vaccinations

Question	Answer	Remarks
Are the cadets childhood immunisations up to date <sup>3</sup> ?	Yes / No	
Date of anti-tetanus?		

<sup>3</sup> In line with current DoH guidelines on childhood immunisation schedule – <https://www.gov.uk/government/collections/immunisation>

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**Medical conditions**

Does the cadet suffer from any of the below conditions? Please delete as appropriate.

Condition	Answer	Remarks
Asthma	Yes / No	
Chest complaints	Yes / No	
Wheezing or hay fever	Yes / No	
Migraine	Yes / No	
Fits	Yes / No	
Faints	Yes / No	
Bad period pains	Yes / No	
Nervous disorders	Yes / No	
Any other (provide details)	Yes / No	

**Medical treatment**

If the cadet is currently undergoing any medical treatment (including taking medication<sup>4</sup>) please complete the information below.

Ser	Condition	Treatment	Remarks (including frequency of medication)
1			
2			
3			
4			
5			

<sup>4</sup>Any medication that is to be handed into the Cadet Force Staff should be clearly marked with name and full instructions.

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**Over the counter medication**

The following over the counter medication may be available if required. Please indicate which may be used for the above named cadet.

Condition	Answer	Remarks
<b>Plasters</b>	Yes / No	
<b>Skin and scalp symptoms</b> eg Bite and sting creams	Yes / No	
<b>Eye and Mouth Symptoms</b> eg Eye drops and Sore throat tablets	Yes / No	
<b>Coughs Colds and Flu</b> eg Double action pain relief or Ibuprofen (pain relief and anti-inflammatory)	Yes / No	
<b>Stomach Symptoms</b> eg Travel sickness (tablets) and sickness/ bloating	Yes / No	
<b>Allergy/Hayfever</b> eg Anti-histamine (tablets)	Yes / No	
<b>Bowel Symptoms</b> eg abdominal cramps, acute diarrhoea	Yes / No	
<b>Pain symptoms</b> eg Paracetamol or Ibuprofen	Yes / No	
<b>Sunscreen</b>	Yes / No	
<b>Aftersun</b>	Yes / No	

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**Dietary requirements**

Any dietary requirement for our cadets can only be catered for if they are known in advance of the activity; please list any requirements below.

<b>Ser</b>	<b>Requirement</b>	<b>Remarks</b>
1		
2		
3		

**CIVILIAN USE OF ARMY OBSTACLE COURSE PHYSICAL ACTIVITY READINESS  
QUESTIONNAIRE**

1. Please complete the all details below.

Participants Full Name: \_\_\_\_\_ DOB \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency contact name and telephone number: \_\_\_\_\_

2. Please read the following questions and complete the declaration overleaf.

Ser	QUESTIONS RELATING TO YOUR MEDICAL HEALTH
1	Has your <sup>5</sup> doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2	Is your doctor currently prescribing drugs (for example water pills) for blood pressure or a heart problem?
3	Do you ever feel pain in your chest when you do physical activity?
4	In the past month, have you had chest pain when you are not doing physical activity?
5	Do you ever feel faint or have spells of dizziness?
6	Do you suffer from shortness of breath at any time or a respiratory condition that would prevent you from doing physical activity?
7	Do you have any joint problems (Including neck, back & hip) that could be made worse by exercise, including jumping and landing?
8	Are you pregnant or have you given birth in the last 6 months?
9	Do you have a condition requiring medication or are you taking medication which would prevent you from doing physical activity?

3. If you have completed this PARQ in advance of the scheduled activity and your health status changes prior to the start of your activity it is your responsibility to inform the instructor.

4. Your ability to undergo the activity will be monitored during the warm up which will also provide a functional assessment of your ability to proceed onto the Obstacle Course. If the PTI determines that, based on his/her assessment, you are not up to the required standard; you will be refused access to the Obstacle Course.

In accordance with the Data Protection Act 1998, the ministry of Defence will collect, use, protect and retain the information on this form in connection with all matters relating to personnel administration and policies.

<sup>5</sup> If completed by a parent/guardian the term you/your used throughout refers to your son/daughter.



**I have read and understood the Medical Health Questionnaire above and declare that:**

**\*I / My Child (\*delete as applicable) does/does not suffer from any of the conditions mentioned or any other condition or injury that would prevent me/them from taking part in the physical activity:**

**Signature:**

**Print Name:**

(Parent/Guardian if under 18 years of age)

**Date:**

**Declaration:**

**REVIEW**

Event/Activity Title (eg Insight Cse Name/No'): \_\_\_\_\_

The PARQ must be reviewed with the participant on day of activity and appropriate action taken if there are any significant changes since originally signed.

**Instructors Signature:**

**Print Name:**

**Date:**

**To be signed below by Supervising Officer:**

**Signature:**

**Print Name:**

**Date(day of activity):**

## **CLOTHING AND EQUIPMENT REQUIREMENTS**

**CADETS** All Cadets are to travel to Camp in MTP uniform.

### **MILITARY CLOTHING**

Head Dress with Badge  
MTP x 2 sets (as issued)  
MTP Smock  
Issued T-Shirts  
Boots x 1 pair  
Notebook, Pencil

### **CIVILIAN CLOTHING**

Padlock  
Sleeping Bag (if Possible)  
Spare Bootlaces  
Torch  
Underwear, several sets  
Shirts, Tie + (F) blouses/shirts  
Handkerchiefs  
Three pairs of woollen socks  
Sweater/Cardigan  
Pyjamas  
Towels/flip flops  
Soap, Sponge/Flannel  
Toothpaste/Brush  
Nail Brush  
Civilian Clothes  
KFS & Mug  
Cleaning Kit, Boot Polish  
Swimming costume/trunks  
Sports Kit, shoes, vest, shorts  
Football Boots/training shoes  
Needle, Thread  
Coat Hangers  
Washing Powder, Lipsil, Insect Repellent, Foot Powder  
Suncream

Limited issued by Bn – you are requested to supply these items if possible

## **2 Bn HIGHLANDERS ACF**

### **MEDICAL PROVISION AT CADET ACTIVITIES**

1. Whilst your child attends cadet activities the medical provision delivered will be at a First Aid level. Any further medical treatment will be delivered by the local NHS provider.

#### **What does this mean in terms of medical care to your child?**

2. All activities are supported by qualified Cadet Force Adult Volunteer (CFAV) first aiders who are able to provide onsite first aid. Other minor injuries and symptoms can also be dealt with by a CFAV first aider. Minor ailments can be dealt with by over-the-counter remedies where appropriate if you consent to this. Any over the counter remedies given will be recorded in a central register.

3. If matters are more serious, but not requiring the emergency services then the following services will be used:

- a. Local GP surgeries
- b. Local medical walk-in centres
- c. Local dispensing chemists

4. Should it be necessary, emergency services will be requested to attend. First aid will be delivered till it arrives.

5. You may have provided medical information on the enrolment form that you completed for your child when they joined the Army Cadet Force. Any changes to your child's medical information should be advised using the Update Form.

#### **What if my child is unable to take part in activities due to illness/ injury?**

6. Cadets should arrive for camp fit and able to participate in a wide range of physically and mentally demanding activities. Any existing illnesses or injuries must be identified in the first instance on the Parental Consent Form. Should illness or injury occur in the weeks prior to camp, please contact the local detachment commander, or use the contact details at the bottom of this letter, in order that we can assess their ability to undertake the planned activities.

7. Be advised that should your child be unable to continue with the activity training programme due to welfare, illness or injury then they will be returned to you at the earliest opportunity. We do not have a facility to isolate or bed down cadets.

8. Should a cadet arrive on camp with an existing, unidentified injury or illness that means they are unable to take part in the full range of activities, we may have to make the decision to return them home. This may also apply if the cadet becomes ill or injured during camp.

#### **What if my child has prescribed medication?**

9. Your child may be prescribed medication from a GP, which can be taken to cadet activities, but as a safeguarding measure prescribed medication will be held centrally. Medication should arrive in its original container with the information label. The correct medication and dose will be overseen by a CFAV first aider so it is important that the original container and label are present. Your child will self-administer their own medication.

10. Cadets attending camp are not to bring over the counter medication unless there is a specific medical reason, which must be clearly identified on the Parental Consent Form.

11. Should your child require over the counter medication (e.g. Paracetamol, Ibuprofen) during their time at camp, we can provide this. You must annotate which over the counter medication is acceptable for us to provide on the Parental Consent Form.

12. As a reminder, if your child is to take prescribed medicines from home, it is important that medicines are in their dispensed container with original labelling and secured in a suitable bag. There will also be a form for

completion with the documentation issued to your child. Should your child require medicines during the journey then they should alert the CFAV in charge of the coach taking them to Annual Camp. During the camp period, your child will self-administer their medication, as per the dispensing instructions, under CFAV supervision.

## **COVID-19 AWARENESS**

13. At the time of writing, Annual Camp 2021 will go ahead with significant changes to our normal practice. The below are an outline of restrictions that are likely to apply, but these are subject to change as we get closer to camp.

**If your cadet, or a member of their household, is suspected of showing symptoms of COVID-19, they must not attend Annual Camp. In this instance, please inform Battalion Headquarters.**

### Transportation

- Although we will be able to transport small groups of cadets during camp in our minibuses during camp, we will be asking that cadets are transported by parents/ guardians to their camp location.
- At all times on transport, cadets will require to socially distance and wear masks.

### Training groups

- At all times when training, training group numbers will be limited to a bubble of 15 persons, including Adult Volunteers
- Cadets will be expected to stay within their training bubble at all times, even during social times.

### Accommodation and hygiene

- Cadets will be expected to maintain social distancing while in the accommodation. At Kinloss Barracks Training Area, cadets will mostly be “under canvas” and in Cadet Training Centre Boddam will be in single person rooms.
- When entering and exiting buildings, including accommodation, all personnel will be expected to use supplied handwash to maintain cleanliness
- Cadets will be expected to maintain the cleanliness of ablution facilities and conduct regular cleaning of these areas, before and after use.
- We will operate a “staggered” meal system and cadets will be expected to participate in the cleaning of dining areas before and after eating.

### Masks/ face coverings

- Cadet will be required to wear masks at all times when training indoors, or if training outside and social distancing is not possible.
- Please ensure that your cadet comes to camp with sufficient masks/ face coverings for the duration of camp.

### Suspected cases

- If a cadet identifies as showing symptoms of COVID-19, they will be isolated in a suitable location until their parent/ guardian is able to collect them.
- For this reason, we ask that parents/ guardians remain available for the duration of the package to be able to collect their cadet at short notice.
- We would encourage that a COVID-19 test be booked as soon after collection as possible.
- It will also be necessary to isolate and arrange pick up for other cadets that have been in close contact with suspected COVID-19 cases.

**It is our aim to ensure that the risk of spreading COVID-19 during Annual Camp is zero.**