



Tasmania
Fire Service

Junior and Cadet Program Guidelines

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1. Purpose

The Junior and Cadet Program Guidelines (Guideline) establish the instructions and guidelines to support the facilitation of the Tasmania Fire Service's (TFS) Junior and Cadet Program (JCP).

The purpose of this policy is to ensure that all JCP activities are consistently planned, organised, and conducted in a child safe environment, where the rights, health, safety, and wellbeing of all children and young people are at the forefront of every interaction.

This Guideline is to be read in conjunction with the *Junior and Cadet Program Policy*.

2. Scope

This Guideline applies to all TFS members who have contact or involvement with the JCP and/or Junior and Cadet members, including:

- anyone who is responsible for or participates in the facilitation of a JCP.
- anyone who makes decisions that affect the JCP and/or Junior and Cadet members.
- anyone with access to information and/or records relating to the JCP and/or Junior and Cadet members
- anyone who provides a product, service, or experience for the JCP and/or Junior and Cadet members.

3. Roles and responsibilities

The State Fire Commission has determined that any adult who has contact with a JCP and/or the members thereof has a duty of care. Therefore, they must meet the requirements of, understand, and comply with all relevant legislation, policies and procedures for safeguarding children and young people from harm, including but not limited to the [Child and Youth Safe Organisations Act 2023](#), [Children, Young Persons and their Families Act 1997](#), and DPFEM's *Child and Youth Safety Policy*.

All adults who have contact with a JCP have the responsibility to ensure that their participation and involvement with the JCP is conducted in a manner that safeguards children and young people from harm, and responds quickly and effectively to all reports of harm.

Brigade Chief: The [Brigade Chief](#) is responsible for managing brigade personnel and resources.

JCP Coordinators: Every JCP brigade must have at least two (2) JCP Coordinators. Under the direction and supervision of their Brigade Chief, JCP Coordinators are responsible for planning, organising, and facilitating their brigade's JCP. JCP Coordinators must be members (Operational or Operational Support) of the brigade who's JCP they are facilitating. This may require them to take up secondary membership of a brigade for that purpose.

Brigade members: With the approval of the Brigade Chief, and under the direction and supervision of the JCP Coordinators, other [Brigade Officers](#), [Operational](#), or [Operational Support](#) members may assist with the facilitation of the JCP. Brigade members assisting with a JCP must have completed any mandatory training and hold a valid Registration to Work with Vulnerable People (RWVP).

Parents and Caregivers: With the approval of the Brigade Chief, and under the direction and supervision of the JCP Coordinators, parents or caregivers holding an RWVP may provide additional supervision and support to certain activities and/or Junior/Cadet members.

District Officers: District Officers has a responsibility of ensuring that JCPs are conducted in accordance in accordance with approved policies and procedures.

Fire and Emergency Services Commissioner: The Fire and Emergency Services Commissioner has the responsibility of appointing JCP Coordinators.

Regional Administration Staff: Regional Administration Staff have the responsibility of providing administration support and ensuring brigade and personnel records are processed, recorded and stored in accordance with set administration processes.

JCP Officer: The JCP Officer is responsible for providing state level oversight of the JCP, including the creation and maintenance of JCP policy and resources, and provision of support and guidance to others in relation to the safe and compliant running of the JCP.

4. JCP Guidelines and Procedures

4.1 Membership

4.1.1 Eligibility for enrolment

Any child or young person between the ages of 10 and 17 years old is eligible to enrol in a JCP as a Junior or Cadet member. Acceptance of enrolment is subject to the approval of the application for enrolment, which must be completed by the child or young person's parent or caregiver and endorsed by the Brigade Chief/First Officer and one of the brigade's JCP Coordinators. Acceptance of enrolment is also subject to each JCP's capacity: this will vary between JCPs, dependent on brigade infrastructure and resources.

4.1.2 Information for JCP members, parents and caregivers

Upon expressing an interest in enrolment, all Junior and Cadet members, and their parents or caregivers will be provided with verbal and [hard copy information and resources](#) about the JCP, which must include information about DPFEM and TFS safeguarding processes, including complaint handling and resolution.

4.1.3 Withdrawal, suspension or termination of enrolment

A Junior or Cadet member (and/or their parent/s or caregiver/s) may request voluntary [withdrawal of enrolment](#) from the JCP at any time.

A Junior or Cadet member may also have their JCP enrolment suspended or terminated by the Brigade Chief, in consultation with District staff, the JCP Coordinators, the Junior or Cadet member and their parents or caregivers, if the Junior or Cadet member:

- a) Displays unacceptable behaviour that poses a risk to the health, safety, or wellbeing of another person.
- b) Fails to behave in accordance with the TFS Values or this Policy.
- c) Displays a lack of commitment to the JCP or is consistently absent without notification.
- d) Fails to comply with any reasonable direction given by the Brigade Chief, a JCP Coordinator or TFS member.
- e) Has a parent or caregiver that displays unacceptable behaviour that poses a risk to the health, safety, or wellbeing of another person.

Subject to individual circumstances, withdrawal, suspension, or termination of JCP membership shall not prejudice a former Junior or Cadet member's application for adult membership of the TFS.

4.2 Appointment of JCP Coordinators

The following process is to apply for the appointment of JCP Coordinators:

- a) Candidates must complete an [Application for Appointment – Junior and Cadet Program Coordinator](#) form, demonstrating that they have the knowledge, skills, and attributes required of the role, as outlined in the Statement of Duties.
- b) Candidates must be members (Operational or Operational Support) of the brigade who's JCP they are planning to facilitate. This may require them to take up secondary membership of a brigade for that purpose.
- c) The application must be endorsed by the Brigade Chief, one other Operational or Operational Support member (not provisional or probationary), and the District Officer. If the applicant is the Brigade Chief, then the Group Officer (if the Brigade Chief is not the Group Officer) or the Second Officer may endorse the application in place of the Brigade Chief.
- d) The application includes a Consent to Check and Release Tasmania and National Police Record (police check) form, Mandatory Reporter Declaration and instructions to apply for a Registration to Work with Vulnerable People (RWVP).
- e) If the candidate already has a RWVP and has provided those details to regional administration, the appointment takes effect from the date that the police check clears.
- f) If the candidate does not have a RWVP and the police check has cleared, the appointment takes effect from the date that the candidate advises regional administration of their RWVP details.
- g) Candidates must not commence in the role until their police check has cleared **and** they have a RWVP.
- h) The Regional Chief, Brigade Chief and JCP Officer shall be notified of all appointments and shall advise successful candidates of their appointment in writing. Candidates must not commence in the role until their appointment has been confirmed.
- i) The term of appointment is five (5) years. JCP Coordinators may serve consecutive terms. JCP Coordinators serving consecutive terms are not required to complete an [Application for Appointment – Junior and Cadet Program Coordinator](#) form.
- j) JCP Coordinators must complete a police check every five (5) years, and maintain their RWVP.
- k) JCP Coordinators must complete all mandatory training within three (3) months of commencing in the role. Failure to complete this training within the allotted timeframe will result in suspension from all involvement with the

JCP Program for a period of three (3) months, during which the member may complete the training to have their role reinstated. The member will be reinstated as soon as the training is successfully completed. If the member fails to complete this training during their suspension period, their appointment to the role of JCP Coordinator will be terminated. Terminations of appointment for the aforementioned reason does not preclude a member from reapplying for the JCP Coordinator role.

- I) JCP Coordinator may resign their position at any time. They must advise their Brigade Chief of their resignation and notification of resignation in writing or via a RMS amendment form provided to either their District Officer, the JCP Officer or Regional Administration Staff.

4.3 JCP Activities

4.3.1 The Junior and Cadet Toolkit

The JCP is designed to impart knowledge and skills in firefighting, fire safety, problem solving, leadership, and team work to children and young people in a safe, fun, and developmentally appropriate way. Ideally, this approach lays a strong foundation for transitioning from JCP membership to Operational membership of a TFS brigade when Cadet members turn 18 years of age.

To achieve this, JCP Coordinators use the *Junior and Cadet Program Toolkit*. The Toolkit provides information, advice, activities, forms, and templates to assist JCP Coordinators with the facilitation and management of a JCP. The Toolkit is available on [Conexus](#), or a hard copy can be requested through TFS District staff.

5.3.2 Consent

Consent for minor excursions is checked upon enrolment. Parents and caregivers must still be given at least one week's notice of all minor excursions.

Minor excursions are activities that:

- occur at a location/s in the brigade's local area (e.g., not more than 30 minutes travel from the station to the excursion site)
- can be conducted during the Junior and Cadet Program's normal operating hours
- do not involve staying at a location overnight
- do not require additional supervision or resources.

Examples of minor excursions could include:

- travelling to a frequently used off-site location for practical training (e.g., the local recreation ground)
- visiting a neighbouring brigade for practical training using different trucks and equipment
- visiting another local emergency service agency (e.g., State Emergency Service Unit, Ambulance Tasmania Station, Tasmania Police Station, etc.)
- visiting a local business or facility for practical training (e.g., familiarisation with fire alarm panels and sprinkler systems).

All minor excursions must be risk assessed, with risk management strategies put in place prior to the excursion.

Additional written consent must be obtained from a parent or caregiver every time a Junior or Cadet member participates in the following:

- a) Live fire training exercises, including those conducted on training props, and hazard reduction burns for which a burn plan has been developed and approved.
- b) Excursions, development days, camps, conferences, competitions, and other authorised events.

Cadet members who are 17 years of age that have expressed an interest in becoming Operational members when they turn 18 must obtain written consent from a parent or caregiver prior to commencing Brigade Induction, Brigade Basics. This training is to be completed at their station.

5.3.3 Personal Protective Clothing and Equipment (PPC/E)

All Junior and Cadet members are issued with PPC/E. These items must only be worn or used as directed and solely for the purpose of participating in JCP or other authorised activities. These items must not be worn at any other time or for any other purpose unless specific permission is given by a JCP Coordinator or the Brigade Chief. All items remain the property of the TFS and must be returned to the brigade when JCP membership is withdrawn or terminated.

5.3.4 Supervision and Transportation

The JCP Coordinators and the Brigade Chief have primary responsibility for the supervision and care of Junior and Cadet members. At least one (1) JCP Coordinator must be present at all activities where Junior and Cadet members are in attendance.

When conducting joint training, a minimum of 1 JCP Coordinator from each participating JCP brigade must be present.

The following minimum levels of supervision must be applied:

- For activities not involving live fire: one (1) adult for every five (5) Juniors and/or Cadets.
- For activities involving live fire: one (1) firefighter for every two (2) Juniors and/or Cadets. Supervisors of Juniors/Cadets are responsible only for the supervision of Junior/Cadet members and are not to have any operational duties.
- a) For all activities: if only one (1) Junior or Cadet member is present, then at least two (2) adults must provide supervision, so that a Junior or Cadet member is never left alone with an adult. This is referred to as the 'Never Alone' principle (see TFS/SES Child and Youth Safe Guidelines).

Juniors and Cadets can travel in a firefighting appliance or TFS vehicle that is being driven under normal road conditions.

Juniors and Cadets can also travel in a vehicle that has been hired or provided by TFS for the purpose of transporting TFS members (e.g., minibus).

Juniors and Cadets must not travel in a firefighting appliance or vehicle that is being driven under emergency response conditions.

Juniors and Cadets must not drive any firefighting appliance or TFS vehicle.

When transporting Juniors and/or Cadets, the following minimum levels of supervision must be applied:

- a) One (1) Junior or Cadet: at least two (2) adults, unless the adult is the parent/caregiver of the Junior or Cadet.
- b) Two (2) – five (5) Juniors and/or Cadets: one (1) adult.

If Juniors and/or Cadets are travelling in a firefighting appliance:

- c) They must not travel in the crew haven of a single cab appliance.
- d) That appliance must not attend emergency incidents.
- e) FIRECOMM must be notified that the appliance is unavailable for emergency response.

Junior and Cadet members must not travel with TFS members in their private vehicles, unless the TFS member is the parent or caregiver of the Junior and/or Cadet member/s, or written permission is given by the Junior or Cadet member's parent or caregiver.

4.3.5 Scope of activities

Subject to conditions and approval, Junior and Cadet members can:

- a) Attend live fire training exercises, including those conducted on training props, and brigade-led hazard reduction burns for which a burn plan has been developed and approved.
- b) Operate firefighting and ancillary equipment in a training environment.
- c) Attend excursions, development days, camps, conferences, competitions, and other authorised events.
- d) Attend senior brigade meetings as observers only (cannot not be counted for the purpose of achieving a quorum, and cannot make, second, or accept a nomination for any position, move or second any motion, or cast a vote).
- e) Conduct their own meetings, under the supervision of the JCP Coordinators.

Junior and Cadet members cannot:

- f) Attend any emergency incident, at any stage of the incident, for any reason.
- g) Take part in any fire investigation.
- h) Complete Brigade Induction or Brigade Basics. *
- i) Attend any courses facilitated by TFS Training Delivery and/or their contracted external providers. *
- j) Any live fire training or hazard reduction burns conducted by third parties and/or Bushfire Reduction Unit

* Cadet members who are 17 years of age that have expressed an interest in becoming Operational members when they turn 18 may complete Brigade Induction and Brigade Basics. This training is to be completed at their station.

4.4 Health, safety wellbeing and safeguarding

4.4.1 Workplace health and safety

Hazards and risks to the health, safety, and wellbeing of Junior and Cadet members that may arise through participation in the JCP are to be identified in a [risk assessment](#), and then eliminated, or mitigated and monitored as far as reasonably practicable. This risk assessment will be conducted annually at a minimum.

This risk assessment must consider whether the JCP activities are, or can be made developmentally appropriate for Junior and Cadet members, as well as the risk of exposure to unacceptable or abusive behaviour from adults, or other children and young people.

The following activities require JCP Coordinators to conduct a formal risk assessment, prior to seeking parental or caregiver consent:

- a) Any live fire training exercise, including those conducted on training props, and brigade-led hazard reduction burns for which a burn plan has been developed and approved.
- b) Any excursion, development day, camp, conference, competition, or other authorised event for which a risk assessment has not already been provided by TFS, or the organising body.

5.4.2 Safeguarding

JCP Coordinators and Brigade Chiefs should refer to the *TFS-SES Safeguarding Risk Management Guidance and Procedures*, and *TFS-SES Child and Youth Safety Risk Identification Checklist* documents to appropriately and effectively manage child safety risks.

5.4.3 Managing immediate threats to safety

In a life-threatening emergency, where a child, young person, or adult is, or is reasonably believed or suspected to be in immediate danger, **call 000 for urgent assistance** and take reasonable action to prevent further harm from occurring. As soon as practicable after the incident has been rendered safe, report the incident in accordance with relevant DPFEM/TFS policies and procedures.

5.4.4 Managing reports of child abuse

Safeguarding children and young people from abuse is everyone's responsibility. Section 13 of the [*Children, Young Persons and Their Families Act 1997*](#) states:

An adult who knows, or believes or suspects on reasonable grounds, that a child is suffering, has suffered, or is likely to suffer abuse or neglect has a responsibility to take steps to prevent the occurrence or further occurrence of the abuse or neglect.

Anyone who fails to protect a child or young person from the criminal offence of child abuse may be prosecuted under section 105A of the [*Criminal Code Act 1924*](#). All child abuse offences must be reported to Tasmania Police:

The responsibility of TFS and SES members to protect children and young people from any form of abuse is not limited to abuse occurring at a TFS or SES workplace or setting.

Any TFS or SES member who has knowledge, suspicion or reasonable belief of child abuse must report their concerns promptly.

Tasmania Police

In a life-threatening emergency or if a crime is happening now: 000

For non-urgent matters, or to report that a crime has happened: 131 444

Strong Families, Safe Kids Advice and Referral Line

For advice and support about child and youth safety: 1800 000 123

More information on the process for responding to and reporting child abuse is detailed in the *DPFEM Child and Youth Safety Policy*, or at the DPFEM Child and Youth Safety website: www.dpfem.tas.gov.au/childsafe

5.4.5 Managing reports of Reportable Conduct

In accordance with the Reportable Conduct Scheme provisions of the *Child and Youth Safe Organisations Act 2023*, the head of entity must notify the Independent Regulator when any concerns are raised about the conduct of a worker against, with, or in the presence of a child or young person.

Anyone who has concerns about the abusive or potentially abusive behaviour of another member directed towards a Junior or Cadet member (or any other child or young person) should promptly report this behaviour using the [DPFEM Reportable Conduct Incident Report form](#). Alternatively, anyone can report the behaviour directly to the [Office of the Independent Regulator](#).

For more information about the Reportable Conduct Scheme, please refer to the DPFEM Child and Youth Safety [website](#).

5.5 Managing JCP records

Tasmania Fire Service values the confidentiality and privacy of every individual's personal information. All personal information collected by the Tasmania Fire Service is managed in accordance with the *Personal Information Protection Act 2004*. The personal information collected by the Tasmania Fire Service may be disclosed to third parties where authorised by the owner of the information or where required by law. All hard copy records will be stored in a locked container or room. All electronic records will be stored in the appropriate container within DPFEM Content Manager (CM). Access to this information will be restricted to authorised personnel. All records will be treated as confidential and will be destroyed where they are no

longer required (except where required to be kept in accordance with the *Archives Act 1983*).

5. Terms/acronyms definitions

Term/Acronym	Definition
Adult	Anyone aged 18 years or older.
Brigade Chief	A TFS operational volunteer member who has overall responsibility for the leadership and management of their brigade; in the context of this document, any reference to a Brigade Chief has the same meaning as a First Officer, who has the same or similar responsibilities as a Brigade Chief in co-located, composite, or career support brigades.
Cadet	A TFS volunteer member who is between the ages of 15 to 17 years inclusive.
Child/ren	Anyone under the age of 18; in the context of this document, any reference to a child or children has the same meaning as a youth, young person, or young people.
Child abuse	Encompasses all types of abuse of a child or young person under the age of 18 years, including physical abuse, emotional abuse, psychological abuse, sexual abuse, neglect, and exposure to or involvement in domestic and family violence.
DPFEM	Department of Police, Fire and Emergency Management.
Duty of care	The responsibility of adults to take reasonable action to ensure the health, safety, and wellbeing of children and young people is maintained, and to protect them from all reasonably foreseeable risk of harm.
Grooming	In the <i>Child and Youth Safe Organisations Act 2023</i> , grooming, in relation to a child, means conduct of a person that – is intended to establish trust with the aim of normalising sexually harmful behaviour towards, or allowing the person to engage in an unlawful act, sexual offence, or sexual misconduct, against, the child; and forms part of a pattern of manipulative or controlling behaviour in relation to – the child; or the child’s guardian, family or friends; or a worker of a relevant entity that provides services to, or has dealings with, the child. Without limiting section 6, subsection (1) of the <i>Child and Youth Safe Organisations Act 2023</i> , grooming may – take place in a range of interpersonal and social settings; and employ a variety of forms of communication.

JCP	Junior and Cadet Program.
JCP Coordinator	Junior and Cadet Program Coordinator. A TFS volunteer member who facilitates a brigade's JCP in accordance with all requirements.
Junior	A TFS volunteer member who is between the ages of 10 and 14 years inclusive.
Reportable Conduct	Reportable conduct is defined by the <i>Child and Youth Safe Organisations Act 2023</i> as being a relevant offence committed against, with or in the presence of a child, whether or not criminal proceedings in relation to the offence have been commenced or concluded; or sexual misconduct, that does not form part of a sexual offence against, with or in the presence of a child; or physical violence against a child; or grooming of a child; or conduct that causes, or is likely to cause, significant emotional or psychological harm to a child; or significant neglect of a child; or conduct prescribed for the purposes of section 2 of the <i>Child and Youth Safe Organisations Act 2023</i> – regardless of whether or not the alleged conduct occurred within the course of a worker's duties in respect of an entity.
Safeguard/ing	To protect a person's health, safety, wellbeing, and human rights, enabling them to live free from harm.
TFS	Tasmania Fire Service
Unacceptable behaviour	Actions taken by any person that, having regard to the circumstances, would be considered unlawful, offensive, belittling, harmful, abusive, or threatening; adverse to the health, safety, and wellbeing of any person; or otherwise not in the interests, or damaging to the reputation of the TFS.
Young person/people	Commonly used to refer to any person aged 12 to 17; in the context of this document, any reference to a youth, young person, or young people has the same meaning as a child or children.

6. Supporting documents and resources

List any references or resources relevant to the guidelines. If specific legislation or resources are referred to in the content, include it in this list.

Legislation

- [Child and Youth Safe Organisations Act 2023](#)
- [Children, Young Persons and Their Families Act 1997](#)

- [Registration to Work with Vulnerable People Act 2013](#)
- [Fire Service Act 1979](#)
- [Work Health and Safety Act 2012](#)
- [Workers Rehabilitation and Compensation Act 1988](#)
- [Criminal Code Act 1924](#)

Policy documents

- [TFS Volunteer Code of Conduct](#)
- [DPFEM Child and Youth Safe Policy](#)
- [DPFEM Health, Safety and Wellbeing Policy](#)
- [DPFEM Injury Management Policy](#)
- [TFS/SES Registration to Work with Vulnerable People Policy](#)
- [TFS/SES Mandatory Reporting Policy](#)
- [TFS/SES Safeguarding Risk Management Policy](#)
- Junior and Cadet Program Policy

Guidelines

- [TFS Volunteer Code of Conduct](#)
- [TFS/SES Child and Youth Safe Guidelines](#)
- [Honours and Awards Framework Guidelines](#)
- [Diversity and Inclusion Guidelines](#)
- [Junior and Cadet Program Toolkit](#)

Procedures

- SOP Live Fire Training (Not yet in place)

Technical documents

- [JCP WHS Risk Assessment – General Activities](#)
- JCP WHS Risk Assessment – Live Fire Activities (Not yet in place)

7. Appendices

Appendices may include charts, tools, or other aids that supplement the main content of the guidelines.



Tasmania Fire Service