



Service Standard 1.1.9

Child Related Activities

Date of Issue 22 September 2010

Version Number 4.0

1. Purpose

- 1.1 The NSW Rural Fire Service (NSW RFS) has an obligation to ensure the safety of the children with whom it has contact.
- 1.2 The community also expects that the NSW RFS will make every effort to protect children in the NSW RFS from harm.

2. Policy

2.1 Definitions

In this Service Standard, the following definitions apply:

- (a) **Prohibited person** within the means of section 33B of the *Commission for Children and Young People Act, 1998*, means a person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*).
- (b) **Serious sex offence** means:
 - an offence involving sexual activity or acts of indecency that was committed in New South Wales and was punishable by imprisonment for 12 months or more, or
 - an offence involving sexual activity or acts of indecency, that was committed elsewhere and that would have been an offence punishable by imprisonment for 12 months or more if it had been committed in New South Wales, or
 - an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child, or
 - an offence under sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* (other than if committed by a child prostitute) or a similar offence under a law other than a law of New South Wales, or
 - an offence under section 91H, 578B or 578C(2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales, or
 - an offence, of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs, or

- any other offence, whether under the laws of NSW or elsewhere, prescribed by the Regulations.
 - **NOTE:** A conviction for carnal knowledge is classified as a serious sex offence under this legislation.
- (c) **On duty** means a member is on duty when in attendance, whether in or out of uniform, at any formal or informal NSW RFS activity, including operational activities, meetings, training sessions, maintenance activities, fund raising activities or social activities organised by or conducted under the auspices of the NSW RFS or, in the case of a staff member, when at work.
- (d) **Child-related Activities** means:
- participating in the management, supervision or instruction of groups comprising children such as junior members, cadets or other groups of children under the age of 18 years, however those groups are named or described; or
 - any other activity specified by the Commissioner.
- (e) **Child** means a person under the age of 18 years.
- (f) **Incidental contact** means contact which is incidental to a member's normal duties within the NSW RFS, will usually be within the presence or sight of another adult, of a brief duration and which does not constitute "child-related employment" as defined in section 33 of the *Commission for Children and Young People Act 1998*.
- 2.2 A member must not participate in any child-related activities while on duty until they have been advised by the Membership Coordination Unit (MCU) that it has been confirmed that they are not a prohibited person and that their Firezone record has been noted accordingly.
- 2.3 The procedure to be followed by any member applying to undertake Child Related Activities is set out in SOP 1.1.9-1.
- 2.4 A member who is a prohibited person under the *Commission for Children and Young People Act 1998* must not participate in any child-related activities while on duty.
- 2.5 A member who is charged with or convicted of a serious sex offence at any time must:
- (a) Notify the relevant Director within seven days in accordance with the provisions of Service Standard 1.1.21; and
 - (b) Immediately cease participating in any child-related activities while on duty.
- 2.6 A member who becomes aware of another member who may be a prohibited person participating in child related activities, must report such activity to the relevant Director.
- 2.7 The Senior Chaplain must ensure that all chaplains and members of the Family Support Network comply with this Service Standard to the extent that it is applicable.

- 2.8** The Coordinator Counselling and Support Services must ensure that all members and external service providers associated with the provision of critical incident support services and other welfare programs comply with this Service Standard to the extent that it is applicable.
- 2.9** This Service Standard does not apply to members who:
- (a)** do not participate in child-related activities while on duty; or
 - (b)** are alone only with a child who is a member of his or her family while on duty; or
 - (c)** have only incidental contact with children; or
 - (d)** are responding to, or participating in, an incident or emergency.

4. Links

- SOP 1.1.9-1 Child Related Activities – Process for Volunteers
- SOP 1.1.9-2 Child Related Activities – Process for Staff
- CCYP Volunteer Declaration form
- Informed Consent for Background Check form
- [Service Standard 1.1.2 – Discipline](#)
- [Service Standard 1.1.7 - Code of Conduct](#)
- [Service Standard 1.1.21 Stand Down/Removal & Notification](#)
- Service Standard 2.1.5 Child and Youth Participation
- [Service Standard 2.1.6 – Joining the RFS as a Volunteer Member](#)
- *Rural Fires Act 1997*
- *Occupational Health and Safety Act 1983*
- *Child Protection (Prohibited Employment) Act 1998*
- *Child Protection (Offenders Registration) Act 2000*
- *Children (Care and Protection) Act 1987*
- *Commission for Children and Young People Act 1998*
- *Privacy and Personal Information Protection Act 1998*

5. Who is responsible for implementing the Service Standard?

Director Membership and Strategic Services

6. Amendments

- Reviewed to reflect current Commission for Children and Young People practices 22 Sept 2010



SOP 1.1.9-1

Child Related Activities Application Process

These SOPs form part of	Service Standard 1.1.9 Child Related Activities
Related Form	▪ Informed Consent for Background Check form

1. Purpose

- 1.1 This Standard Operating Procedure sets out the process to be followed by both volunteer and salaried members who wish or need to participate in child related activities.
- 1.2 The procedure to be followed is shown on the flowchart below.

