



Inspection Policy

Navy Cadet Force

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INSPECTION POLICY

POLICY STATEMENT

NCF Policies will be written in accordance with the approved format and published on the NCF website, allowing access to all staff. They will be periodically reviewed to ensure compliance with prevailing legislative and ethical requirements.

A policy is a succinct statement setting out the NCF' position or desired position in relation to a relevant and significant issue.

Policies require that they are signed off by the Colonel of the NCF. They will be compliant with prevailing legislative and ethical requirements.

APPLICATION

This NCF Inspection Policy applies to all NCF units, officers, staff and cadets.

INTRODUCTION

It is important for there to be an inspection process in order to ensure that units are being run in an efficient and effective manner, and the staff and committee are working together to achieve the aims of the NCF.

As set down in NCF Regulations each Unit will be inspected annually by senior staff from the NCF on a date to be nominated, in order to ensure that each Unit is operating effectively. This will take the shape of a formal parade at which the cadets and staff will be inspected, as will various aspects of the unit. (These are set out later in this policy.) The XO in conjunction with the Staff Officer Administration will co-ordinate the inspection process.

The full attendance of **all** staff and cadets, are expected at the Annual Inspection. Whilst it is appreciated that cadets and staff may not be able to attend for a number of reasons, written justification for absence should be obtained. All members of the unit management committee, parents & supporters association and the unit chaplain should be encouraged to attend Inspections.

Units will be given sufficient notice of the Inspection so that a mutual date is agreed. If for any reason it is necessary to cancel or postpone an Inspection, the unit should seek, through the XO, to agree a new date.

The first inspection of any unit will take place soon after the anniversary of the unit's first year in existence. Appendix A details the dates of unit openings.

Importance will be placed on cadet retention, cadet enjoyment, effort and achievement. Achievement includes work carried out within the community, for the NCF (over and above being a good and successful cadet,) and assistance provided to other charities and good causes as well as achievement in the normal cadet subjects.

Documentation

An Annual Inspection Report will be made in respect of each Unit.

Time Line

6 weeks prior to inspection	A Pre-Inspection Form will be issued to Units.
4 weeks prior to inspection	Commanding Officer will check the below documentation prior to the inspection.
2 weeks prior to inspection	The completed form to be forwarded to the Head of Administration and the XO

- a. Attendance Registers.
- b. Enrolment Forms of all Cadets.
- c. Unit copy of Navy Training NCF Regulations and Annexes amended to date.
- d. Unit Discipline Record.
- e. Annual Unit Management Committee Return (Annual accounts).
- f. Unit Insurance Policy.
- g. Unit Registration with the Information Commissioner.
- h. List of Unit Activities.
- i. Unit copy of all other policies.
- j. Unit child protection policy – staff signatures form.

Appendix B outlines the standard procedures for the inspection.

EXCEPTIONS

There are **NO** exceptions to this policy.

POLICY OWNER

The policy falls under the remit of the XO.

REVIEW DATE

The policy will be reviewed within two years of the date of the signature of the Colonel of the NCF, unless there is a need to review it before that time.

It is important that all Staff Officers, Commanding Officers ensure that they are working to the most recent copy of the policy. Care must be taken in respect of printing off the policies to ensure that the copy held is the current version.

These can be found on the NCF' website. Should you be in any doubt please contact the NCF' Administration Officer.

APPENDIX A

UNIT LOCATION	TS NAME	DATE OF OPENING/JOINING
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STANDARD PROCEDURE FOR ANNUAL INSPECTION

This procedure is to ensure that a standard format is established for the Annual Inspection. (The format should also be used when the Unit is being visited by VIP's).

Prior to the proposed Inspection date, the relevant **NCF Form** will be sent to the unit Commanding Officer – whose responsibility will be to ensure the correct completion of page 1. Once completed this should be forwarded to the Staff Officer at least two weeks prior to the Inspection.

The Annual Inspection will be undertaken by a Senior Officer from HQ assisted by a Staff Officer.

Ceremonial

On arrival at the Unit, and prior to coming onboard, the Commanding Officer and Unit Chairman should meet the Inspecting Officer before being escorted into the Unit.

Inside the Unit, with the Cadets and staff fallen in by divisions, the Commanding Officer will call Ship's Company to attention, to await the Inspecting Officer.

The Inspecting Officer should be greeted at the Unit Entrance by a Piping Party and Piped Onboard (Pipe the Side) – minimum 1 piper, maximum 3.

The Commanding Officer will escort the Inspecting Officer onto the Maindeck and to a pre-arranged position on the deck. (To await Colours or receive the General Salute from the Guard).

(At this point if a Guard is paraded, having taken the salute the Inspecting officer will be invited to inspect the guard by the Guard Commander. On completion of the inspection the Inspecting Officer will return to his allocated position).

Colours Routine as per NCF format. (ALL Guests should be asked to stand prior to the commencement of Colours and may be re-seated on completion).

The Inspecting team will note whether or not the correct routines have been followed for the Inspection Report.

Dress Inspection

On completion of Colours the Inspecting Officer will be invited to inspect the divisions, including Staff. Dutymen, e.g. Colour Party and Piping Party should fall in as a separate division on completion of Colours.

(The Guard if paraded will have previously been inspected.)

On completion of Inspections the Inspecting Officer may be escorted off the main deck to a designated room (Wardroom for those who have the facilities). Invited to meet Committee members.

The Inspecting team will note dress standards for the Inspection Report.

Ship's Company to be dismissed to Classes once the Inspecting Officer has left the main deck. During the remainder of the evening the Inspecting Officer will visit training areas to see cadets training and to meet parents. The Staff Officer will liaise with the Unit Admin Officer to ensure that all details submitted on the Inspection Form are correct.

At normal secure time, Cadets and Staff will fall in on the Main deck.

If the Inspecting Officer is invited to make any presentations to Staff or Cadets these should take place before Evening Colours.

On completion of presentation - Evening Colours. (ALL Guests should be asked to stand prior to the commencement of Evening Colours and may be re-seated on completion)

Guard of Honour

At the present time not every unit holds weapons in order to parade a guard of honour for the Inspecting Officer. Those units with weapons who wish to parade a guard - the minimum sized guard to be paraded is 6 plus a Guard Commander.

The Guard is to be in two ranks with the Guard Commander on the Right Flank of the Front Rank.

The Guard should be paraded on the Main deck prior to the arrival of the Inspecting Officer, facing the Mast, in order to receive the Inspecting Officer, be inspected and then to undertake the Colours ceremony as per the Colours routine.

The Guard is not required to be paraded for Evening Colours.

The Responsibility of this Policy falls to the Colonel of the Navy Cadet Force.



Signed:

Date: January 2023

Print: Colonel Terry Fitzgerald

This Policy has been approved for distribution by the Chairman of the Navy Cadet Force.



Signed:

Date: January 2023

Print: Luke Giles