



Service Standard 2.1.5

Child and Youth Participation in NSW RFS Activities

Date of Issue 16 July 2013

Version Number 3.0

1. Purpose

- 1.1** This Service Standard has been renamed and incorporates SS 2.1.12 Junior Members (Limited Duration).
- 1.2** The NSW RFS is an organisation that values the principles of flexible membership and strives to be an organisation that attracts members of all ages. This Service Standard reflects the NSW RFS value of One team, many players and one purpose.
- 1.3** This Service Standard applies to Junior Members, Cadets, and all other members who:
- (a)** have involvement with Cadet or Junior Members; or
 - (b)** participate in activities that involve young people from 12 – 18 years of age (or the minimum age as determined in the Brigade's Constitution).

Note: refer to NSW RFS Incident Management Procedure 8.03.01.02 for information in relation to participation of members under 18 years in strike teams.

- 1.4** The purpose of this Service Standard is:
- (a)** to provide standards, procedures and best practice principles for the management of people under the age of 18 who are involved in NSW RFS activities;
 - (b)** to encourage and promote diversity in the NSW RFS by supporting the recruitment, training and retention of young people to provide a continual flow of competent and enthusiastic members into the NSW RFS;
 - (c)** to develop and provide specific programs to increase knowledge and learning for young people within the community about the NSW RFS and fire safety;
 - (d)** to enrich the community by developing the qualities of initiative, cooperation, leadership and self esteem in young people.

- 1.5 Any member found to have breached this Service Standard may be subject to disciplinary action.

2. Definitions

- 2.1 For the purpose of this Service Standard the following definitions apply.

Membership

- 2.2 The following titles will be used to identify NSW RFS members and youth development program participants between the ages of 12 and 18 years:

- (a) **Junior Member:** a member of a Brigade (other than a Cadet Brigade) aged between 12 years and up to 18 years of age who is not an Ordinary/Probationary Member.
- (b) **Ordinary/Probationary Member:** a member of a Brigade (other than a Cadet Brigade) aged from 16 years of age and over who has met their brigade's constitutional requirement for membership and is defined as current on the NSW RFS system located at Headquarters.
- (c) **Cadet:** a member of a Cadet Brigade, or participant in a specific Cadet or youth development program (i.e. Secondary Schools Cadet Program), aged between 12 years and up to 18 years of age.

Programs

- 2.3 The following titles will be used to define youth development programs within the NSW RFS:

- (a) **Junior Member Program:** training developed and delivered to Junior Members at local Brigade level.
- (b) **Cadet Brigade Program:** training developed and delivered to Cadets at Cadet Brigades.
- (c) **Secondary Schools Cadet Program:** short term program for Year 9 and 10 students (delivered at secondary schools).
- (d) **Youth Development Program:** all other fire awareness, fire fighting, and community education programs specifically targeting young people aged 12 – 18 years for development and recruitment purposes delivered outside a Brigade structure.

Leaders – Cadet Brigades

- 2.4 The following titles (and minimum ages) will be used to define Leaders of Cadet Brigades:

- (a) Cadet Coordinator/Deputy Cadet Coordinator (18 years of age and over);
- (b) Cadet Brigade Leader (16 years of age and over).

Leaders – Brigades

- 2.5** The following titles (and minimum ages) will be used to define Leaders in Brigades with Junior Members:
- (a)** Junior Member Coordinator/Deputy Junior Member Coordinator (18 years of age and over);
 - (b)** Junior Member Leader (16 years of age and over).

Leaders – Secondary Schools Cadet Program and Youth Development Programs

- 2.6** The following titles (and minimum ages) will be used to define Leaders of the Secondary Schools Cadet Program and Youth Development Programs:
- (a)** Cadet Coordinator/Deputy Cadet Coordinator (18 years of age and over);
 - (b)** Cadet Leader (16 years of age and over).

3. Policy

- 3.1** Junior Members and Cadets are bound by NSW RFS Service Standards, Standard Operating Procedures, District Operating Procedures, Brigade Constitutions and Brigade rules.
- 3.2** Establishment of Junior and Cadet Brigades will be in accordance with SS 2.1.1 Formation and Disbandment of Brigades and Groups of Brigades.
- 3.3** The identification of Junior Members and members of Cadet Brigades shall be in accordance with SS 1.2.1 NSW RFS Ranking and Rank Insignia.
- 3.4** All members responsible for planning, carrying out or assisting with activities involving Junior Members and Cadets have a duty of care to make the safety and welfare of those members the primary consideration and act in accordance with Service Standard 1.1.7 Code of Conduct and Ethics, and Service Standard 1.1.9 Child Related Activities to ensure that appropriate behaviour is exhibited at all times.
- 3.5** NSW RFS members under 18 years of age may participate in events or activities (except out of area strike teams) conducted outside their local district providing the provisions of this Service Standard (and other NSW RFS Service Standards) can be met.

In such instances the responsibility for ensuring these requirements are met rests jointly with the event/activity organiser and the member's District Manager.

Examples of such activities may include, but are not limited to:

- (a)** training programs or courses;

- (b) conferences and forums;
 - (c) championships or exercises.
- 3.6 All Leaders must demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are examples to Junior Members and Cadets.
- 3.7 Training or assessment activities for Junior and Cadet Members is to be in accordance with SS 6.1.3 Training in the NSW RFS and its SOPs.
- 3.8 The NSW RFS Youth Development Officer is available to offer guidance on the participation of Junior Members and Cadets in NSW RFS activities and can be contacted at volunteer@rfs.nsw.gov.au.

Supervision

- 3.9 Where Cadet or Junior Members of both genders are represented in an activity, it is best practice to have leaders of both genders present.
- 3.10 Where Cadets or Junior Members of both genders are represented in an overnight activity, leaders of both genders ***must*** be present.
- 3.11 Where overnight accommodation is to be provided for Cadets, Junior Members or Ordinary/Probationary Members under the age of 18 years, males and females should not share the same facilities.
- 3.12 Where separate facilities cannot be provided parents/guardians and participants must be advised prior to the commencement of the activity. A clear physical separation must be made between males and females.
- 3.13 On overnight activities separate accommodation must be provided for Cadets, Junior Members or Ordinary/Probationary Members under the age of 18 years, and adults. The ***only*** exceptions to this restriction are where:
- (a) the nature of the accommodation requires the presence of two or more Leaders for security/discipline (i.e. hall, marquee etc); or
 - (b) accommodation is shared by members of the same immediate family.
- 3.14 Adult members and Cadets, Junior Members or Ordinary/Probationary members under the age of 18 years accommodated in the same facility should be of the same gender.
- 3.15 Where accommodation is shared by adult members and Cadets, Junior Members or Ordinary/Probationary Members under the age of 18 years, adult members must have been cleared for the relevant security checks in accordance with to Service Standard 1.1.9 Child Related Activities

Activities Requiring Authorisation or Consent

- 3.16** Junior Members and Cadets may participate in competitions and events as authorised in writing by the District Manager.
- 3.17** Junior Members and Cadets are permitted to participate in Brigade/Cadet Brigade activities away from the Brigade facilities or normal training area where written parental consent has been obtained and approval given from the District Manager or his/her delegate. Activities may include, but are not limited to community education, fundraising, recruitment drives, exercises and competitions.
- 3.18** Written consent must be obtained from the parent or guardian of persons under the age of 18 years before they participate in any photographic, sound or video recording that may be used by the NSW RFS or media, for any NSW RFS educational, training, promotional purposes, NSW RFS broadcast, video, print, CD, DVD, sound or online media (including social media).

Participation in Training and Brigade Activities

- 3.19** Junior Members and Cadets may observe senior members training provided the District Manager's approval has been obtained, they are supervised and are a safe distance from the activity.
- 3.20** Junior Members and Cadets must travel in the designated passenger seats of fire fighting appliances.
- 3.21** Junior Members and Cadets must not travel in a fire fighting appliance that is being driven under Emergency Response Conditions.
- 3.22** Ordinary/Probationary Members between the ages of 16 and up to 18 years shall not be permitted to travel out of area for operations, courses or other activities where compliance with Service Standard 1.1.9 Child Related Activities cannot be upheld.
- 3.23** Leaders delivering training/instruction to Cadets and Junior Members must possess the relevant qualification to the material being taught and be Rural Fire Instructor (RFI) qualified where appropriate.
- 3.24** Junior Members and Cadets are permitted to participate in Brigade activities from the date their membership form is fully completed and signed off by the Brigade.

Equipment/PPC/PPE

- 3.25** Junior Members and Cadets must wear PPC/PPE appropriate to the task they are performing and of appropriate fit, in accordance with Service Standard 5.1.5 Protective Clothing and Accessories.

General

- 3.26** For Ranking and insignia for members under the age of 18 years refer to Service Standard 1.2.1 NSW RFS Ranking and Rank Insignia.
- 3.27** Ranks held under this Service Standard are not operational ranks for normal NSW RFS operations.
- 3.28** All youth development programs being planned or conducted for young people aged 12 – 18 years other than the Secondary Schools Cadet Program and Junior or Cadet Members should be notified in writing for reporting purposes to the Youth Development Officer through the relevant Regional Office.

Participation in child-related activities

- 3.29** All members of the NSW RFS, either volunteers or staff, who wish or need to participate in child-related activities while on duty as an adult officer must comply with the requirements of Service Standard 1.1.9 Child Related Activities.
- 3.30** 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 confirmed that the member is not a prohibited person and that their record has been noted in the approved NSW RFS membership management system.
- 3.31** If a prohibited person participates in child-related activities, the matter must be dealt with in accordance with Service Standard 1.1.9 Child Related Activities.

4. Links

- SS 1.1.7 Code of Conduct and Ethics
- SS 1.1.9 Child-Related Activities
- SS 1.2.1 Ranking and Rank Insignia
- SS 2.1.1 Formation and Disbandment of Brigades and Groups of Brigades
- SS 2.1.6 Joining the NSW RFS as a Volunteer Member
- SS 5.1.5 Protective Clothing and Accessories
- SS 6.1.2 Qualifications for NSW RFS Members
- SS 6.1.3 Training in the NSW RFS
- SS 6.1.5 Live Fire Training
- NSW RFS IMP 8.03.01.02 Strike Teams – Under 18 Years Olds
- P7.1.10 Organisational Risk Management
- *Rural Fires Act 1997*
- *Work Health and Safety Act 2011*
- *Child Protection (Working with Children) Act 2012*
- *Commission for Children and Young People Act 1998*

- *Privacy and Personal Information Protection Act 1998*

5. Who is responsible for implementing the Service Standard/Policy?

Director Membership and Strategic Services

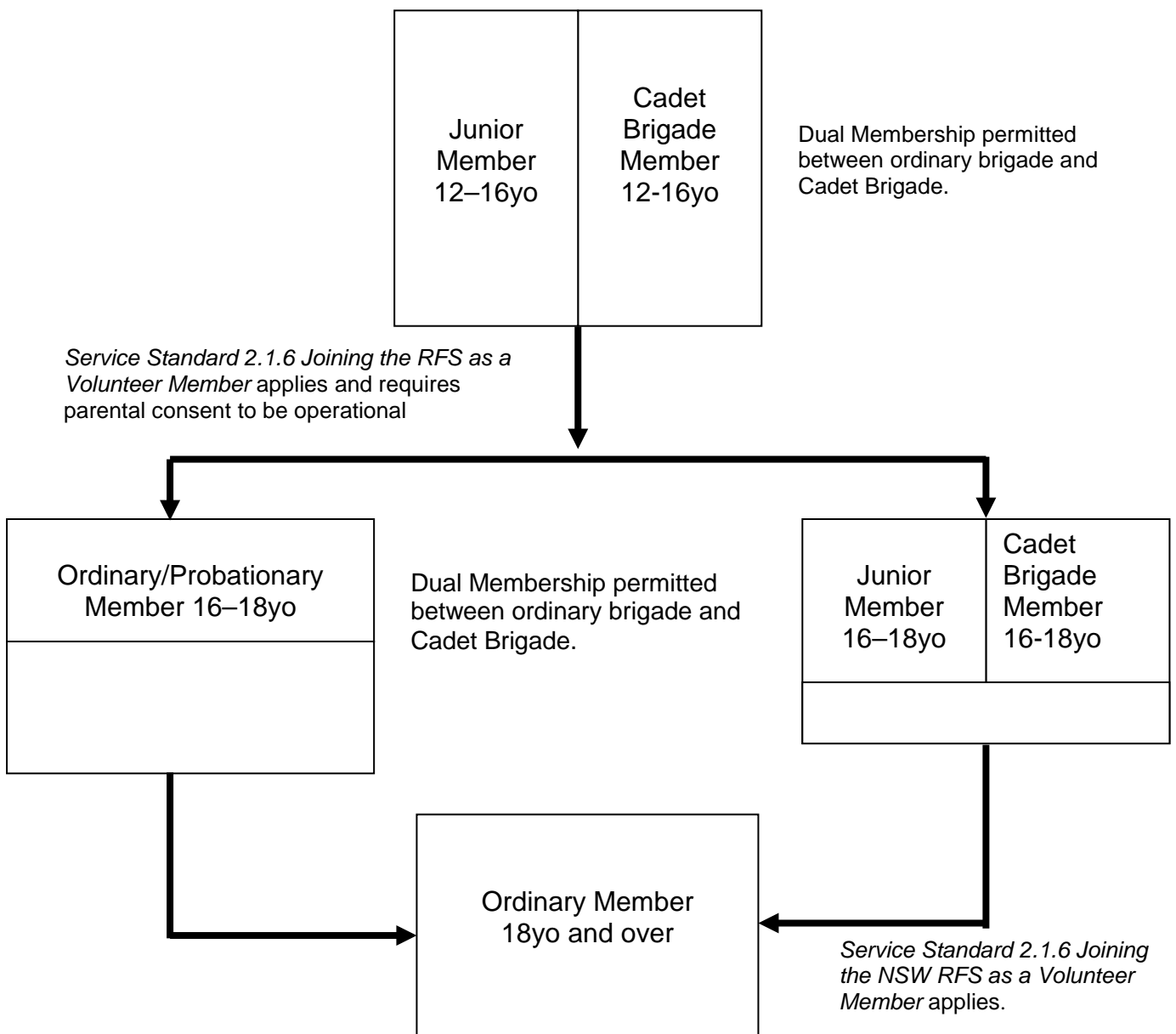
6. Amendments

- Complete review to update v2.1 and incorporate SS 2.1.12 v1.0 Junior Members (Limited Duration) 16 July 2013
- Addition of duty statements for Junior Member Coordinator and Deputy Coordinator; Junior member Leader; Cadet Coordinator and Deputy Coordinator and Cadet Leader



SOP 2.1.5 - 1 Cadet and Junior Membership Pathway

This SOP forms part of	2.1.5 Child and Youth Participation in NSW RFS Activities
Related forms	▪ None



Note: Service Standard 1.1.9 Child Related Activities must be upheld at all times for cadet, junior members and ordinary/probationary members under the age of 18 years.



SOP 2.1.5 - 2 Junior Members

This SOP forms part of	2.1.5 Child and Youth Participation in NSW RFS Activities
Related forms	▪ None

1. Purpose

- 1.1 This Standard Operating Procedure provides guidance for the management of Junior Members.

2. Definitions

- 2.1 **Junior Member:** a member of a Brigade (other than Cadet Brigade) aged between 12 years and up to 18 years of age who is not an Ordinary/Probationary Member.
- 2.2 **Junior Member Coordinator:** an Ordinary Member of the Brigade of at least 18 years of age, who is responsible for the development and implementation of a Junior Member Program and the overall management and welfare of Junior Members. Refer SOP 2.1.5-5 for the duty statement relevant to this role.
- 2.3 **Deputy Junior Member Coordinator:** an Ordinary Member of the Brigade of at least 18 years of age, who has responsibility to assist the Junior Member Coordinator and stand in where necessary to coordinate the development and implementation of a Junior Member Program and the overall management and welfare of Junior Members. Refer SOP 2.1.5-5 for the duty statement relevant to this role.
- 2.4 **Junior Member Leader:** a Member of the Brigade of at least 16 years of age, who assists with the planning, supervision and delivery of activities for Junior Members. Refer SOP 2.1.5-5 for the duty statement relevant to this role.
- 2.5 A Junior Member may be a Junior Member Leader.

Procedures

Formation

- 3.1 The Constitution of a Brigade may provide for Junior Members without the Brigade adopting the formal structure of a Cadet Brigade.
- 3.2 Brigades who wish to accept Junior Members must make provisions for such members under section 5.3 Member Classification of the Brigade's Constitution.
- 3.3 Brigades may determine a minimum age for Junior Members above 12 years according to the Brigade's capacity to cater for, supervise and deliver activities for Junior Members.

Administration

- 3.4 Brigades with Junior Members must appoint a Junior Member Coordinator to be responsible for the management and welfare of the Junior Members.
- 3.5 Brigades may also appoint a Deputy Junior Member Coordinator and Junior Member Leaders to conduct activities and supervise Junior Members.

Supervision

- 3.6 Every activity involving Junior Members must comply with the requirements of this Service Standard and its Standard Operating Procedures.
- 3.7 Every activity involving Junior Members must have at least two Leaders/Coordinators over the age of 18 years in attendance to supervise the activity. During transport to approved activities, two adult members shall accompany Junior Members in the vehicle at all times. If only one adult is available, there must be a minimum of two Junior Members present.
- 3.8 For each activity involving Junior Members the ratio of Leaders/Coordinators over the age of 18 years to Junior Members shall be 1:10 or part thereof. As the risk in activities increases, the ratio shall be adjusted based on risk assessment processes. This risk assessment is the responsibility of the Junior Member Coordinator.

Training Activities

- 3.9 Participation of Junior Members in live fire training is to be in accordance with Service Standard 6.1.5 Live Fire Training.
- 3.10 Junior Members may observe senior members training on-site with hot/live fire provided they are supervised; a safe distance from the activity and District Manager approval has been obtained.

- 3.11** Junior Members are permitted to participate in Brigade activities away from the Brigade station where written parental consent has been obtained and approval given from the District Manager or his/her delegate. Activities may include, but are not limited to community education, fundraising, recruitment drives, exercises and competitions.

Operational Activities

- 3.12** Junior Members aged 16 to 18 years may apply for ordinary membership in accordance with Service Standard 2.1.6 Joining the RFS as a Volunteer Member, and take part in operational activities once they have completed the minimum qualification required by Service Standard 6.1.2 Qualifications for NSW RFS Members.
- 3.13** Junior Members are permitted to assist staff and members during operational incidents with the District Manager's approval (i.e. catering, communications, runners etc) provided the Junior Members:
- (a)** are supervised by Junior Member Coordinators/Leaders over the age of 18 years at all times;
 - (b)** are not taken out of area;
 - (c)** are not on the fireground; and
 - (d)** are not in an area likely to be impacted by fire.
- 3.14** Junior Members are not permitted to assist in activities where compliance with Service Standard 1.1.9 Child Related Activities cannot be upheld.
- 3.15** Refer to NSW RFS Incident Management Procedure 8.03.01.02 for information in relation to participation of members under 18 years in strike teams.

Equipment/PPC/PPE

- 3.16** Junior Members must wear PPC/PPE appropriate to the task they are performing and of appropriate fit, in accordance with Service Standard 5.1.5 Protective Clothing and Accessories.

General

- 3.17** Junior Members and Ordinary Members between the ages of 12 and 18 years may apply to the District Manager for dual membership with a Cadet Brigade.



SOP 2.1.5 - 3 Cadet Brigades

This SOP forms part of	2.1.5 Child and Youth Participation in NSW RFS Activities
Related forms	▪ None

1. Purpose

- 1.1 This Standard Operating Procedure provides standard structures and procedures for Cadet Brigades.

2. Definitions

- 2.1 **Cadet:** a member of a Cadet Brigade, or participant in a specific Cadet or youth development program (i.e. Secondary Schools Cadet Program), aged between 12 years and up to 18 years of age.
- 2.2 **Cadet Coordinator:** a NSW RFS member of at least 18 years of age, who has responsibility to coordinate the overall running of the Cadet Brigade, the development and implementation of a Cadet Brigade Program and the safety and well being of Cadets. Refer SOP 2.1.5-5 for the duty statement relevant to this role.
- 2.3 **Deputy Cadet Coordinator:** a NSW RFS member of at least 18 years of age, who has responsibility to assist the Cadet Coordinator and stand in where necessary, to coordinate the overall running of the Cadet Brigade, the development and implementation of a Cadet program and the safety and well being of Cadets. Refer SOP 2.1.5-5 for the duty statement relevant to this role.
- 2.4 **Cadet Brigade Leaders:** a NSW RFS member of at least 16 years of age, who assists with the training of Cadets. Refer SOP 2.1.5-5 for the duty statement relevant to this role.
- 2.5 **Cadet Brigade:** groups of Cadets established specifically to conduct training and other activities. Cadet Brigades may be either:
(a) community-based; or
(b) school-based.
- 2.6 A Cadet over the age of 16 years may be a Cadet Leader.

3. Procedure

Formation

- 3.1** A community-based Cadet Brigade may be formed by a local authority, NSW RFS District (the district) or two or more sponsoring Rural Fire Brigades (RFBs) (the brigades) when:
- (a) there is a commitment to the Cadet Brigade from the brigades or the district;
 - (b) the Cadet Brigade is in close proximity to one or more brigades which are prepared to assist in the program;
 - (c) the brigades are able to provide appropriate members who will assist with the Cadet Brigade;
 - (d) the brigades or district are able to provide facilities and basic equipment for the Cadet Brigade;
 - (e) the Cadet Brigade's formation is approved and supported by the relevant District Manager;
 - (f) all adult members involved in Cadet Brigades must comply with Service Standard 1.1.9 Child Related Activities; and
 - (g) the local authority or NSW RFS is prepared to provide initial funding and basic equipment for the establishment of the Cadet Brigade.
- 3.2** A school-based Cadet Brigade may be formed by the District Manager in a secondary school when:
- (a) the formation of a Cadet Brigade has been requested by the school's principal;
 - (b) there is a commitment to the Cadet Brigade from the school community;
 - (c) the school is able to provide appropriate staff who will manage the program;
 - (d) the school is in close proximity to one or more brigades which are prepared to assist in the program;
 - (e) the school is able to provide facilities for the Cadet Brigade;
 - (f) the local authority or NSW RFS is prepared to provide approved personnel and basic equipment for the Cadet Brigade;
 - (g) the Cadet Brigade's formation is approved by the school's governing body;

- (h) the Cadet Brigade's formation is approved and supported by the relevant District Manager if the school is situated in a rural fire district or local authority area which forms part of a rural fire district or, if the school is situated elsewhere, by the relevant regional manager; and
 - (i) the school and NSW RFS are prepared to provide initial funding and basic equipment for the establishment of the Cadet Brigade.
- 3.3 The Cadet Coordinator in consultation with the sponsoring brigades, school or the district, may determine a minimum age for Cadets above 12 years according to the Cadet Brigade's capacity to cater for, supervise and deliver activities for Cadets.

Administration

- 3.4 In community-based Cadet Brigades, the Leaders must be Ordinary Members or staff of a Sponsoring Brigade or District, and are appointed and removed in consultation with the District Manager.
- 3.5 Each Cadet Brigade must appoint the following Leaders:
 - (a) one Cadet Coordinator;
 - (b) at least one Deputy Cadet Coordinator; and
 - (c) as many Cadet Brigade Leaders as is required.
- 3.6 In school-based Cadet Brigades, the Cadet Coordinator and Deputy Cadet Coordinators must be staff of the Sponsoring School and the Cadet Brigade Leaders(s) may be staff members of the Sponsoring School or Ordinary Members of the NSW RFS. These Leaders may be appointed and removed by the Principal of the Sponsoring School in consultation with the District Manager of the relevant local authority or the relevant Regional Manager.
- 3.7 All Leaders must be included on the Cadet Brigade register.
- 3.8 Each Cadet Brigade will elect from within its members the following Cadet officers:
 - (a) one Cadet captain;
 - (b) one senior deputy Cadet captain, or in Cadet Brigades with more than 30 Cadet members, two senior deputy Cadet captains; and
 - (c) as many deputy Cadet captains as are required.
- 3.9 The Cadet Brigade's Constitution will stipulate any requirements for eligibility for election as a Cadet officer and also the method of election.
- 3.10 All members of a Cadet Brigade hold the rank of Cadet firefighter. Alternatively, a Cadet Brigade may choose to implement the following ranking structure for all Cadets who have not been elected as Cadet officers:

- (a) Recruit: new member of the Cadet Brigade who has not yet achieved the minimum level of competency determined by the executive committee of the brigade;
- (b) Cadet: members of the Cadet Brigade who have achieved the minimum level of competency determined by the executive committee of the brigade;
- (c) Senior Cadet: Cadets who have been members of the Cadet Brigade for at least two years and have achieved a higher level of competency than that of Cadet, as determined by the executive committee of the brigade.

Supervision

- 3.11** Every activity involving Cadets must comply with the requirements of this Service Standard and its Standard Operating Procedures (SOPs).
- 3.12** At each activity involving Cadets at least two Coordinators/Leaders over the age of 18 years are to be in attendance for the duration of the activity.
- 3.13** During transport related to approved activities, two Coordinators/Leaders shall accompany Cadets in the vehicle. If only one adult is available, there must be a minimum of two or more Cadets present.
- 3.14** For activities involving Cadets the ratio of Coordinators/Leaders to Cadets shall be 1:10 or part thereof. As the risk in activities increases the ratio shall be adjusted based on the risk assessment process. This risk assessment is the responsibility of the Cadet Coordinator.

Training Activities

- 3.15** Cadets may observe Ordinary Members training provided they are supervised; a safe distance from the activity and District Manager approval has been obtained.
- 3.16** Cadets are permitted to participate in Cadet Brigade activities away from the Cadet Brigade station where written parental consent has been obtained and approval given from the District Manager or his/her delegate. Activities may include, but are not limited to community education, fundraising, recruitment drives, hazard reduction, exercises and competitions.

Operational Activities

- 3.17** Cadets are not operational and do not have an area of operation, this includes:
 - (a) Cadets must not be utilised for fire fighting or operational activities on the fire ground; Cadets however can provide assistance in areas other than on the fire ground i.e. communications, welfare, and administration; and

- (b) Cadets must not travel in a NSW RFS vehicle or firefighting appliance that is being driven under Emergency Response Conditions.

Equipment/PPC/PPE

- 3.18** The local authority (school) and/or NSW RFS are prepared to provide initial funding and basic equipment for the establishment of the Cadet Brigade.
- 3.19** Cadets must wear PPC/PPE appropriate to the task they are performing and of appropriate fit, in accordance with Service Standard 5.1.5 Protective Clothing and Accessories.

General

- 3.20** Members of Cadet Brigades may apply to the District Manager for dual membership with an ordinary Brigade as a Junior Member.



SOP 2.1.5 - 4

Secondary Schools Cadet Program

This SOP forms part of	2.1.5 Child and Youth Participation in NSW RFS Activities
Related forms	▪ None

1. Purpose

- 1.1 This Standard Operating Procedure provides standard structures and procedures for the Secondary Schools Cadet Program (SSCP).

2. Definitions

- 2.1 **Secondary Schools Cadet:** a participant in the Secondary Schools Cadet Program.
- 2.2 **Secondary Schools Cadet Coordinator:** a NSW RFS staff member who has responsibility to coordinate the overall running of the Secondary Schools Cadet Program, as the District Managers delegated representative. Refer SOP 2.1.5-5 for the duty statement relevant to this role.
- 2.3 **Secondary Schools Cadet Leader:** a NSW RFS member of at least 16 years of age who delivers program lessons and assists with the training of Cadets in the program. Refer SOP 2.1.5-5 for the duty statement relevant to this role.

3. Procedure

Formation

- 3.1 The SSCP may be run for high school students in Years 9 or 10 with the approval of the District Manager, NSW RFS Youth Development Officer and School Principal.
- 3.2 Students in years 7, 8 and 11 may also participate in the SSCP if there are insufficient numbers from years 9 and 10 to fill the Program.
- 3.3 District Managers or their delegated staff member must express their interest in establishing a SSCP to the NSW RFS Youth Development Officer a minimum of 12 weeks prior to the intended start date to ensure appropriate training and equipment can be provided for the program.

Administration

- 3.4** Applications to run the SSCP should be received by the NSW RFS Youth Development Officer no less than 6 weeks prior to the intended start of the program.
- 3.5** District Cadet Reports should be received by the NSW RFS Youth Development Officer no more than 2 weeks after the final session of the SSCP to ensure appropriate recording of program statistics and feedback can be provided to the Service.
- 3.6** Cadets undertaking the SSCP are not required to comply with Service Standard 2.1.6 Joining the NSW RFS as a Volunteer Member unless they decide to join a Brigade during or after the program.

Supervision

- 3.7** A supervising teacher from the participating school is to be in attendance at meetings or activities of the SSCP at all times.
- 3.8** Students are bound by school policy and breaches of school rules must be reported to the supervising teacher or Principal and such breaches dealt with by the school disciplinary process.
- 3.9** Any incident arising out of the SSCP where the Police or Ambulance is involved shall be notified to the Regional Office, who in turn shall notify the Director Operational Services.
- 3.10** Any such incident is to be managed in accordance with Service Standard 1.1.28 Injury/Accident Reporting and Investigation.

Training Activities

- 3.11** To ensure the Secondary Schools Cadet Program meets the requirements of the school curriculum, training activities must achieve the outcomes specified in the Program Manual.
- 3.12** Face to face lecturing and workbook style teaching is to be avoided, instead, the use of appropriate practical exercises, drills, discussions and scenario style teaching is recommended.
- 3.13** Risk management plans must be completed for all SSCP activities and be able to be viewed by the school or Coordinators on request.

Operational Activities

- 3.14** Cadets in the Secondary Schools Cadet Program are not operational and do not have an area of operation. For this reason:
 - (a)** SSCP Cadets are not to be utilised for firefighting or operational activities;
 - (b)** SSCP Cadet training is ***not*** to involve actual fire except for demonstration by a suitably qualified member only; and

- (c) SSCP Cadets must not attend hazard reduction operations. This includes post hazard reduction works such as mop up; and
- (d) SSCP Cadets are not to travel in a NSW RFS vehicle or fire fighting appliance under Emergency Response Conditions.

Equipment/Uniforms

- 3.15** NSW RFS Volunteer Relations and Workforce Planning will provide sufficient NSW RFS uniforms to ensure 16 Cadets per school are appropriately dressed for the SSCP.
- 3.16** Uniforms supplied for the SSCP shall only be worn by Cadets whilst moving to and from the program, during the program, graduation and other program related activities as authorised by the Cadet Coordinator.
- 3.17** Uniforms supplied for the SSCP remain the property of the NSW RFS Volunteer Relations and Workforce Planning Unit; however the cleaning of uniforms at the end of the program remains the responsibility of the District.
- 3.18** Leaders must encourage appropriate conduct of SSCP Cadets whilst in NSW RFS uniform to uphold the professional nature of the NSW RFS. Inappropriate conduct should be reported to the supervising teacher.
- 3.19** Footwear for SSCP participants shall be provided by the participant and must be appropriate to the activity.
- 3.20** Damage/wear and tear to uniforms deemed by NSW RFS Volunteer Relations and Workforce Planning to be due to inappropriate use will result in the District being required to replace the damaged item from their own stock.

General

- 3.21** SSCP Cadets should be encouraged to behave within the expectations of NSW RFS.
- 3.22** SSCP Cadets who wish to experience more from the NSW RFS should be encouraged to join a local Brigade or Cadet Brigade to continue their training.



SOP 2.1.5 - 5

Duty Statements for Junior Member and Cadet Leaders

This SOP forms part of	2.1.5 Child and Youth Participation in NSW RFS Activities
Related forms	▪ None

1. Purpose

- 1.1 This Standard Operating Procedure provides Duty Statements to ensure that only appropriately qualified and experienced members are authorised to supervise Cadets/Junior Members.
- 1.2 Leaders must be appointed by the Brigade Executive and approved by the District Manager in accordance with this SOP and the relevant Duty Statement.
- 1.3 Duty Statements are included for the following Leaders:
 - (a) Junior Member Coordinator/Deputy Junior Member Coordinator
 - (b) Junior Member Leaders
 - (c) Cadet Coordinator/Deputy Cadet Coordinator
 - (d) Cadet Leaders.



Duty Statement

Junior Member Coordinator and Deputy Coordinators

Responsible to: Brigade Executive and District Manager

Junior Member Coordinator: an Ordinary Member of a Brigade of at least 18 years of age, who is responsible for the development and implementation of a Junior Member Program and the overall management and welfare of Junior Members.

Deputy Junior Member Coordinator: an Ordinary Member of a Brigade of at least 18 years of age, who has the responsibility to assist the Junior Member Coordinator and stand in where necessary to coordinate the development and implementation of a Junior Members Program and the overall management and welfare of Junior Members.

Junior Member Program: Training developed and delivered to Junior Members at local Brigade level.

Key Selection Criteria:

A Junior Member Coordinator/Deputy Junior Member Coordinator must:

- be at least 18 years of age;
- have received clearance from the Membership Coordination Unit to participate in child related activities;
- have minimum BF or BFS qualifications;
- have First Aid Application (FAA) or equivalent qualifications;
- agree to abide by all NSW RFS policies and procedures in relation to the management of Junior Members (together the **Essential Qualifications**).

If a candidate is not yet competent in any of the Essential Qualifications for Junior Member Coordinator/Deputy Junior Member Coordinator:

- the District Manager, being the relevant authority, may appoint a Junior Member Coordinator if he or she is satisfied they are working towards the Essential Qualifications;
- the District Manager may set a time limit on attaining the Essential Qualifications;
- the District Officer responsible for Learning and Development or the Brigade Training Officer is to provide assistance to the Junior Member Coordinator/Deputy Junior Member Coordinator in lieu of Essential Qualifications for training and assessing of Junior Members.

Knowledge and Experience

A Junior Member Coordinator/Deputy Junior Member Coordinator must:

- have sufficient knowledge to supervise and coordinate the Junior Member Program and the activities of Junior Members;
- have a level of maturity commensurate with the role to be undertaken;
- be of high moral standard;
- have a genuine interest in youth training and activities;
- have the ability to consult and work with groups of children and adults;
- demonstrate ability to work within a team environment;
- have experienced in negotiation skills; and
- have sound knowledge of Equal Employment Opportunity and Work Health and Safety principles

It is the duty of the Junior Member Coordinator to:

- coordinate a Junior Member Program involving lessons, games and activities suitable for Junior Members in consultation with other Brigade Instructors, Junior Leaders and Junior Members;
- ensure a psychologically and physically safe environment for all Junior Members;
- ensure the safety and wellbeing of Junior Members. If the Junior Member Coordinator is required to respond to an operational incident it is their responsibility to make suitable provisions for the supervision of any Junior Members in their care;
- supervise and control the duties performed by Junior Leaders and the Junior Members;
- ensure that the activity is supervised by a minimum of two members over 18 years of age at all times;
- ensure that potential Junior Members complete and submit an Application for Junior Membership before engaging in Brigade activities;
- ensure that any signed Parent/Guardian Consent forms required by Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities are obtained;
- ensure Junior Member Leaders are qualified to perform the duties or lessons planned;
- bring to the notice of the Brigade Executive, behaviour of any Junior Leader or Junior Member which is distinguished or otherwise and has potential to impact on the credibility of the Brigade or NSW RFS; and
- the Deputy Junior Member Coordinator must assist the Junior Member Coordinator in carrying out the above duties when required.

The Junior Member Coordinator is responsible for:

- setting a high standard of behaviour through personal example and encouragement;

- conducting the Junior Member Program in co-operation with other Junior Member Leaders and visiting instructors;
- ensuring adequate adult supervision of all activities in accordance with Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities and its SOPs;
- enhancing the physical, intellectual, and social development of Junior Members by encouraging their participation in appropriate activities and challenges;
- establishing a friendly relationship with parents, involving them where appropriate, in Junior Member activities and to promote the Junior Member Program and its requirements;
- ensuring a high degree of cooperation with the senior brigade members and encourage an individuals' progress from junior to senior membership if appropriate;
- ensuring safekeeping and good order of all Brigade equipment especially NSW RFS property supplied to the Brigade;
- ensuring there is no lending, selling or exchange of any article of NSW RFS property;
- acting in accordance with NSW RFS policies, service standards and procedures;
- appropriately challenging the unacceptable behaviour of Junior Members and other Junior Member Leaders or Brigade members;
- attending Junior Member training where possible; and
- the Deputy Junior Member Coordinator must assist the Junior Member Coordinator in carrying out the above responsibilities when required.



Duty Statement Junior Member Leader

Responsible to: Junior Member Coordinator, Brigade Executive and District Manager

Junior Member Leader: a Member of a Brigade of at least 16 years of age, who assists with the planning, supervision and delivery of activities for Junior Members.

Junior Member Program: Training developed and delivered to Junior Members at local Brigade level.

Key Selection Criteria:

A Junior Member Leader must:

- be at least 16 years of age;
- have received clearance from the Membership Coordination Unit to participate in child related activities;
- have minimum BF or BFS qualifications;
- have First Aid Application (FAA) or equivalent qualifications;
- agree to abide by all NSW RFS policies and procedures in relation to the management of Junior Members (together the **Essential Qualifications**).

If a candidate is not competent in any of the Essential Qualifications for Junior Member Leader:

- the District Manager, being the relevant authority, may appoint a Junior Member Leader if he or she is satisfied they are working towards the Essential Qualification;
- the District Manager may set a time limit on attaining the Essential Qualifications;
- the Junior Member Coordinator is to provide assistance to the Junior Member Leader in lieu of Essential Qualifications, for training and assessing of Junior Members.

Knowledge and Experience

A Junior Member Leader must:

- have the ability to acquire sufficient knowledge to supervise and implement the Junior Member Program and activities of Junior Members;
- have a level of maturity commensurate with the role to be undertaken;
- be of high moral standard;
- have a genuine interest in youth training and activities;
- have the ability to consult and work with groups of children and adults;
- demonstrate an ability to work within a team environment;
- be experienced in negotiation skills; and

- have sound knowledge of Equal Employment Opportunity and Work Health and Safety principles.

It is the duty of the Junior Member Leader to:

- acquire sufficient knowledge to supervise, and assist with the implementation of training programs and activities of Junior Members;
- ensure a psychologically and physically safe environment for all members;
- ensure the safety and wellbeing of Junior Members. If the Junior Member Leader is required to respond to an operational incident they must ensure suitable provisions have been made for the supervision of any Junior Members in their care;
- ensure that the activity is supervised by a minimum of two members over the age of 18 years at all times;
- ensure that potential Junior Members complete and submit an Application for Junior Membership before engaging in Brigade activities; and
- ensure that any signed Parent/Guardian Consent forms required by Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities are obtained.

The Junior Member Leader is responsible for:

- setting a high standard of behaviour through personal example and encouragement;
- conducting the Junior Member Program in co-operation with other Leaders and visiting instructors;
- ensuring adequate adult supervision of all Junior Member activities in accordance with SOP 2.1.5 – 2 Junior Members;
- enhancing the physical, intellectual, and social development of Junior Members by encouraging their participation in appropriate activities and challenges;
- establishing a friendly relationship with parents, involving them where appropriate in Junior Member activities and to promote the program and its requirements;
- ensuring a high degree of cooperation with the senior Brigade Members and encouraging an individual's progress from junior to senior membership if appropriate;
- ensuring safekeeping and good order of all Brigade equipment, especially NSW RFS property supplied to the Brigade;
- ensuring there is no lending, selling or exchange of any article of NSW RFS property;
- acting in accordance with NSW RFS policies, service standards and procedures;
- attending Junior Member training where possible; and
- appropriately challenging the unacceptable behaviour of Junior Members and other Junior Member Leaders or Brigade Members.



Duty Statement

Secondary School Cadet Coordinator and Deputy Cadet Coordinator

Responsible to: School Principal and District Manager

Cadet Coordinator: a NSW RFS Member of at least 18 years of age, who has responsibility to coordinate the overall running of the Cadet Brigade, the development and implementation of a Cadet Brigade Program and the safety and wellbeing of Cadets.

Deputy Cadet Coordinator: a NSW RFS Member of at least 18 years of age, who has responsibility to assist the Cadet Coordinator and stand in where necessary to coordinate the running of the Cadet Brigade, the development and implementation of a Cadet Brigade Program and the safety and wellbeing of Cadets.

Cadet Brigade Program: Training developed and delivered to Cadets at Cadet Brigades.

Key Selection Criteria:

A Cadet Coordinator/Deputy Cadet Coordinator must:

- be at least 18 years of age;
- have received clearance from the Membership Coordination Unit to participate in child related activities;
- have minimum BF or BFS qualifications;
- have First Aid Application (FAA) or equivalent qualifications;
- agree to abide by all NSW RFS policies and procedures in relation to the management of Cadet Members (together the **Essential Qualifications**).

If a candidate is not competent in any of the Essential Qualifications for Cadet Coordinator/Deputy Cadet Coordinator:

- the District Manager, being the relevant authority, may appoint a Cadet Coordinator/Deputy Cadet Coordinator if he or she is satisfied they are working towards the relevant Essential Qualification;
- the District Manager may set a time limit on attaining the Essential Qualifications;
- the District Officer responsible for Learning and Development is to provide assistance to the Cadet Coordinator/Deputy Cadet Coordinator in lieu of Essential Qualifications for training of Cadet members.

Knowledge and Experience

A Cadet Coordinator/Deputy Cadet Coordinator must:

- have the ability to acquire sufficient knowledge to supervise and implement the Cadet Brigade Programs and activities of Cadets;
- have a level of maturity commensurate with the role to be undertaken;
- be of high moral standard;
- have a genuine interest in youth training and activities;
- have the ability to consult and work with groups of children and adults;
- demonstrate an ability to work within a team environment;
- be experienced in negotiation skills; and
- have sound knowledge of Equal Employment Opportunity and Work Health and Safety principles.

It is the duty of the Cadet Coordinator to:

- liaise with the school, District Officers and other relevant parties on matters relating to the Cadet Brigade;
- develop lessons, games and activities suitable for Cadets in consultation with other Cadet Leaders and Cadets;
- ensure a psychologically and physically safe environment for all Cadets;
- ensure the safety and wellbeing of Cadets. If the Cadet Coordinator is required to respond to an operational incident it is their responsibility to make suitable provisions for the supervision of any Cadets in their care;
- supervise and control the duties performed by Cadet Leaders and the Cadets;
- ensure that the activity is supervised by a minimum of two endorsed Cadet Leaders at all times in accordance with SOP 2.1.5 – 2 Junior Members;
- ensure that potential Cadets complete and submit an Application for Cadet Membership form before engaging in Cadet Brigade activities;
- forwarding all applications for membership to the District Officer for the processing of new applications;
- ensure that signed Parent/Guardian Consent forms are obtained for all activities outside Brigade facilities;
- ensure Cadet Leaders are qualified to perform the duties consistent with their Cadet Brigade appointment;
- bring to the notice of the District Manager and/or School Principal, behaviour of any Cadet Leader or Cadet which is distinguished or otherwise and has potential to impact on the credibility of the Cadet Brigade or the NSW RFS; and
- the Deputy Cadet Coordinator must assist the Cadet Coordinator in carrying out the above duties when required.

The Cadet Coordinator is responsible for:

- setting a high standard of behaviour through personal example and encouragement;
- conducting the Cadet Brigade Program in co-operation with other Cadet Leaders, Schools and parents;
- enhancing the physical, intellectual, and social development of Cadets by encouraging their participation in all activities and challenges;
- establishing a friendly relationship with parents, involving them where appropriate in Cadet activities and promoting the program and its requirements;
- ensuring a high degree of cooperation with neighbouring NSW RFS brigades and encouraging an individual's progress from Cadet to Ordinary membership where appropriate;
- ensuring safekeeping and good order of all Cadet Brigade equipment, especially NSW RFS property supplied to the Cadet Brigade;
- ensuring there is no lending, selling or exchange of any article of NSW RFS property;
- acting in accordance with NSW RFS policies, service standards and procedures;
- appropriately challenging the unacceptable behaviour of Cadets and other Cadet Leaders;
- attending Cadet training where possible; and
- the Deputy Cadet Coordinator must assist the Cadet Coordinator in carrying out the above responsibilities when required.



Duty Statement Cadet Leader

Responsible to: Cadet Coordinator, Brigade Executive and District Manager

Cadet Leader: a NSW RFS Member of at least 16 years of age, who assists with the training of Cadets.

Cadet Brigade Program: Training developed and delivered to Cadets at Cadet Brigades.

Key Selection Criteria:

A Cadet Leader must:

- be at least 16 years of age;
- have received clearance from the Membership Coordination Unit to participate in child related activities;
- have minimum BF or BFS qualifications;
- have First Aid Application (FAA) or equivalent qualifications;
- agree to abide by all NSW RFS policies and procedures in relation to the management of Cadets (together the **Essential Qualifications**).

If a candidate is not competent in any of the Essential Qualifications for Cadet Leader:

- the District Manager, being the relevant authority, may appoint a Cadet Leader if he or she is satisfied they are working towards the relevant Essential Qualification;
- the District Manager may set a time limit on attaining the Essential Qualifications;
- the Cadet Coordinator is to provide assistance to the Cadet Leader in lieu of Essential Qualifications for training and assessing of Cadet members.

Knowledge and Experience

Cadet Leaders must:

- have the ability to acquire sufficient knowledge to supervise and implement the training programs and activities of Cadets;
- have a level of maturity commensurate with the role to be undertaken;
- be of high moral standard;
- have a genuine interest in youth training and activities;
- have the ability to consult and work with groups of children and adults;
- demonstrate an ability to work within a team environment;
- be experienced in negotiation skills; and
- have sound knowledge of Equal Employment Opportunity and Work Health and Safety principles.

It is the duty of the Cadet Leaders to:

- have sufficient knowledge to supervise and implement the training programs and activities of Cadets;
- ensure a psychologically and physically safe environment for all Cadets;
- ensure the safety and wellbeing of Cadets. If the Cadet Leader is required to respond to an operational incident it is their responsibility to make suitable provisions for the supervision of any Cadets in their care;
- ensure that the activity is supervised by a minimum of two endorsed Leaders at all times;
- develop rules and consequences for the Cadet Brigade Program, in negotiation with Cadets;
- ensure that potential Cadets complete and submit an Application for Membership form before engaging in Cadet Brigade activities; and
- ensure that signed Parent/Guardian Consent forms are obtained for all activities away from Cadet Brigade facilities or normal training grounds.

The Cadet Leaders are responsible for:

- setting a high standard of behaviour through personal example and encouragement;
- conducting the Cadet Brigade Program in co-operation with other Cadet Leaders, the school and parents;
- enhancing the physical, intellectual, and social development of Cadets by encouraging their participation in appropriate activities and challenges;
- establishing a friendly relationship with parents, involving them where appropriate in Cadet activities and promoting the program and its requirements;
- ensuring a high degree of cooperation with neighbouring NSW RFS Brigades and encouraging an individual's progress from Cadet to Ordinary membership where appropriate;
- ensuring safekeeping and good order of all Cadet Brigade equipment, especially NSW RFS property supplied to the Cadet Brigade;
- ensuring there is no lending, selling or exchange of any article of NSW RFS property;
- acting in accordance with NSW RFS policies, service standards and procedures;
- appropriately challenging the unacceptable behaviour of Cadets and other Cadet Leaders; and
- attending Cadet training where possible.