



**The Royal Bermuda Regiment  
Junior Leaders  
Handbook**





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Ref: G1/101

To all Junior Leaders and their Parents

Date: 1 January 2019

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Welcome!

It is my honour to have you and your family participate in the Royal Bermuda Regiment Junior Leaders Programme.

It was not so long ago that I began my military career as a Junior Leader here at the Royal Bermuda Regiment. My experience here as a teenager left a lifelong impression that laid a strong foundation for my military career and life in wider society.

It is our ambition that the Junior Leader program become the top youth development program in Bermuda. Part of being such a program is establishing good lines of communication and being clear on our expectations of acceptable conduct. This handbook serves to inform you about the program so that you can get maximum benefit. Herein you will find:

1. Safeguarding Children Policy
2. Benefits of Joining
3. Values and Standards
4. Staff Biographies
5. History
6. Registration Package
7. Code of Conduct
8. Training Programme

It is my hope that this programme will make a lasting impact on your family's life as it did mine. If you have any questions please don't hesitate to contact the Junior Leaders staff.

Sincerely.

## SAFEGUARDING CHILDREN

1. Junior Leader Adult Volunteer (JLAV)<sup>1</sup> to JL ratios during Non-Adventurous Training Activities.
2. In any group, there should be at least two supervising adult staff present. If the group is of mixed gender, the supervising staff should also, where possible, include both male and female staff members. For residential activities involving groups of mixed gender, there must be at least one male and one female JLAV present. Where there are single sex units, there is no requirement to have staff of the opposite gender present. Exceptionally, one JL can be supervised by one authorised adult, yet only with specific permission by the parent or guardian<sup>2</sup>. All JL activities must be planned and conducted by a suitably qualified person<sup>3</sup>. JLs who are given supervisory responsibilities towards other JLs, including JL NCOs, are to be comprehensively briefed on their responsibilities by an RBR FTI, who is current with their Safeguarding training.
3. The following ratio for staff to JLs is recommended, in accordance with NSPCC<sup>4</sup> guidelines:
  - a. For 13 to 18 year old JLs - Minimum of 1:10 (with a minimum of 2 staff present) for all external activities that are not subject to a higher ratio for example, shooting.
  - b. These guidelines are minimum requirements only. Risk assessment may indicate the need for more staff than the minimum to ensure safety. It is important to think about the needs of the JLs in the group, the activities they are going to be doing and the environment where the activities will take place.
  - c. Factors to be considered include:
    - i. Age of JLs
    - ii. Number of JLs involved
    - iii. JL's with special or medical needs (requires a higher staff to JLs ratio)
    - iv. Previous experience of JLs taking part in the activity
    - v. Degree of responsibility and discipline of the group
    - vi. Type and nature of activity
    - vii. Level of risk
    - viii. Location and travel arrangements
    - ix. Time of year
    - x. Experience levels of staff
    - xi. Requirements of place to be visited
    - xii. First Aid cover
    - xiii. RBR Policy (where appropriate)

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<sup>1</sup> Junior Leader Authorised Adult = Junior Leader Instructors (full time and part time staff) and RBR FTIs who have conducted the necessary Safeguarding training and Criminal Records check.

<sup>2</sup> The safety and welfare is the most important factor, eg if an adult being alone with a cadet is necessary to take them to A&E or the alternative is to abandon the cadet (and it is impossible to contact a parent) then common sense must be applied and, the CoC must be notified as soon as possible.

<sup>3</sup> Defined as an adult who holds the requisite (in date) training qualification for the activity being planned.

<sup>4</sup> National Society for the Prevention of Cruelty to Children.

## RECRUITING

1. Why join the Junior Leader Programme?
  - a. Becoming a Junior Leader has heaps of benefits. The most obvious being that you get to take part in loads of [exciting and challenging activities](#) such as [fieldcraft](#), [adventurous training](#), [first aid](#), [sports](#) and [shooting](#), to name but a few.
  - b. When you join as a Junior Leader you will make lots of new friends and get the opportunity to attend an [annual camp](#) where you may meet Junior Leaders and Cadets from other detachments around the world. You may even get to go on [expeditions](#) to amazing places in the UK and Caribbean.
  - c. The Royal Bermuda Regiment (RBR) [training syllabus](#) will teach you leadership skills, discipline and give you self-confidence you never thought possible. You will learn a wide range of transferable skills such as: the ability to command tasks; make decisions under pressure; plan and organise tasks and work as an effective team player as well as independently. These skills will equip you for life and add an extra string to your bow at times when competition for college places and employment is fierce.
  - d. Through your Junior Leader training you can also gain valuable qualifications such as the [Duke of Edinburgh's Award](#).

## VALUES AND STANDARDS

4. Every organization must maintain and uphold values and standards in order to build and maintain trust ensure absolute confidence between members of a team at every level. The RBR Junior Leader Programme adopts the values and standards of the Royal Bermuda Regiment as laid out below..
  - a. **Selfless Commitment.** Personal commitment is the foundation of Junior Leader service. You must be prepared to serve when you are required, and to do your best at all times. This means that you put the needs of others ahead of your own interests.
  - b. **Courage.** You must have the moral courage to do always what is right.
  - c. **Discipline.** To be effective, Junior Leaders must be disciplined. The best form of discipline is self-discipline. Only that will earn you the trust and respect of your fellow Junior Leaders, and equip you to cope with the difficult, individual decisions that you will have to make during your service with the programme.
  - d. **Integrity.** Integrity involves honesty, sincerity, reliability and unselfishness. It is an essential requirement of both leadership and comradeship. Unless you maintain your integrity, others will not trust you and teamwork will suffer. Integrity sometimes requires you to show moral courage, because your decisions may not always be popular. But it will always earn you respect.
  - e. **Loyalty.** Bermuda and the Junior Leader programme rely on your commitment and support. You must therefore always be loyal to your commanders, comrades and your duty. If you are not, you will be letting others down.
  - f. **Respect for Others.** As an adult in the Junior Leader programme you have exceptional responsibility of leading, supervising and training young people. It is particularly important that

you show the greatest respect, tolerance and compassion for others because comradeship and leadership depend on it.

g. **Adherence to Law.** All members of the programme, whether Junior Leaders or adults, are subject to the civil law and have a duty to uphold it. In that respect they are no different from other citizens. Such laws establish the baseline for the standards of personal conduct of members of the Junior Leader programme as citizens. Officers and non-commissioned officers will either be serving members of the RBR or in receipt of a Cadet Commission and are therefore subject to military law. Avoid:

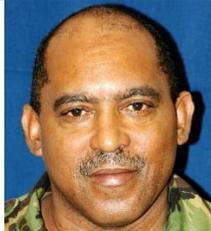
- i. Any activity which undermines your professional ability, or puts others at risk; in particular, the misuse of drugs and abuse of alcohol.
- ii. Any behaviour which damages trust and respect between you and others in your team and the programme, such as deceit or social misconduct. In particular you must not commit any form of harassment, bullying or discrimination, whether on grounds of race, gender, sexual orientation or any other behaviour that could undermine good order and discipline. Ultimately, you must always measure your conduct against the following test: "Have your actions or behaviour adversely impacted or are they likely to impact on the efficiency or effectiveness of the Junior Leader programme.

5. **Duty of Care.** Those of you in positions of authority, at whatever level, have a duty of care towards your subordinates and Junior Leaders, looking after their interests, and ensuring that they fully understand what is expected of them. This duty of care extends to ensuring that those individuals who raise concerns have their complaint dealt with in a thorough and timely manner.

## JUNIOR LEADER STAFF BIOGRAPHIES

All persons with oversight of the Junior Leader Programme are listed below. When adults with oversight of the programme leave or join, this list will be updated and recirculated to the parents of Junior Leaders.

Ser	Name & Appt	Photo	Biography
1.	<p><b>Governor of Bermuda and Commander-in-Chief</b> His Excellency Mr. John Rankin, CMG</p>		<p>The Regiment falls under the remit of His Excellency the Governor who serves as Commander-in-Chief. The Regiment operates under the Defence Act 1965 and the Commanding Officer is guided by the appointed members of the Defence Board. Delegated Authority to the Government of Bermuda rests with the Minister of Public Safety. Since 2016, His Excellency the Governor of Bermuda has been Mr John Rankin, CVG.</p>
2.	<p><b>Commanding Officer</b> Lt Col David Curley, ED</p>		<p>Lt Col Curley was appointed Commanding Officer in March 2016. He volunteered for military service in 1989 and was promoted to Cpl in 1991. Following officer training at RMAS he received his commission in 1993. Following 7 years on Full Time Staff as a Coy 2ic / Trg Wing Training Officer he returned to part time service. During his service he has held many posts: PI Comd, JNCO Cadre Officer, Coy Ops Officer, 2ic B Coy, OC A Coy , OC Trg / C Coy, including periods as Bn 2iC. He was the Contingent Comd for Grenada during Op SPICE RELIEF. He has completed the Militia Command Staff Course in Canada and a 4 month attachment with the 1st Battalion Royal Anglian Regt. He attended the CO Des, BG Cdrs and ACSC(R) courses in summer 2015. His previous civilian employment was as a Compliance and Risk officer with HSBC. He is married to Xiomara and they have 2 young boys.</p>
3.	<p><b>Acting Commandant</b> Capt Gordon Emmerson</p>		<p>Captain Emmerson was appointed Acting Commandant in January of 2019. He joined the Regiment in 2009 and completed the JNCO Cadre the same year. In 2010 he served as a section commander during recruit training and during that year's Cadre. He commissioned in October 2011 after attending the Royal Military Academy Sandhurst and has</p>

			since completed stints as platoon commander and 2IC in A and C companies and acting Officer Commanding of A Coy. He deployed on Op RUMAN to the Turks and Caicos Islands in 2017 and in 2018 was OIC of the International Triathlon Series in 2018. Captain Emmerson has supported numerous Junior Leader Camps in Bermuda and a camp in the UK. For the past 10 years Capt Emmerson has worked for the Ministry of Education as a Middle School Drama, Art, and Social Studies Teacher.
4.	<b>JL Second in Command</b> Lt Claire Lightbourne		
5.	<b>JL Full Time Instructor</b> CSgt Tim Furr		Colour Sergeant Furr was appointed as Full Time Instructor of the Junior Leaders in November of 2018. His military career started in 2003 where he joined the JNCO cadre and gained the rank of LCPL and worked in Training Company as a section commander. He worked his way through the ranks and obtained his current rank of Colour Sergeant in November 2012. He Joined the Full Time Staff on April 2010 where he has held numerous positions, which include Chief Armourer, Ammo SNCO and Training Wing Full Time Instructor. He is married to Dara and has a young boy and girl.
6.	<b>JL Adult Instructor</b> CSgt James Raynor		CSgt Raynor is a retired member of Full Time Staff who is now posted to Training Wing as the CQMS providing Logistical Support to Training Wing and Junior Leaders.
7.	<b>JL Adult Instructor</b> LCpl Delina Burgess		LCpl Burgess is a member of Junior Leader training staff. She joined the Regiment in 2015 and completed the JNCO Cadre in 2016, earning promotion to Lance Corporal.

8.	<b>JL Adult Instructor</b> Pte Arianna Smith		Pte Smith is the clerk to the Junior Leader Programme.
9.	<b>Committee of Management Senior RBR Officer</b> Maj Benjamin Beasley, Second in Command and Training Officer		Maj Beasley assumed appointment of Training Officer to the Bermuda Regiment in March 2016. He previously served as Adjutant to the RBR from April 2011. He was commissioned into the Royal Air Force in February 2006, originally into the RAF Regiment, but re-branched as a Training Officer in 2007, taking post as OC Trg Dev Flt at RAF Leeming. Following 4 months further professional training at Defence Centre of Training Support he was posted to RAF Leuchars as the Station's Training and Development Officer. Maj Beasley was instrumental in the training for Tornado F3 crew on Op Adana. During his last year in the RAF he oversaw the development of training delivery for the stand up of 6 Sqn (Typhoons) and 58 Sqn RAF Regt. Following Unit Press Officer training at DMOC he was appointed the Deputy Media Relations Officer for Air Officer Scotland & NI. He has completed Junior Staff College at Shrivenham, has a BA in Military History and is an experienced rugby player.
10.	<b>Committee of Management Defence Board Member</b>	TBC	TBC
11.	<b>Committee of Management Ministry of Education</b>	TBC	TBC
12.	<b>Committee of Management JL Parent Representative</b>	TBC	TBC

## HISTORY OF THE BERMUDA CADET CORPS AND THE ROYAL BERMUDA REGIMENT JUNIOR LEADER PROGRAM<sup>1</sup>

1. The **Bermuda Cadet Corps** was a youth organisation in the [British Overseas Territory](#) of [Bermuda](#), sponsored originally by the [War Office](#) and the [British Army](#). Modelled on the Cadet Corps in England, now organised as the [Army Cadet Force](#) and the [Combined Cadet Force](#), it was organised separately under Acts of the [Parliament of Bermuda](#). It was one of three Cadet Corps that historically operated in the British territory, with the others being the [Bermuda Sea Cadet Corps](#) (with the [Girls Nautical Training Corps](#)) and the [Air Training Corps](#), of which only the Bermuda Sea Cadet Corps remains. After more than a century of existence, the Bermuda Cadet Corps was disbanded in 2013 and replaced by the resurrected [Junior Leaders](#) programme of the [Royal Bermuda Regiment](#).

2. In 1901, *Saltus Grammar School* in [Pembroke](#), raised a Cadet Corps, which was attached to the [Bermuda Volunteer Rifle Corps](#) (BVRC). On the 12 April 1901, the General Commanding the [Bermuda Garrison](#) received notification that the [Governor and military Commander-in-Chief](#) had appointed Captain *R.W. Appleby* of the BVRC to be a Captain with the Cadet Corps (dated 11 February).<sup>[1]</sup> The Cadet Corps (*Saltus Grammar School*) often trained alongside the BVRC, as on the 24 May 1902, when the cadets assembled at [Fort Hamilton](#) before marching to the [Army Service Corps](#) Wharf at East Broadway, from whence they were driven to [Warwick Camp](#) to watch the riflery training of the BVRC. On the 24 May 1907, the Cadet Corps was delivered, along with the Headquarters and "C" Companies of the BVRC, to [St. George's](#) to join the other two companies of the BVRC for their annual camp. The Cadet Corps was perceived by the Government as a valuable method by which to boost recruitment into the BVRC, which was struggling to maintain its mandated strength. It was thought that, following their early exposure to military service, many Cadets would choose to enlist into the BVRC upon finishing their schooling.

3. In 1907, the Cadet Corps was expanded with War Office approval to eight other schools in Bermuda, including civilian schools such as *Whitney Institute*, as well as the military garrison schools, and the [Royal Naval Dockyard](#) school. The expanded Cadet Corps remained attached to the BVRC, and its Cadets wore the BVRC cap badge. At the time, all of the schools included barred black students, and the Cadet Corps (like the BVRC) was consequently made up of whites only. There was a second part-time military unit in Bermuda, the [Bermuda Militia Artillery](#), which recruited primarily *coloured* soldiers, although its officers were all white until 1953.

4. The Cadet Corps was re-organised under the Bermuda Cadet Corps Act 1944.<sup>[2]</sup> The BVRC was disbanded (along with the BMA) in 1946, with most personnel transferred to the Reserve. A skeleton staff remained to maintain facilities and equipment until both units were built back up with new recruitment in 1951, at which time the BVRC was re-titled the *Bermuda Rifles*. Although a common *Bermuda Local Forces* Headquarters was created to oversee both units (not to be confused with the overall *Command Headquarters* which controlled both the regular and part-time army units in Bermuda), they remained separate and blacks were still restricted to the BMA, even after the last [coastal artillery](#) was withdrawn from use in 1953 and the BMA converted to the infantry role. By this time, there was a Cadet Corps at *Berkley Institute*, the highest-rated school for blacks in Bermuda. This was not considered part of the Bermuda Cadet Corps, however. During the 1950s, it was decided the Bermuda Cadet Corps should have its own band. Through the influence of officers of Scottish heritage, some of whom had served in Scottish regiments during the [Second World War](#), this was created as a Scottish

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<sup>1</sup> [https://en.wikipedia.org/wiki/Bermuda\\_Cadet\\_Corps](https://en.wikipedia.org/wiki/Bermuda_Cadet_Corps)

bagpipe and drum band, wearing [Highland dress](#), although the remainder of the Bermuda Cadet Corps dressed as English and Welsh regiments do.

5. In 1965, the BMA and the Bermuda Rifles were amalgamated to form the *Bermuda Regiment* (since 2015, the [Royal Bermuda Regiment](#)). The Bermuda Cadet Corps was re-organised at the same time. Racial segregation of the public school system also ended during the 1960s, and the Bermuda Cadet Corps, now wearing its own badge, subsequently operated through all of the colony's public and Government-aided secondary schools. The Cadet Pipe Band was left out of this re-organisation, and its members chose to continue it as a private organisation, continuing to wear the Bermuda Rifles cap badge. In the 1990s, by when its membership was entirely made-up of adults, it merged with another pipe band composed primarily of [Bermuda Police Service](#) constables and [Bermuda Fire Service](#) personnel. The Bermuda Pipe Band continues to take part in military parades along with the band of the Royal Bermuda Regiment.

6. The Bermuda Regiment operated its own [Junior Leaders](#) programme for many years, the members of which wore the Bermuda Regiment cap badge, and was based with the rest of the regiment at Warwick Camp. The Junior Leaders programme was absorbed into the Bermuda Cadet Corps in the mid-1990s as the Bermuda Regiment found it an unnecessary duplication to support two youth organisations. However, in 2012, due to financial constraints, the Bermuda Cadet Corps was disbanded and replaced by the resurrected Bermuda Regiment Junior Leaders.<sup>[3][4][5]</sup> A bill was tabled in the [House of Assembly of Bermuda](#) in 2015 to formalise the organisation of the Royal Bermuda Regiment's Junior Leaders. The Bermuda Cadet Corps Act 1944 was repealed.<sup>[6]</sup>



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Website: [www.RBR.bm](http://www.RBR.bm)

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Ref:

Date: 1 January 2019

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Dear Parents/Guardians,

### **JUNIOR LEADER PROGRAMME ENROLLMENT**

1. Welcome to the Junior Leader Programme and thank you for your interest. It is our aspiration to be the best youth programme in Bermuda. In order to get started please complete the included forms and make the necessary arrangements to start participate in the programme.
2. **Complete Registration Form.** Complete and sign the registration and medical forms. If there are any medical concerns that cannot be explained on the medical form please explain on a separate sheet of paper. Please drop off the originals. You may also scan and email completed forms to [tjfurr@gov.bm](mailto:tjfurr@gov.bm).
3. **Read and Sign Code of Conduct.** It is important that you and your child understand the expectations we place on them, on you as a parent, and on the Adult Instructors, Junior Leader Officers and Royal Bermuda Regiment Officers and Soldiers that your child may interact with. We will require signed copies for the Junior Leader Code of Conduct and the Junior Leader Parental Code of Conduct.
4. **Collect Uniform.** Once we have received the Registration form, Medical Form and signed Code of Conduct your child may participate in the programme. Until they have a uniform they are to wear their school uniform. The Junior Leader Full-Time Instructor will confirm a date and time to collect uniform. When exiting the programme you will be liable to return any issued clothing or equipment.
5. If you have any questions regarding the Junior Leaders, please don't hesitate to contact me.

Regards,

[original signed]

Tim Furr  
Colour Sergeant  
Junior Leader Full Time Instructor

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# Junior Leaders Information Sheet

Age	Surname	Forenames
Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of Birth (dd – mmm – yy): .....		Address (pencil): .....
Place: .....		
Religion: .....		Phone: ..... Mobile: .....
Social Insurance No: .....		Passport # : .....
Email Address: .....		Citizenship: .....
		Expiry Date: .....

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## EDUCATION

Name and address of School: .....	Year: .....
.....	Telephone: .....
.....	
Name of Principal: .....	

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## FAMILY PARTICULARS (in pencil)

Parents Name: .....	Relationship: .....
Address: .....	Phone: .....
.....	Email Address: .....
Parents Name: .....	Relationship: .....
Address: .....	Phone: .....
.....	Email Address: .....
Guardian: .....	
Address: .....	Phone: .....
.....	Email Address: .....

Authorized Person to collect Jr Leader: .....

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DIETARY REQUIREMENTS: .....

ADDITIONAL REMARKS: .....

.....

SWIMMING ABILITY (circle one):

WEAK

COMPETENT

STRONG

**Medical-in-Confidence  
Jr Leader Medical Statement**

<b>Name:</b>
<b>D.O.B.:</b>

The purpose of this Medical Questionnaire is to find out if you should be examined by your doctor before enlisting in the Royal Bermuda Regiment. A positive response to a question does not necessarily disqualify you from joining. Please answer the following questions on your past or present medical history by ticking **YES or NO**. If you are not sure, answer YES. If any of these items apply to you, we must request that you consult with a physician prior to enlisting.

**Has your Child ever had or currently has...**

Y	N	
		Asthma, or wheezing with breathing, or wheezing with exercise?
		Frequent or severe attacks of hay fever or allergy?
		Frequent colds, sinusitis or bronchitis?
		Any form of lung disease?
		Pneumothorax (collapsed lung)?
		Other chest disease or chest surgery?
		Behavioral health, mental or psychological problems (Panic attack, fear of closed or open spaces)?
		Epilepsy, seizures, convulsions or take medications to prevent them?
		Recurring complicated migraine headaches or take medications to prevent them?
		Blackouts or fainting (full/partial loss of consciousness)?
		Frequent or severe suffering from motion sickness (seasick, carsick, etc.)?
Y	N	
		Dysentery or dehydration requiring medical intervention?
		Inability to perform moderate exercise (example: walk 1.6 km/one mile within 12 mins.)?
		Head injury with loss of consciousness in the past five years?
		Recurrent back problems?
		Back or spinal surgery?
		Diabetes?
		Back, arm or leg problems following surgery, injury or fracture?
		High blood pressure or take medicine to control blood pressure?
		Heart disease?
		Heart attack?
		Angina, heart surgery or blood vessel surgery?

	Sinus surgery?
	Ear disease or surgery, hearing loss or problems with balance?
	Recurrent ear problems?
	Sickle Cell Anemia, bleeding or other blood disorders?
	Hernia?
	Ulcers or ulcer surgery?
	A colostomy or ileostomy?
	Recreational drug use or treatment for, or alcoholism in the past five years?
	Do you have any allergies (food/ Bee stings / General). <b>Give Details Here:</b>
	Have you suffered partial or full loss of vision in any eye? Do you have any eye condition?
	Are you colour blind?
	Kidney or urinary problems?
<b>name of personal doctor:</b>	
<b>Blood Group (if known):</b>	

The information I have provided about my medical history is accurate to the best of my knowledge. I agree to accept responsibility for omissions regarding my failure to disclose any existing or past health condition.

<b>Guardian Signature &amp; Date</b>
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By signing below the signatory parties attest that the information provided is true to the best of their knowledge and agree to the following terms and conditions:

1. The Parent and or Guardian duly accepts responsibility for any clothing or equipment entrusted into the care of their child, should the clothing or equipment be damaged or destroyed as a result of the actions of the Junior Leader, whether through malicious intent, neglect, or accidental causes.

2. The Parent and or Guardian consents that the above signed Junior Leader may participate in all activities which may include but is not limited to: abseiling, the use of firearms, completing the assault course, kayaking, and swimming.

3. The Parent and or Guardian releases and Royal Bermuda Regiment of any excessive liability in the event of mental distress, harm, injury, or death of the Junior Leader where it can be shown that:

a. The mental distress, harm, injury, and or death was a result of Junior Leader's failure to comply with the rules, regulations, guidelines, and or orders (verbal, written, implied, or otherwise) under which Junior Leaders were acting at the time; and

b. Steps were taken to mitigate the events occurrence.

\_\_\_\_\_  
SIGNATURE OF JUNIOR LEADER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

## **ROYAL BERMUDA REGIMENT CODE OF CONDUCT FOR WORKING WITH MINORS**

The Royal Bermuda Regiment (RBR) demands that all Officers and Soldiers of the RBR or Junior Leader Officers and all Adult Instructors or Parent Volunteers who actively engage with minors during youth activities, agree to this Code of Conduct.

As an adult who engages with minors, I accept these terms and undertake that I will:

1. Provide evidence that I am a legal adult above eighteen years of age.
2. Consent to a Bermuda Police background check before being accepted by the RBR to work with minors as an Officer, Soldier or volunteer.
3. Exercise due care and diligence in carrying out my role and responsibilities.
4. Comply at all times with the Values and Standards of the Royal Bermuda Regiment.
5. Treat everyone equally regardless of gender, disability, ethnicity, religion, gender orientation or sexual orientation.
6. Comply at all times with all applicable Bermuda laws relevant to fulfilling my obligations to the Junior Leaders or Junior Bandsmen Programmes.
7. Immediately inform the Commanding Officer of any matter which I am involved with that has or could lead to a criminal conviction.
8. Inform the Commanding Officer of any Officer, Soldier or Volunteer who I believe has acted in a way which may be detrimental to a Young Person or the Royal Bermuda Regiment.
9. Represent Royal Bermuda Regiment with professionalism, dignity and pride.
10. Always be responsible for conducting myself with courtesy, respect and appropriate behaviour.
11. Lead by example and act as a role model for others when working with Young People, following through and completing accepted tasks.
12. Ensure that at least one other adult is present when working with Young People.
13. Respect a Young Person's right to personal privacy. Do not disclose personal information about a Young Person without parental consent.
14. Allow Young People access to an environment where they feel able to discuss problems/concerns they may have.
15. Encourage a supportive environment that allows for constructive criticism.
16. Provide separate sleeping accommodations for Adults and Young People.
17. Ensure that no Young Person is allowed to continue with abusive youth peer activities (*e.g. initiation ceremonies, bullying, ridicule, etc.*) and ensure that appropriate action is taken.
18. Encourage Young People to seek medical advice where appropriate.
19. Exercise and understand the need for caution with Young People, particularly when dealing with sensitive issues such as bullying, bereavement, abuse, etc.
20. Abide by all stipulations of working with minors as outlined by The Bermuda Children Act 1989.
21. Under Bermuda's Mandatory Reporting Law (Section 20 of The Bermuda Children Act 1989), I will immediately inform the Commanding Officer and Bermuda Government's Department of Child & Family Services of any suspicion of child abuse and/or neglect.
22. Participate in SCARS "Stewards of Children" child-protective training.
23. Not involve myself in inappropriate physical or verbal contact with others.
24. Remain open minded without drawing to conclusions about others, and always communicate in a respectful manner.

**Appendix 1 to  
Annex B to  
STANDING ORDER No 115**

25. Remain professional without displaying extreme reactions to emotional situations.
26. Remain neutral in disputes between others, never displaying favouritism to an individual.
27. Not rely on the name of the Royal Bermuda Regiment for protection from issues.
28. Foster an environment free from drugs and abstain from the consumption of alcohol and tobacco in the presence of Young People.
29. Accurately represent qualifications, experience, competence and affiliations.
30. Refrain from criticism of other Officers, Soldiers or Volunteers in the presence of Young People.

I am aware of my obligations as outlined in this document and that my service with the Royal Bermuda Regiment or appointment as a volunteer may result in disciplinary action, including termination, as a result of any breach by me of the undertakings of this document.

I have read, understand and will abide by the above terms.

**Name:** *(Please Print)* \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**JUNIOR LEADER CODE OF CONDUCT:**

The Royal Bermuda Regiment Junior Leaders (JLs) is a voluntary youth development organisation. JL's must have parental consent in order to participate. Parents are to review this code of conduct with their children and to sign and return it once they have done so.

The expectations of Junior Leaders are as follows:

1. Be respectful when speaking to JL Staff.
2. Be attentive to JL Staff at all times and obey instruction given unless you feel someone's safety is or could be at risk.
3. Respect the rights, dignity and worth of JL Staff and fellow JL's.
4. Be fair, considerate and honest in all dealings with others
5. Be alert and safety and security conscious at all times.
6. Refrain from any abuse, bullying, harassment or discrimination toward others
7. Accept responsibility for, my actions
8. Refrain from the use of profanity
9. Refrain from any physical altercation with anyone.
10. Abstain from the use of Drugs and Alcohol
11. Respect RBR property and the property of others. Commit to clean up after myself.
12. Be smartly turned out whether in uniform or in civilian clothes at all times. The uniform must be clean, well pressed, and worn correctly.
13. Report early to drill nights, weekend training, and parades.
14. Call JL office (Commandant or Full Time Instructor) in a timely manner if unable to attend training sessions or if late.
15. Notify JL staff if I do not have transportation home.
16. Commit to attend the annual two week summer camp.
17. Participate in community service projects.
18. Participate in all fundraising activities.
19. Keep fit and take part in sports and games.
20. Always give best my effort.

Failure to comply with this code of conduct may result in disciplinary action as outlined in Standing Order 115 which may include a reprimand, suspension, or expulsion.

I have read, understand and will abide by the above terms.

**Name:** *(Please Print)* \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**JUNIOR LEADER PARENTAL CODE OF CONDUCT**

The Junior Leaders program aims to provide a safe, enjoyable environment in which children can develop their personal and military skills to the best of their abilities. The role of the parent is critical in the success of our program. The Royal Bermuda Regiment (RBR) expects that all Junior Leaders parents understand and agree to this Code of Conduct.

I accept these terms and undertake that I:

1. Have read and understand the Junior Leader Standing Order, the RBR Code of Conduct for Adults Working with Minors at Appendix 1 and the Junior Leader Code of Conduct at Appendix 2.
2. Understand that the Junior Leaders primary emphasis is on developing the skills of all members in a safe and fun environment.
3. Will support my child in a positive manner
4. Will always show support and respect for all JL Adult Staff, parents and, Junior Leaders.
5. Will raise concerns with the Junior Leaders Commandant or with the RBRJL Committee of Management and not discuss issues, problems or concerns during training times. Appointments with the Commandant can be made and discussions will be held in private.
6. Will deliver my child to, drill nights, or weekend exercises at the designated time set down in the training program and collect them when at the designated time.
7. Will contact the Junior Leader FTI in the JL Office if my child will be unable to attend prior to the start of training.
8. Will commit to supporting JL volunteer and fundraising activities.
9. Understand that non-compliance of this code of conduct or the Junior Leaders code of conduct may lead to disciplinary action as outlined in Standing Order 115 up to and including expulsion from the program.

I have read, understand and will abide by the above terms.

**Name:** *(Please Print)* \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TRAINING



**JUNIOR LEADERS DETAILED TIMETABLE  
2019**

SR	DATE	TIMINGS	SUBJECT	INSTRUCTOR	LOCATION	DRESS	REMARKS	
1	Fri 18 Jan	1830-1845	Roll Call	FTI	Dining Hall	Combats	Parents to Attend Clothing Sizing/Personal Information	
2		1850-2025	Opening Brief & ADMIN	CO & Cmdt	Dining Hall	Combats		
3		2030	Dismissal	FTI	Dining Hall	Combats		
4	Sat 26 Jan	0830-0845	Roll Call	FTI	Square	Combats	Parents to Attend Uniform issue and exchange.	
5		0850-1225	Uniform Issue and Exchanges	Clothing SNCO	Clothing Stores	Combats		
6		1230	Dismissal	FTI	Square	Combats		
7	Fri 1 Feb	1830-1845	Muster	Sgt	Square	Combats	Cmdt Uniform Inspection	
8		1850-2025	Intro to kit packing	FTI	Classroom	Combats		How to pack Webbing and Rucksack
9		2030	Dismissal	Cmdt	Square	Combats		
10	Fri - Sat 15 - 16 Feb	1830-1845	Muster/Admin	Sgt	Square	Combats	See Separate Schedule	
11								
12		16 May 1700	Dismissal	Cmdt	Square	Combats		
13	Fri 1 Mar	1830-1845	Muster	Sgt		Combats		
14		1850-2025	Intro to Navigation	FTI		Combats		
15		2030	Dismissal	Cmdt		Combats		
16	Fri - Sat 22 - 23 Mar	1830 -1845	Muster	Sgt		Combats	See Separate Instruction	
17								
18		23 May 1700	Dismissal	Cmdt		Combats		
19	Fri 12 Apr	1830-1845	Muster/Admin	Sgt		Combats		
20		1850 - 2025	Living in the Field	FTI		Combats		
21		2030	Dismissal	Cmdt		Combats		
22	Fri - Sun 26 - 28 Apr	1830-1855	Muster/Admin	Sgt		Combats	See Separate Instruction	
23								
24		28 May 1200	Dismissal	Cmdt	Square	Combats		

TRAINING



**JUNIOR LEADERS DETAILED TIMETABLE  
2019**

Srl	DATE	Timings	Subject	Instructor	Location	Dress	Remarks
25	Fri <b>10 May</b>	1830-1845	Muster/Admin	Sgt	Square	Combats	
26		1850-2025	Drill	Sgt	Square	Combats	QBP Practice
27		2030	Dismissal	Cmdt	Square	Combats	
28	Fri - Sun <b>24 - 26 May</b>	1830-1855	Muster/Admin	Sgt	Square	Combats	See Separate Instruction
29							
30	Sun <b>2 June</b>	26 May 1200	Dismissal	Cmdt	Square	Combats	
31		0800-0815	Muster/Admin	Sgt	TBC	Combats	QBP Rehearsal
32	Sat <b>8 June</b>	0820-1000		RSM	TBC	Combats	QBP Rehearsal
33		0800-0815	Muster/Admin	Sgt	TBC	Combats	QBP Parade
34	Fri - Sun <b>21 - 23 Jun</b>	0820-1000		RSM	TBC	Combats	QBP Parade
35		1830-1855	Muster/Admin	Sgt	Square	Combats	See Separate Instruction
36	Jun						
37		23 Jun 1200	Dismissal	Cmdt	Square	Combats	
<b>38</b>	<b>Junior Leader Camp 2019 July 14 - 20</b>						
39	Fri <b>13 Sep</b>	1830-1845	Muster/Admin	Sgt	Square	Combats	
40		1850-2025	Welcome Back Brief & ADMIN	Sgt	Square	Combats	QBP Practice
41		2030	Dismissal	Cmdt	Square	Combats	
42	Fri - Sun <b>20 - 23 Sep</b>	1830-1855	Muster/Admin	Sgt	Square	Combats	See Separate Instruction
43							
44	Fri <b>4 Oct</b>	2030	Dismissal	Cmdt	Square	Combats	
45		1830-1845	Muster/Admin	Sgt	Square	Combats	
46		1850-2025	Intro to Patrol	FTI	Camp Area	Combats	

TRAINING



**JUNIOR LEADERS DETAILED TIMETABLE  
2019**

<b>47</b>			2030	Dismissal	Cmdt	Square	PT Kit	
<b>48</b>	Fri-Sun <b>18-20 Oct</b>	1830-1845	Muster	Sgt	Square	Combats		
<b>49</b>								See Separate Instruction
<b>50</b>		20 Oct 1200	Dismissal	Cmdt	Square	Combats		
<b>51</b>	Fri <b>8 Nov</b>	1830-1845	Muster/Admin	Sgt	Square	Combats		
<b>52</b>		1850-2025	Drill	Sgt	Square	Combats		Remembrance Day Practice
<b>53</b>		2030	Dismissal	Cmdt	Square	Combats		
<b>54</b>	Sun <b>10 Nov</b>	0800-0815	Muster/Admin	Sgt	TBC	Combats		Remembrance Day Rehearsal
<b>55</b>		0820-1000		RSM	TBC	Combats		Remembrance Day Rehearsal
<b>56</b>	Mon <b>11 Nov</b>	0800-0815	Muster/Admin	Sgt	TBC	Combats		Remembrance Day Parade
<b>57</b>		0820-1000		RSM	TBC	Combats		Remembrance Day Parade
<b>58</b>	Fri-Sun <b>15-17 Nov</b>	1830-1845	Muster	Sgt	Square	Combats		
<b>59</b>								See Separate Instruction
<b>60</b>		20 Oct 1200	Dismissal	Cmdt	Square	Combats		
<b>61</b>	Fri-Sat <b>Dec 6-7</b>	1830-1845	Muster/Admin	Sgt	Square	Combats		
<b>62</b>		1850-2025	BBQ & Sports	Cmdt	Square	Combats		See Separate Instruction
<b>63</b>		2030	Dismissal	Cmdt	Square	Combats		
<b>67</b>	<b>Christmas Stand Down</b>							