



Tasmania
Fire Service

Junior and Cadet Program Policy

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Revision history

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4.0	State Fire Commission	State Fire Commission	31/07/2026	Separate JCP Policy and Procedures in line with current templates
3.0	Jeremy Smith	Fire and Emergency Services Commissioner	13/01/2025	Title: JCP Policy and Procedures
2.2	Jeremy Smith	Acting Chief Officer	15/04/2024	Title: Interim JCP Policy and Procedure P001
1.0	J B Gledhill	Chief Officer	25 July 2001	Title: State Fire Commission Junior and Cadet Policy and Procedures PS 3/01

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1. Policy statement

The State Fire Commission (SFC) is committed to creating and fostering an organisational culture and environment that safeguards children and young people from all forms of abuse. This will be achieved through the mandatory implementation of the Tasmanian Government's *Child and Youth Safe Organisations Framework* (which outlines the provisions of the *Child and Youth Safe Organisations Act 2023*), and departmental and organisational policy and doctrine, including the Department of Police, Fire and Emergency Management's (DPFEM) *Child and Youth Safe Policy*, and the *TFS-SES Registration to Work with Vulnerable People Interim Policy*.

This policy, along with the *Junior and Cadet Program Guidelines*, establishes the requirements to ensure that the Tasmania Fire Service (TFS) Junior and Cadet Program (JCP) is planned, organised, and conducted in a manner that upholds the rights, health, safety, and wellbeing of children and young people in every circumstance.

2. Background

The JCP is a youth development program for children and young people ages 10 – 17 inclusive. Facilitated by volunteer fire brigades on an opt-in basis, participants gain applied knowledge and skills in preventing, preparing for, and responding to fires and other emergencies, in a safe and inclusive environment. Participants also develop skills in teamwork and leadership, friendships with like-minded peers, and learn the ethos of volunteering and contributing to their local community in a constructive way.

The JCP is also a demonstrated volunteer recruitment and retention tool, with many participants either transferring directly into volunteer Operational or Operational support membership, or returning to TFS as an employee and/or volunteer later in life.

3. Scope

This Policy applies to any person who has contact with or involvement in a JCP and/or Junior and Cadet members, including:

- a. all Junior and Cadet members;
- b. anyone who is responsible for or participates in the facilitation of a JCP;

- c. anyone who makes decisions that affect the JCP and/or Junior and Cadet members.;
- d. anyone with access to information and/or records relating to the JCP and/or Junior and Cadet members; and
- e. anyone who provides a product, service, or experience for the JCP and/or Junior and Cadet members.

4. Principles

Membership classification

Junior and Cadet members are classified as volunteer members of TFS and as such, are considered workers for the purposes of any relevant legislation, including the *Work Health and Safety Act 2012*, and the *Workers Rehabilitation and Compensation Act 1988*.

Junior and Cadet members are to be classified according to age:

- Junior members: 10 to 14 years of age inclusive.
- Cadet members: 15 to 17 years of age inclusive.

Time served as a Junior and/or Cadet member is to be included in calculations for the issuance of the TFS Long Service Medal, in accordance with the *TFS Honours and Awards Framework Guidelines*.

Upon attaining the age of 17 years, and subject to parent or caregiver consent and Brigade Chief approval, Cadet members may apply for Active Underage membership of TFS.

Upon attaining the age of 18 years, a Cadet member must apply for Operational or Operational Support membership of TFS, or resign from TFS. Cadet members who do not apply for Operational or Operational Support membership within three (3) months of their eighteenth birthday shall be automatically resigned from TFS.

Bullying, harassment, discrimination, and prohibited or reportable conduct

The State Fire Commission is committed to creating a respectful and inclusive workplace which is free from all forms of discrimination, bullying and prohibited conduct. No child or young person will be unreasonably excluded from,

disadvantaged, or unfavourably treated whilst participating in a JCP, based on any personal attributes they may possess or are believed to possess. For more information, please refer to the *DPFEM Diversity and Inclusion Guidelines*.

TFS actively encourages inclusive and respectful behaviour, consistent with the TFS values of service, professionalism, integrity, and consideration, among all Junior and Cadet members. All adult TFS members must conduct themselves in accordance with their relevant Code of Conduct.

All reports of behaviour displayed towards or in the presence of Junior or Cadet members, that may pose a risk to their health, safety, or wellbeing – including the behaviour of other children or young people – are taken seriously and will be managed in accordance with relevant legislation, policy and doctrine.

More information about the process for managing allegations or disclosures of abuse or reportable conduct is detailed in the *DPFEM Child and Youth Safe Policy*.

5. Governance

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 towards JCP members.

Therefore, all adults who have contact with a JCP have the responsibility to ensure that their participation in or involvement with the JCP safeguards children and young people, and responds quickly and effectively to all reports of abuse.

State Fire Commission

The State Fire Commission is responsible for ensuring the formulation of policy in respect of the administration and operation of the JCP.

Fire and Emergency Services Commissioner

The Fire and Emergency Services Commissioner is responsible for ensuring that all JCPs are facilitated in accordance with relevant legislation, policies and doctrine. The Fire and Emergency Services Commissioner may appoint and/or direct suitable persons to undertake certain positions, ranks, roles, work, or duties to achieve this.

Junior and Cadet Program Officer

Situated within the Volunteer Strategy and Support Unit, the JCP Officer is responsible for providing oversight of the JCP, including the development,

implementation and maintenance of JCP policies, doctrine and resources, and the provision of subject matter expertise and support in relation to the facilitation of JCPs.

Brigade Chief

Under the direction of the Fire and Emergency Services Commissioner, Brigade Chiefs are responsible for managing brigade personnel and resources, including their brigade's JCP.

Junior and Cadet Program Coordinator

Under the direction of their Brigade Chief, JCP Coordinators are responsible for planning, organising, and facilitating their brigade's JCP. Every JCP brigade must have at least two (2) JCP Coordinators. At least one (1) JCP Coordinator must be present for all activities involving JCP members.

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 Operational and/or Operational Support members may assist with the facilitation of a brigade's JCP as and when required. 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 with a valid RWVP may provide additional supervision and support to certain activities and/or JCP members as and when required or requested.

6. Terms

Term/Acronym	Definition
Abuse	Any act or omission that intentionally or recklessly causes harm to a person, including sexual abuse, physical abuse, emotional or

	psychological abuse, financial abuse, neglect, or exposure to domestic and family violence.
Active Underage	Any person who has attained the age of 17 years may apply for TFS Operational or Operational Support volunteer membership of a brigade, for the purpose of gaining knowledge and skills that will enable them to perform their chosen role upon attaining the age of 18 years. Refer to the <i>Active Underage Membership Policy</i> for further information.
Adult	Any person who has attained the age of 18 years.
Brigade Chief	A TFS Operational volunteer member who, subject to appointment by and directions from the Fire and Emergency Services Commissioner, directs, controls and regulates the working of their brigade. In the context of this document, any references to Brigade Chief has the same meaning as First Officer. <i>See also: Operational.</i>
Bullying	Any act or omission achieved by any means and in any context, which belittles, controls, abuses, scares, intimidates, excludes, offends or embarrasses a person or group of persons. <i>See also: Discrimination; Harassment; Prohibited conduct.</i>
Child/ren	Any person who has not attained the age of 18 years. <i>See also: Young person/people.</i>
Discrimination	Any act or omission that results in a person or group of persons being treated less favorably, based on any prescribed attribute or characteristic, real or imagined, than a person or group of persons without that attribute or characteristic, including but not limited to ethnicity, race, religion, sex, gender, sexuality, disability, physical appearance, and political affiliation.
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.
Fire and Emergency Services Commissioner	The Chief Executive Officer of Tasmania Fire Service.
Harassment	Any act or omission which offends, humiliates, intimidates, insults or ridicules another person based on any prescribed attribute or characteristic, including sexual harassment. <i>See also: bullying; discrimination; prohibited conduct.</i>
Operational	In the context of this document, a volunteer member of TFS whose position, rank or role sees them responsible for responding to and/or controlling emergency incidents.
Operational Support	In the context of this document, a volunteer member of TFS whose position, rank or role sees them responsible for activities, duties, events or work that directly or indirectly supports a brigade's emergency response capacity and capability.
Prohibited conduct	Any conduct which offends, humiliates, intimidates, insults or ridicules a person in the basis of an attribute or characteristic, real or imagined, that a person possesses or is believed to possess, including sexual harassment, victimization, inciting hatred, or the promotion of or aiding a person to commit prohibited conduct.

Reportable conduct	A range of criminal and non-criminal behaviours committed against or in the presence of a child or young person, as described in section 7 of the <i>Child and Youth Safe Organisations Act 2023</i> . <i>See also: Young person/young people.</i>
Safeguard/ing	To protect a person's health, safety, wellbeing, and human rights, enabling them to live free from harm.
State Fire Commission (SFC)	The corporation established by the <i>Fire Service Act 1979</i> , with responsibility for the central administration of Tasmania Fire Service and matters relating to the prevention of, preparation for, response to and recovery from fires and other emergencies in Tasmania.
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. <i>See also: Child/ren.</i>

7. Supporting documents and resources

Legislation

- [Child and Youth Safe Organisations Act 2023](#)
- [Registration to Work with Vulnerable People Act 2013](#)
- [Work Health and Safety Act 2012](#)
- [State Service Act 2000](#)
- [Anti-Discrimination Act 1998](#)
- [Children, Young Persons and Their Families Act 1997](#)
- [Workers Rehabilitation and Compensation Act 1988](#)
- [Sex Discrimination Act 1984](#)
- [Fire Service Act 1979](#)
- [Criminal Code Act 1924](#)

Policy documents

- [DPFEM Child and Youth Safe Policy](#)
- [DPFEM Health, Safety and Wellbeing Policy](#)
- [DPFEM Injury Management Policy](#)
- [TFS-SES Registration to Work with Vulnerable People Interim Policy](#)
- [TFS Mandatory Reporting Policy](#)

- [TFS-SES Safeguarding Risk Management Policy](#)

Guidelines

- [TFS Volunteer Code of Conduct](#)
- [TFS-SES Child and Youth Safe Guidelines](#)
- [TFS Honours and Awards Framework Guidelines](#)
- [DPFEM 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)

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