



Ministry  
of Defence

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21 June 2017

Dear [REDACTED]

Release of Information

Thank you for your correspondence dated 6 June 2017 requesting the following information on:

*'Please can you forward the procedures/ policies of monitoring and prevention of bullying by staff of recruits at Lympstone Commando training centre Exmouth*

*I would like you to forward details, that there is constant observation of methods and procedures with record keeping of perpetrators to prevent the needless act of bullying of recruits by training staff'*

Your enquiry has been considered to be a request for information in accordance with the Freedom of Information Act 2000.

I can confirm that the Ministry of Defence holds the information within the scope of your request. The Commandant of Commando Training Centre Royal Marines (CTCRM)'s, Directive for the Supervisory Care and Safeguarding of Recruits, Trainees and Children at CTCRM and Royal Marine School of Music (RMSoM) states the following:

*'As Commandant, I am personally responsible for ensuring that an effective and appropriate care regime is in place to provide the correct levels of welfare support to all trainees at CTCRM and RMSoM.*

*The supervision and care of our trainees is crucially important to the execution of our mission and I place considerable emphasis on it. It is imperative that all staff appreciate the importance of our trainees and their well-being and understand the correlation between good quality training, effective man management and the mandated provision of correctly trained manpower to the Corps.'*

All instructors complete The Train the Trainer course, which covers, welfare and Duty of Care of trainees. The instructors also complete their annual training which covers Diversity and Inclusion; refreshers are scheduled every term.

The training teams are subject to visits by their Chain of Command to ensure that they are following the Commandant's Directive. If the training team are under performing or there are reports of bullying then they will go through the warning process which may be reflected in their reports.

All Diversity and Inclusion (D&I) or bullying and harassment complaints are recorded in the Wing D&I registers and signed by the Commanding Officer monthly. The Executive Summaries are collated on a bi-annual basis (Jan and Jun) by the Adjutant and presented to the Commandant. They are to be recorded using the format found at Annex P of JSP 763 (link provided below) and where appropriate on Joint Personnel Administration (JPA) system.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/209888/JSP763\\_1\\_July\\_2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/209888/JSP763_1_July_2013.pdf)

Under section 16 – Duty to Provide Advice and Assistance of the FOI Act 2000, I can provide the links to the following service documentation that provides guidance on dealing with bullying and harassment in the Naval Service:

<http://www.royalnavy.mod.uk/-/media/royal-navy-responsive/documents/reference-library/br-3-vol-1/chapter-23.pdf>

[http://www.royalnavy.mod.uk/~media/Files/Navy-PDFs/RN%20Life/Equality\\_Diversity\\_and\\_You\\_Booklet\\_Revised-U.pdf](http://www.royalnavy.mod.uk/~media/Files/Navy-PDFs/RN%20Life/Equality_Diversity_and_You_Booklet_Revised-U.pdf)

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, Ground Floor, Zone D, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely

Navy Command Secretariat – FOI Section