



## RAMSGATE TOWN COUNCIL

### GUIDELINES FOR THE MAYOR'S CADETS

<b>Adopted</b>	<b>4<sup>th</sup> July 2025</b>
<b>Due to review</b>	<b>As required, reviewed 8<sup>th</sup> July 2026</b>

#### 1. Selection:

Following the election of the new council (every 4 years) the Mayor's Secretary will write to the four youth organisations in Ramsgate, which are:

- Ramsgate and Broadstairs Sea Cadets
- 2433 (Ramsgate) Squadron - the Royal Air Force Air Cadets.
- Kent Fire & Rescue - Ramsgate Fire Cadets
- Chatham and Clarendon Grammar School Combined Cadet Force - specifically Air Cadets

to ask if they would like to be included on an annual rota for Ramsgate Town Council's Mayoral Cadet. Nominations should confirm that the young person is a member in good standing of the nominating organisation and that the organisation has obtained appropriate consent for the nomination.

The Mayor's Secretary will then follow this rota and will ask the commanding officer or authorised lead officer of the organisation to nominate a suitable young person to become the Mayor's Cadet, having regard to maturity, availability, conduct, and ability to undertake civic duties safely and appropriately.

#### 2. Installation:

The Cadet will be installed at the Mayoral Ceremonial evening by the incoming Mayor and presented with a Cadet's badge. The installation of the Cadet is shown as an item on the agenda. The previous year's Cadet will be thanked by the Mayor for their service and presented with a certificate.

#### 3. Procession Order & Duties:

The Cadet will process after the Town Sergeant, Town Clerk, Chaplain and Mayor but before Councillors. The Cadet will only attend civic engagements within the Town when the Mayor is present, and the Mayor can specifically request their attendance at their charity events if they so wish. The duties of the Cadets are mainly to carry the Mayor's wreath on civic occasions within the Town and promote the youth of the town. Attendance must be arranged in advance with the cadet organisation and will be

subject to appropriate supervision, risk assessment, and event arrangements being in place. Annual civic events that the cadet will be expected to attend are;

- Mayor Making in May
- Armed Forces Day in June
- Remembrance Service in November

The Cadet may also be invited to attend the following annual events; Holocaust Memorial Day, the Channel Dash Memorial, Ramsgate's Carnival, and the Christmas light switch on. The Cadet is not required to attend any event where the cadet organisation, parent/guardian, or responsible adult considers that attendance would be unsuitable or unsafe.

#### **4. Welfare:**

The Cadet will be the responsibility of the cadet's parent/guardian or a responsible adult from the cadet organisation, who will be expected to be with them at all times unless an alternative supervision arrangement has been agreed in advance.

Ramsgate Town Council's Safeguarding Policy must be followed at all times, and any safeguarding concern must be reported in accordance with that policy. Written parental/guardian consent, emergency contact details, and any relevant medical, accessibility, or welfare information should be obtained before the Cadet undertakes civic duties. Where a role or activity may meet the criteria for regulated activity with children, appropriate DBS eligibility should be considered before the activity takes place.