**Royal Marines Band Service Specialist Recruiting**

CSgt Michael Smith & Cpl Georgina Dawkins

Building 1/117

Jago Road

HMNB Portsmouth

Queen Street

PO1 3LU

Good Afternoon,

I am writing with reference to your current interest to pursue a career in the Royal Marines Band Service (RMBS) and have the pleasure of inviting you to attend the “Look at Life” course at the RN Candidate Preparation Course (South) Building (CPC(S)) in HMS SULTAN, Gosport, Hampshire.

The course dates are as follows:

|  |
| --- |
| **RMBS CPC(S) Building ‘Look at Life’ Course** |
| **Winter Mon 13th Feb – Thu 16th feb 2023** |
| **Summer. Mon 29th May – Thu 1st June 2023** |
| **Autumm. Mon 23rd Oct– Thu 26th Oct 2022** |

The aim of this course is to give you the opportunity to see what life in the RMBS is like. You will have the opportunity to experience playing in a Royal Marines Band, visit the Royal Marines School of Music, and receive presentations on career opportunities within the RMBS and other topics of interest. To gain the most out of this course, players should be around Grade 5 standard or above and aged 15 or over on the day the course begins.

During your stay, you will be accommodated in a naval mess deck (dormitory) with your fellow prospective RMBS candidates. You will travel to and from the CPC (S) at MoD expense, and will be provided with free food and accommodation for the duration of your stay. Unfortunatley, we are unable to cover any additional costs, such as loss of time from work or other expenses incurred.

Please read all the Enclosures in detail, ensuring that all necessary documentation are signed and completed. The completed forms are to be returned to this office by post no later than Monday 25th April 2022 (Summer) and Monday 19th September 2022 (Autumn) . If you require paper copies to be sent, please email the above address ASAP. Upon receipt, your place on the LAL course will be confirmed and you will be sent the relevant joining details.

Yours sincerely,



Michael Smith

Enclosures:

1. Code of Conduct.

2. Self-Measurement, Dietary Requirements and Declarations.

ENCLOSURE 1

# TO RMBS ACQUAINT LETTER

# CODE OF CONDUCT FOR THOSE ATTENDING ROYAL MARINES BAND SERVICE LOOK AT LIFE COURSE, AT THE CANDIDATE PREPARATION CENTRE (SOUTH) BUILDING.

# Introduction

The Royal Navy (RN) designed the Royal Marines Band Service Look at Life course to be enjoyable as well as informative for all. To ensure this goal is met the RN requires that all LAL candidates, and in cases where the candidates are under the age of 18, their parents or guardians, read and agree to a Code of Conduct.

Non-military trainees who come to train in RN establishments are encouraged to respect and maintain an ethos similar to that of the RN itself. This Code of Conduct’s purpose is to ensure that candidates know the standards of behaviour expected of them, so that the course can be safe and enjoyable for all, and the RN can discharge its legal duty of care.

All candidates are required to read this Code of Conduct and declare that they are willing to obey all directives; signing a copy before beginning the course. A full version of the Code of Conduct is available on request by emailing the above address.

**Authority of Uniformed and Duty Personnel**

CPC(S) staff and duty personnel are authorised to maintain discipline, good order, security and safety in the establishment. Candidates attending a LAL should respond positively to a request made by them and obey all legal orders. In an emergency, duty personnel’s instructions must be followed promptly and without question.

**Security and Safety**

Owing to the enduring threat to military establishments from terrorist organisations, strict security measures are required and therefore personnel are required to comply with instructions relating to security and safety.

Those attending CPC(S) will be given appropriate instruction in Safety, Health, Environment and Fire (SHEF) issues. Candidates are required to comply with the legal SHEF obligations by adhering to the guidance and instruction given.

**Attendance**

All periods of programmed CPC(S) instruction are considered compulsory, therefore it is expected that candidates participate fully in the acquaint course programme as directed by the CPC(S)/RMBS staff. Punctuality is a vital aspect of life and candidates are to be at their place of instruction prior to the designated start time to allow instruction to start promptly.

E1-1

**Dress**

Candidates should arrive at HMS Sultan dressed according to the following criteria:

Males - Shirt with collar attached, tie, trousers (not jeans) and shoes.

Females - Blouse, trousers or skirt (minimum knee length) and shoes.

Candidates will be expected to wear similar smart clothing when leaving HMS Sultan

For the duration of the LAL, loan clothing will be issued and worn throughout - there will be no opportunity to wear civilian clothing during the course.  Any damage to issued clothing is to be reported promptly to CPC(S)/RMBS staff.  For safety reasons candidates will be required to remove jewellery when requested to do so.

**Ceremonial and Marks of Respect**

On commencement of the RMBS acquaint, candidates will be instructed in Royal Naval/Royal Marines ranks and marks of respect. Which they will be expected to abide by during the course.

**Accommodation**

With the exception of the CPC(S) accommodation block, all other accommodation blocks within HMS SULTAN are out of bounds to candidates. Males and females within the CPC(S) block are accommodated separately, as are candidates under the age of 18 (where possible). Expected standards of accommodation tidiness will be briefed to candidates on arrival, and there will be daily accommodation inspections conducted by CPC(S)/RMBS staff.

**Non-Discrimination and Harassment Policy**

Discrimination or harassment based on sex, sexual orientation, race, religion, age or physical disability is not tolerated in the RN or during attendance at CPC(S). Behaviour that causes offence to any staff member or candidate will not be tolerated- candidates should not hesitate to speak to CPC(S) staff if they feel that the behaviour of another person, regardless of his or her status, towards them is unacceptable or causes them discomfort.

### Unauthorised Activity

Candidates need to be aware that illegal drugs, offensive weapons or any form of criminal conduct are all banned from the CPC(S). Additionally, the RN and CPC(S) operate a no touching policy; meaning that candidates are not to touch each other inappropriately whilst under the care of CPC(S). Examples of inappropriate contact are slapping, punching, cuddling, pinching or **any** form of sexual activity. Candidates are not to invite or entertain members of the opposite sex within their accommodation space. After “pipe down” (lights out), candidates are not to leave their accommodation. Any candidate found outside their allocated area will be in contravention of this Code of Conduct.

# Alcohol

Candidates must not bring alcoholic drink on site; additionally, all on-site bars are out of bounds. Candidates are not to arrive at the CPC(S) having consumed alcohol that day. Administrative action will be taken against any candidate arriving under the influence of alcohol.

E1-2

**Smoking**

HMS SULTAN is a tobacco free environment, with all MOD sites being smoke-free by 31 December 2022. Vaping is not permitted during CPC instruction; vaping is only permitted in designated areas and then only when authorised by staff and these will be briefed upon arrival.

**Photography and Mobile Telephones**

**NO** photography is to be undertaken without express permission of the CPC(S) staff.

Mobile telephones must be switched off at all times during the LAL course; however, they may be used during the allocated programme slots.

Public telephones are also available.

**Health- Prior to arrival**

The LALC involves a lot of physical exercise; therefore, candidates must arrive in a state of good health so that all activities can be undertaken. Candidates unable to meet this standard have the option to “opt-out” and watch the evolution but must still arrive on course without injury or impairment. If in doubt seek advice by emailing or ringing where necessary, you can then re-book on a subsequent course to allow sufficient time to recuperate from your injury.

**Medical**

First Aid emergency medical treatment will be given by military staff and a civil ambulance will be summoned, if required. All personnel attending a LALC will have to sign a medical waiver stating that they are in a good state of health and can participate in all activities. However, if there are any changes to a candidate’s medical condition by the time of their arrival, they **must** make this known to the RMBS immediately. Candidates who require routine medical assistance should obtain advice before attending their course.

**Administrative Action**

Any breaches of this Code of Conduct will be considered on a case-by-case basis but a formal warning routine exists at the CPC(S) ranging from group and individual

re-briefs to a formal interview with the Officer in Charge of the CPC(S). In the event of serious or persistent breaches of the Code, candidates will be discharged from the CPC(S).

**Liability**

The Ministry of Defence will deal with any claim for loss or injury to the candidate alleged to be caused by negligence of the MoD, its servants or agents.

E1-3

ENCLOSURE 2

To RMBS ACQUAINT LETTER

**RN ACQUAINT – CANDIDATE INFORMATION, DIETARY REQUIREMENTS AND DECLARATIONS**

**PLEASE FILL IN ALL BOXES BELOW OR WE MAY NOT BE ABLE TO PROCESS YOUR APPLICATION.**

|  |  |
| --- | --- |
| **Name:** | **Date or Birth:** |
| **Address:** | **Male/Female:** |
| **Email Address:** | |
| **Candidates Mobile Number:** (In case of emergency whilst travelling) | |
| **Departure Train Station:** (Travel will be arranged and costs will be covered) | |
| **Course Preferences:** (Autumn, Winter, Summer) You can select more than one. | |
| **Instrument(s) Played and Standard (Grade 5 etc.):**  (The first instrument stated will be your main instrument and the one you will be given a lesson/workshop on)  **1.**  **2.**  **3.** | |
| **Special Dietary Requirements?** (Vegetarian, Gluten Free etc) | |
| **Boot Size:** | |

Annex C

to RGM 25/19

Dated 28 Nov 19

**LETTER OF AGREEMENT TO TAKE PART IN PHYSICAL ACTIVITIES**

1. I agree to participate in the physical activities explained to me by the Engagement Staff at the following event:

**Name of Event: ...……………………………………………………………………**

**Place of Event: ………………………………………………………………………**

**Date of Event: ………………………………………………………………………**

2. I confirm that:

a. I accept the Ministry of Defence Public Liability Statement (given separately).

b. That no person under the age of 18 years will be allowed to participate without the submission of a signed Consent Form from the parent/guardian. (Delete statement if not required).

c. To the best of my knowledge there are no known medical reasons why I cannot participate in all activities. (The Naval Service will not allow people suffering with a current injury or receiving medical treatment to take part in physical activity).

3. I acknowledge that:

a. The Directing Staff conducting and supervising the activity have not been disqualified from working with young people in accordance with current legislation.

b. A Health and Safety Risk Assessment has been carried out for the activity in which the group will participate.

4. I understand that:

a. In the event of injury or illness resulting in an individual needing medical attention we will assist with the administration of care and notify the parent/guardian as soon as possible.

b. Photographs/video images of participants may be taken for publicity purposes, including recruiting material.

Signed: ………………………………………

Name (in full and in capital letters) ………………………………………………………..

Date: ………………….……………………….

**NB - Once signed, please return a copy to the event organiser for retention. Also please take a signed copy to the event.**

E2-2

Annex D

to RGM 25/19

Dated 28 Nov 19

**NAVAL SERVICE ENGAGEMENT ACTIVITIES CONSENT FORM FOR CANDIDATES UNDER 18 YEARS OF AGE**

To be completed and signed by the parent or guardian of the participating student for those under 18.

1. **Details of Participant**

a. Name……………………………………………………………………..

b. Home Address…………………………………………………………..

………………………………………………………………………………………….

………………………………………………………………………………………….

………………………………………………………………………………………….

1. Date of Birth……………………………………………………………..
2. Home/Mobile Contact Number……………………………….……….

2. **To be completed by Parent/Guardian if Participant is under 18 years of age**

I ……………………………………………………………………………………….

(Name of Parent or Guardian in Full (print))

………………………………………………………………………….……………...

(Telephone Number in case of emergency)

give permission for …………………………………………………………………

(Name of Participant in Full (print))

to take part in all activities organised during the following event:

**Name of Event: .....…………………………………………………………………**

**Place of Event: ……………………………………………………………………..**

**Date of Event: ……………………………………………………………………..**

3. **It is confirmed that the candidate is medically fit to take part in the above event.**

4. **In collecting this data, the MOD will fully comply with the Data Protection Act (2018 and subsequent revisions). Please contact us for further information.**

Signature (Parent/Guardian or Individual)…………………………………………

Date……………………………………………………………………………………

**NB - Once signed, please return a copy to the event organiser/RMBS for retention. Also please take a signed copy to the event.**

E2-3

Annex E

to RGM 25/19

Dated 28 Nov 19

|  |  |  |
| --- | --- | --- |
|  | Cheryl Woodbridge  Corporate Governance Manager  Navy Command Corporate Governance  Leach Building  MP1.2  Whale Island  Portsmouth PO2 8BY  United Kingdom | |
| Telephone [MOD]:  E-mail: | +44 (0)23 9262 5207  [NAVYFIN-CORPGOVTEAMMAILBOX@mod.gov.uk](mailto:NAVYFIN-CORPGOVTEAMMAILBOX@mod.gov.uk) |
| Ref: RGM 25/19 dated 28 Nov 19 |  | |

|  |  |  |
| --- | --- | --- |
| To whom it may concern |  | 28 Nov 2019 |

**THE MOD’S INSURANCE ARRANGEMENTS – CAPTAIN NAVAL RECRUITING SPONSORED VISITS**

1. The MOD does not purchase insurance policies but accepts its own risks and acts as its own insurer. I can confirm that the MOD will deal with any claims for compensation arising against it on the basis of its legal liability to make payment, which is to say any claim that arises due to the negligent actions or omissions of the MOD, its personnel, servants or agents. Any such claim should be forwarded to:

Cheryl Woodbridge

Corporate Governance Manager

Navy Command Corporate Governance

Leach Building

MP1.2

Whale Island

Portsmouth PO2 8BY

2. The MOD’s cover is without financial limit.

3. The MOD deals with claims on the basis of its Legal Liability to do so in common law, which means that MOD will pay compensation where it can be shown that the MOD, its servants or agents, have acted negligently in the course of their official duty and caused another party to suffer injury or loss. Therefore, participants are strongly advised to consider taking out Personal Accident Insurance (PAI) to provide themselves with some form of cover should they be injured as a result of a pure accident or an ‘Act of God’.

Yours faithfully,

Cheryl Woodbridge

E2-4

Appendix 1 to Annex E

to RGM 25/19

Dated 28 Nov 19

**PARTICIPANTS IN ENGAGEMENT ACTIVITIES – PUBLIC LIABILITY ACCEPTANCE FORM**

Please sign below to acknowledge receipt of this form and return a copy to the event organiser for retention. Please also take a signed copy to the event.

I acknowledge that I have received, read and understood the Ministry of Defence’s Public Liability insurance arrangements as contained at Annex E to this letter dated XX Nov 19.

I have been advised to arrange additional personal accident insurance cover for the duration of the event and have done so\* / chosen not to do so\* (\*delete as applicable).

Event Details:

Name of Event: ...……………………………………………………………………………….

Place of Event: …………………………………………………………………………………

Date of Event: …………………………………………………………………………………

Signed:………………………………………

Name (in full and capital letters) ……………………………….……………………………….

***Under 18***

E2-5

**CANDIDATE’S DECLARATION**

I have read, have understood and will comply with the Civilian Code of Conduct whilst undertaking the RMBS Acquaint Course and shall participate in all activities. I fully understand that these activities will include physically demanding exercise and I will inform the Careers Adviser prior to attendance of any illness or injuries that may hinder full participation.

I have been advised that, if I require personal insurance cover for any accident or injury NOT attributable to negligence on the part of the Ministry of Defence, I should arrange my own personal insurance to cover accident, injury or Act of God.

I accept the offer of a place at the RMBS Acquaint Course on the suggested date and I have read and understood the statement of liability printed below.

Name................................................ Signature............................................... Date...............

**STATEMENT OF LIABILITY**

**The Ministry of Defence considers claims on the basis of its legal liability to do so in common law. This means that the Ministry of Defence will pay compensation where it can be shown that the Ministry of Defence, its servants or agents, have acted negligently in the course of their official duty.**

**PARENTAL/GUARDIAN CONSENT FOR CANDIDATES UNDER 18**

**(to be completed by Parent/Guardian if candidate under 18 years of age)**

Candidate’s Name: DoB:

I/We as the parent(s)/guardian(s) of the above named person have read and understood this Civilian Code of Conduct and recognise that it is a vital part of ensuring the Royal Navy can apply the duty of care owed by it.  I/We acknowledge that he/she should comply with the Civilian Code of Conduct whilst undertaking training in a Royal Navy establishment.  I/We also acknowledge that the Royal Navy reserves the right not to train or accommodate the above named person if it is considered by the Royal Navy that his/her behaviour contravenes the standards laid down in the Code of Conduct.

I/We give permission for the above named person to attend a RMBS Acquaint, and to travel on public transport to attend this Acquaint Course as detailed in the accompanying letter.

Name................................................ Signature............................................... Date...............

**EMERGENCY CONTACT**

|  |  |  |
| --- | --- | --- |
| **NAME** | **RELATIONSHIP** | **CONTACT TELEPHONE NUMBER** |
|  |  |  |

E2-6

**Consent Form for Photographic Still and/or Video Imagery**

**of Children and Young Persons below the age of 18**

**(Please use block capitals)**

Name of

parent/guardian/carer:

Name of child/

young person

Establishment or

Location for imagery:

Address:

Project Description:

Royal Marines Band Service (RMBS) Look at Life course.

Images to be used on RMBS social media and possibly used in a BlueBand magazine article.

.

To the parent (Please circle)

1. May we use your child’s images in the above project? Yes / No

Signature: Date:

**To the leader of the visiting educational establishment, cadet group or other body attended by the child/young person**

**2. Do you have signed prior parental permission for**

**Photography or filming of the individual above? Yes / No**

**Signature: Date:**

E2-7