

Junior and Cadet Program: Information for Parents and Caregivers



Tasmania Fire Service



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ACKNOWLEDGEMENT OF TASMANIAN ABORIGINAL PEOPLE AND COUNTRY

The Tasmania Fire Service pays respect to Tasmanian Aboriginal People as the traditional and original owners and continuing custodians of lutruwita/Tasmania.

We honour Tasmanian Aboriginal Elders past and present as the first peoples of this Land, and recognise the deep history and culture of this Land.

We recognise and value Aboriginal histories, knowledge and lived experiences and commit to being culturally inclusive and respectful in our working relationships with all Aboriginal people.

We also acknowledge the wellbeing of Tasmanian Aboriginal children and young people has been, and continues to be, based on a deep and continuous connection to Country.

We acknowledge Tasmanian Aboriginal children and young people have a right to grow up in a safe and nurturing environment with connections to community, culture and identity.

ACKNOWLEDGEMENT OF LIVED EXPERIENCE

We acknowledge all those with lived experience of child abuse in lutruwita/Tasmania, including those with lived experience of harm in Tasmanian institutional settings.

We thank those people with lived experience of child abuse who are working with us to make the Tasmania Fire Service a safer organisation for children and young people.

Every child and young person has a right to be safe, and the safety and wellbeing of children and young people is everyone's responsibility.

ABOUT US

Tasmania Fire Service

The Tasmania Fire Service is a diverse organisation made up of career firefighters, volunteers and State Service employees. Established in 1979 as the operational arm of the State Fire Commission, the Tasmania Fire Service works alongside our emergency services and land management partners to prevent, prepare for and respond to emergencies and natural disasters across the state. Our work includes:

- managing community protection planning and fire safety programs
- regulating the fire protection industry and the maintenance of building safety standards
- vegetation fire management and bushfire mitigation programs
- applying the Australian Fire Danger Rating System and the Australian Warning System
- managing the state and regional firefighting operations for bushfire, structural fire and hazardous materials incidents. This includes intelligence, air operations, warnings and public information.

To learn more, visit our website: www.fire.tas.gov.au

Our Values

All members of Tasmania Fire Service are committed to living out our values in all that we do. Our values are:

Service

We value:

- serving the Tasmanian community
- being responsive to community needs
- being progressive and delivering quality services.

Professionalism

We value:

- dedication and pride in our organisation
- being skilled, efficient, committed and innovative
- using our collective capabilities to deliver an excellent service

- being accountable for our actions.

Integrity

We value:

- being trustworthy and ethical
- treating each other fairly and honestly
- having the courage to do the right thing.

Consideration

We value:

- each other
- working together to achieve our goals
- treating each other with fairness and respect
- being supportive, compassionate and helping each other.

THE JUNIOR AND CADET PROGRAM

What is the Junior and Cadet Program?

The Tasmania Fire Service Junior and Cadet Program is a volunteer-facilitated youth development program for children and young people ages 10 – 14 (Juniors) and 15 – 17 (Cadets) inclusive. Through participation in the Junior and Cadet Program, children and young people can gain:

- knowledge and practical skills in emergency and natural disaster prevention, preparedness and response
- skills in teamwork, leadership, communication and problem solving
- friendships with like-minded peers
- self-confidence
- a sense of belonging to their local community and participating in community life.

The knowledge, skills and experiences gained through participation in a Junior and Cadet Program set children and young people up for success as they mature. Tasmania Fire Service Cadets have been able to draw on their experiences of the program to strengthen their resumés and tertiary study applications. Many graduates of the Junior and Cadet Program have gone on to become Tasmania Fire Service volunteers or employees or to pursue rewarding careers in emergency management.

Who runs the program?

The Junior and Cadet Program is facilitated by Tasmania Fire Service volunteer fire brigades. Each program has at least two Junior and Cadet Program Coordinators, whose responsibility it is to plan, organise and run the program, with support from the brigade's leadership team and members. Talk to your brigade to find out who is involved with their Junior and Cadet Program.

When does the program operate?

Junior and Cadet Programs typically operate during the Tasmanian public school terms, on a weekly or fortnightly basis. These sessions are usually offered on a weeknight, in the early evening. Occasionally, special activities such as camps and competitions are offered during school holidays, or on weekends.

Junior and Cadet Program sessions are not usually offered on the same night or at the same time as senior brigade training. Check with your brigade to find out when their Junior and Cadet Program operates.

What's involved?

The Tasmania Fire Service Junior and Cadet Program involves a variety of activities, delivered at the fire station and in the brigade's local area.

For Juniors, there is a focus on developing self-confidence, learning to work as a member of a team, and having fun.

For Cadets, this foundation is expanded upon as the focus shifts to consolidating applied firefighting and emergency management knowledge and skills and completing training such as the Volunteer Brigade Basics Program, and the Firefighter Level One training package (Pump Operation, Bush Firefighting and Structure/Mobile Property Firefighting).

To supplement these activities, there may also be the opportunity to participate in excursions (particularly to our emergency management partner organisations), live fire training exercises, and development days or camps.

Many Junior and Cadet Programs also enter teams into the Tasmanian Fire Brigades Championships Association's annual State Firefighter Championships, giving Junior and Cadet members the opportunity to meet other children and young people and showcase their skills in a friendly competition environment.

Practical knowledge and skills covered in the Junior and Cadet Program:

- Workplace Health and Safety
 - how to wear and care for Personal Protective Clothing and Equipment (PPC/E)
 - risk management (identifying, analysing, mitigating, and recording hazards and risks)
 - manual handling
- use and maintenance of firefighting pumps and equipment
- operation of communications systems and equipment (radio communications)
- map reading and navigation
- ropes, knots and lines
- ladders
- applied fire science
 - theory of combustion
 - selection and application of appropriate extinguishing media (hoses, extinguishers, and fire blankets)
 - live fire training scenarios
- first aid.

How much does it cost?

Participation in the Tasmania Fire Service Junior and Cadet Program is **FREE**.

The Tasmania Fire Service will provide your child with all the Personal Protective Clothing and Equipment (PPC/E) required for safe participation in all program activities.

Any potential incidental costs (e.g., spending money for a camp) will be advertised well in advance if required.

How do I enrol my child?

After visiting the brigade and meeting your Junior and Cadet Program Coordinators, complete an *Application for Enrolment – Tasmania Fire Service Junior and Cadet Program* form and provide proof of identity and residence.

You and your brigade will receive a letter confirming that your child has been enrolled, at which point they will be able to begin attending and participating in the program.

All Junior and Cadet members complete a Junior and Cadet Program Induction upon enrolment.

Topics covered in the Junior and Cadet Program Induction:

- Introduction to the Tasmania Fire Service
- Introduction to the Junior and Cadet Program
- Health, Safety and Wellbeing
- PPC/E fitting

Who will look after my child?

Whilst participating in Junior and Cadet Program activities, Junior and Cadet Program Coordinators and the Brigade Chief have primary duty of care for all Junior and Cadet members.

At least one Junior and Cadet Program Coordinator will be present for all activities.

The following minimum supervision levels are applied:

- for activities not involving live fire: one adult for every five Juniors and/or Cadets
- for activities involving live fire: one firefighter for every two Juniors and/or Cadets
- For activities requiring overnight accommodation: at least one female adult where female Juniors and/or Cadets are participating, except where a parent or caregiver (e.g., father) is present.

How is safety managed?

All Junior and Cadet Program activities are risk assessed to ensure that they are safe and developmentally appropriate for children and young people.

Parents and caregivers can request a copy of these risk assessments, by contacting your Junior and Cadet Program Coordinators or Brigade Chief.

Is there a development pathway to senior (18+) membership?

Cadets who have attained the age of 17 years are eligible to participate in additional training and education that prepares them for becoming Operational (volunteer firefighter) or Operational Support members upon turning 18.

These Cadets can participate in senior brigade training activities, and can complete Volunteer Brigade Induction, Volunteer Brigade Basics, and any of the core or elective courses from the Firefighter Level One training package (or

equivalent Operational Support courses), which are facilitated by the Tasmania Fire Service's regional Training Delivery divisions.

Eligibility is subject to the written consent of a parent or caregiver, and the endorsement of the Cadet's Brigade Chief and Junior and Cadet Program Coordinators.

When being enrolled in courses facilitated by Training Delivery, priority enrolment will be given to senior Operational and Operational Support members.

For more information, or to obtain a *Consent to Enrol in Tasmania Fire Service Cadet Development Pathway* form, please speak to your Brigade Chief or Junior and Cadet Program Coordinators.

CHILD AND YOUTH SAFETY

Safeguarding

The Tasmania Fire Service is committed to protecting the health, wellbeing and human rights of children and young people, enabling them to live free from harm. To achieve this, we are committed to being a child safe organisation. This means building a community where children and young people's rights to safety and wellbeing are respected and upheld, in our culture, processes and environments. We are committed to implementing the provisions of the *Child and Youth Safe Organisations Act 2023* and all relevant recommendations of the Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings.

The Child and Youth Safe Standards and the Universal Principle

The Child and Youth Safe Standards

The Child and Youth Safe Standards mirror the National Principles for Child Safe Organisations. The Standards are 10 principles that:

- promote the safety and wellbeing of children and young people
- prevent abuse and harm to children and young people
- create a benchmark that organisations that engage with children and young people need to meet
- ensure organisations that engage with children and young people embed strategies in their day-to-day practice to realise these things.

The Child and Youth Safe Standards are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
This means: All people in the organisation care about children and young people's safety and wellbeing above everything else. They make sure they act that way and lead others to act that way.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
This means: Children and young people are told about their human rights, have a say in decisions and are taken seriously.
3. Families, carers and communities are informed and involved in promoting child safety and wellbeing.
This means: Families, carers and communities know about and are involved in the organisation's child safety and wellbeing activities.
4. Equity is upheld and diverse needs respected in policy and practice.
This means: The rights of every child and young person are being met, and children and young people are treated with dignity, respect and fairness.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

This means: People working with children and young people are safe to work with them, and are respectful of them. They are taught how to keep children safe and well.

6. Processes to respond to complaints and concerns are child focused.

This means: Children, young people, families, carers, staff and volunteers are listened to and can share problems and concerns.

7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

This means: Staff and volunteers keep learning all the time so they know how to keep children and young people safe and well.

8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

This means: Children and young people are safe in online and physical spaces.

9. Implementation of the Child and Youth Safe Standards is regularly reviewed and improved.

This means: The organisation keeps reviewing and improving its child safety and wellbeing practices.

10. Policies and procedures document how the organisation is safe for children and young people.

This means: The organisation writes down how it keeps children and young people safe and well, and makes sure that everyone can see these documents.

The Universal Principle

In putting all 10 Standards into practice, organisations must also give effect to something called the Universal Principle for Aboriginal Cultural Safety.

The Universal Principle applies to all 10 Standards and means the rights of Aboriginal and Torres Strait Islander children and young people to cultural safety must be respected.

Cultural safety can be understood as an environment or relationship where:

- Aboriginal and Torres Strait Islander children and young people feel safe to be themselves
- their Aboriginality is respected
- their sense of self and identity is nurtured and encouraged.

It is a space where there is no racism, or challenge or denial of their identity and their needs.

There are risks to children and young people when cultural safety is not practiced or respected.

Reportable Conduct Scheme

The Reportable Conduct Scheme is about creating a culture where organisations that engage with children and young people, like the Tasmania

Fire Service, investigate concerns about their wellbeing in a thorough, transparent, safe and child-centred way.

It does this by requiring leaders the Department of Police, Fire and Emergency Management to:

- report concerns of conduct related to child abuse involving a worker (including volunteers) in the Department to an independent regulator, and
- investigate these concerns (or engage an independent investigator to do so).

What is reportable conduct?

Reportable conduct includes criminal and non-criminal behaviour. Broadly speaking, reportable conduct includes:

- significant emotional or psychological harm
- significant neglect
- physical violence
- a sexual offence
- sexual misconduct
- grooming
- relevant offences such as failing to report child abuse and female genital mutilation.

Who can make a report about reportable conduct?

Anyone can make a report about reportable conduct involving a Department of Police, Fire and Emergency Management worker, including children and young people themselves, regardless of where or when the alleged conduct has occurred.

You can make a report of reportable conduct to the Department of Police, Fire and Emergency Management, using the online form on its child and youth safety website: www.dpfem.tas.gov.au/childsafesite

Alternatively, you can make a report of reportable conduct directly to the independent regulator, using the online form on the Office of the Independent Regulator website: www.oir.tas.gov.au/report-a-concern

For more information about child safety and wellbeing, contact the Strong Families, Safe Kids Advice and Referral Line on 1800 000 123.

WORKPLACE HEALTH AND SAFETY

Insurance

The State Fire Commission and the Tasmania Fire Service are insured through the Tasmanian Risk Management Fund, the Tasmanian Government's self-insurance fund.

Subject to conditions, all Tasmania Fire Service members participating in authorised Junior and Cadet Program activities are covered by the following insurances:

- Workers Compensation (covering liability under the *Workers Rehabilitation and Compensation Act 1988*)
- General Liability (including public and products liability, professional indemnity)
- General Property (excluding motor vehicles)
- Personal Accident (including no-fault personal injury cover for authorised Department of Police, Fire and Emergency Management volunteers).

Wellbeing Support

Wellbeing Support encompasses a range of physical and psychological health and wellbeing services. As members of the Department of Police, Fire and Emergency Management, all Junior and Cadet members and their immediate family have 24/7 access to Wellbeing Support Officers, by calling 6173 2873.

For more information about Wellbeing Support, please talk to your Junior and Cadet Program Coordinators or Brigade Chief.

ENROLLING A CHILD OR YOUNG PERSON IN A TASMANIA FIRE SERVICE JUNIOR AND CADET PROGRAM

This section contains information on how to complete the *Application for Enrolment – Tasmania Fire Service Junior and Cadet Program* form (application form). The application form must be completed for each child or young person enrolling in a Tasmania Fire Service Junior and Cadet Program. If you need further assistance completing this form, please ask your Junior and Cadet Program Coordinators.

The application form

Enrolling a child or young person in a Tasmania Fire Service Junior and Cadet Program

To enrol a child or young person in a Tasmania Fire Service Junior and Cadet Program, you will need to complete an *Application for Enrolment – Tasmania Fire Service Junior and Cadet Program* form. You can obtain a copy of this form from your brigade, or from your brigade's Regional Headquarters.

Completing the application form

The application form is to be completed by the enrolling parent/caregiver. The enrolling parent/caregiver is the person who gives consent and signs the *Application for Enrolment – Tasmania Fire Service Junior and Cadet Program* form.

The enrolling parent/caregiver should determine who the main contact is for matters concerning and/or involving the child, unless a Legal Order determines otherwise (see Section 7 – Legal Orders).

Required information

You **must** complete all questions marked with an (*). The information collected by these questions, including those questions which ask for your consent, is considered essential to ensure that the Tasmania Fire Service can fulfil its legal and moral obligations to uphold the rights, safety and wellbeing of your child whilst they are in the organisation's care. Failure or refusal to answer these questions and/or to provide the required information and/or documentation and/or providing false or misleading information may result in a refusal to process your application form.

Informed consent

To consent means to give your assent, agreement or approval.

To give informed consent for a child or young person to participate in a Tasmania Fire Service Junior and Cadet Program, you must:

- have legal capacity to consent
- give your consent voluntarily (i.e., nobody can force, coerce or trick you into enrolling the child or young person)

- be given enough information about the Tasmania Fire Service, the Junior and Cadet Program and the brigade that is running the program, including the benefits and risks of participation
- be given the opportunity to ask questions and be satisfied with the answers that you receive.

Legal capacity

Legal capacity means that you can:

- understand and retain all the information that you need to make a decision
- understand your options
- understand the benefits, risks and consequences of your options
- communicate your decision to the Tasmania Fire Service.

In general, if a person is under the age of 18 years, their parent or caregiver gives consent on their behalf. However, there are some cases where young people under the age of 18 can give consent.

Before consenting

Before you give consent, make sure:

- your Brigade Chief/First Officer and/or your Junior and Cadet Coordinator/s have explained the program to you
- that any risks and the likelihood of those risks are explained
- you understand the benefits
- you understand the purpose of what you are consenting to.

If you are unsure at any stage, be sure to ask your Brigade Chief/First Officer and/or your Junior and Cadet Coordinator/s.

Informed consent might look different for different people. Before you give informed consent, you may need help from:

- an interpreter, if English is not your first language
- a friend, family member, or support person to discuss your decisions with.

How to give informed consent

You can give informed consent verbally or in writing. In the case of enrolling a child or young person in a Tasmania Fire Service Junior and Cadet Program, you must give consent in writing, by completing the *Application for Enrolment in a Tasmania Fire Service Junior and Cadet Program* form.

Changing your mind

You can withdraw your consent for the child or young person's participation in any aspect of the program, or the program itself, at any time. You must do so in writing. Depending on what you have withdrawn your consent for, the child or young person's ability to participate in the program may be affected. You are

strongly encouraged to discuss your intention to withdraw consent with your Brigade Chief and/or Junior and Cadet Coordinators.

HOW TO COMPLETE THE APPLICATION FORM

Section 1 – Child’s details

Questions you must answer in this section: 1a, 1b, 1d, 1e, 1g, 1h 1k, 1o

Questions you may choose to answer in this section: 1c, 1f, 1i, 1j, 1l, 1m, 1n, 1p

Legal and preferred names

Q1a and Q1b: Legal name

A person’s legal name are the names that are recorded when a person’s birth is registered or when it is changed by the person through a legal process. These names are used by governments and organisations in a variety of contexts to formally identify a person.

You **must** answer Questions 1a and 1b by providing the child or young person’s legal surname (i.e., last name) and legal given name/s (i.e., first name/s, and middle name/s if they have them).

The answer to this question will be verified by the person who sights the document/s that are provided as evidence of the child or young person’s identity (see Section 2 – Evidence of Child’s Identity and Residence).

Q1c: Preferred name

Some children and young people are not known by their legal first name. For example:

- their first given name is Mary and their second given name is Jane, but they are called Jane; or
- their first given name is John, but they are called Jack; or
- their first given name is Cassidy, but they are called Cass.

If the child or young person you are enrolling is known by a name other than their legal first name, then you may provide this name in Question 1c.

Question 1c is not to be used for nicknames. For example:

- an informal shortening or alteration of a name, like Bazza for a person named Barry; or
- a pet name that is unrelated to a person’s legal name, like honey, sweetheart, or darling.

If the child or young person you are enrolling does not have a preferred given name, you may leave this field blank, and the child or young person will be addressed by their legal first name.

Brigade

Q1d: Brigade

You **must** answer Question 1d by providing the name of the brigade whose Junior and Cadet Program the child will be joining. If this is not known, leave this field blank and have the Brigade Chief or Junior and Cadet Program Coordinators complete it prior to lodgement.

Sex and gender

Q1e: Sex

The term sex is used to refer to a person's sex characteristics, such as their chromosomes, hormones and reproductive organs.

While typically based upon the sex characteristics observed and recorded at birth or infancy, a person's reported sex can change over the course of their lifetime and may differ from their sex recorded at birth.

You **must** provide an answer to Question 1e. You may only choose one option as your answer. If you check the box marked another term, you must specify what that term is in the space provided.

Q1f: Gender

The term gender is used to refer to social and cultural differences in identity, expression and experience as a man, woman, or non-binary person.

Non-binary is an umbrella term describing gender identities that are not exclusively male or female.

Gender identity is about who a person feels themselves to be.

Gender expression is the way a person expresses their gender. A person's gender expression may also vary depending on the context, for instance, expressing different genders at work and home.

Gender experience describes a person's alignment with the sex recorded for them at birth i.e., their sex and gender are the same (cisgender), or they are different (transgender).

You may choose to provide an answer to Question 1f. If you do not wish to answer, you may check the box marked prefer not to answer, or you may leave this field blank.

Date of birth

Q1g: date of birth

A person's date of birth is the day, month and year on which they were born, as recorded on their Birth Certificate.

You **must** provide an answer to Question 1g. You must answer this question using the dd/mm/yyyy format. For example, 01/01/2001.

The answer to this question will be verified by the person who sights the document/s that are provided as evidence of the child or young person's identity (see Section 2 – Evidence of Member Identity and Residence).

Residential address

Q1h: Residential address

A person's residential address is the unit and/or house number, street name, suburb/town and postcode of the place where they live.

In the case of a child or young person who is subject to a custody arrangement or Legal Order that affects their living arrangements, their residential address is the address at which they spend most of their time. Ideally, this will be the same residential address as the enrolling parent or caregiver.

You **must** answer Question 1h by providing the residential address of the child being enrolled in the Junior and Cadet Program.

Cultural and Linguistic Diversity (CaLD)

Q1i: Aboriginal and Torres Strait Islander persons

You may choose to provide an answer to Question 1i. You may only choose one option as your answer. If you do not wish to answer, you may leave this field blank.

Q1j: Country of birth

You may choose to provide an answer to Question 1j. You may only choose one option as your answer. If you check the box marked yes, born in another country, you must specify which country that is in the space provided. If you do not wish to answer, you may leave this field blank.

Q1k: Citizenship and permanent residency

You **must** answer Question 1k. You may only choose one option as your answer. If your answer to Question 1k is no, then you **must** answer Questions 1l (visa type and arrival date) and 1m.

Q1l: Visa type and arrival date

If your answer to Question 1k is no, then you **must** answer Question 1l by providing the type of visa that allows the child to reside in Australia and their arrival date.

Q1m: Humanitarian entrants

If your answer to Question 1k is not, then you **must** answer Question 1m. You may only choose one option as your answer. If you check the box marked yes, you must answer Question 1n (visa type and arrival date).

Q1n: Visa type and arrival date

If your answer to Question 1m is yes, then you **must** answer Question 1n by providing the type of visa that allows the child to reside in Australia and their arrival date.

Q1o: Language

You **must** answer Question 1o. You may only choose one option as your answer. If you check the box marked yes, other, then you **must** specify what

language that is in the space provided. If more than one language other than English is spoken, please specify the language that is spoken most often.

Q1p: Interpreter

If your answer to Question 1o is yes, then you **must** answer Question 1p. You may only choose one option as your answer. If your answer to Question 1p is yes, your brigade's Junior and Cadet Program Coordinators will ask you for more information about what services the child or young person may require, and how they will be provided.

Section 2 – Evidence of Child's Identity

Questions you must answer in this section: ALL

When enrolling a child or young person in a Tasmania Fire Service Junior and Cadet Program, evidence must be provided for the child's identity.

If you have difficulty providing evidence, please discuss the options with your brigade's Junior and Cadet Program Coordinators.

Identification of child

Q2a: type of documents provided

Proof of the child or young person's identity **must** be provided through sighting an original or certified copy of **one** of the following:

- Birth Certificate (certified copy, not extract or photocopy)
- current Australian or foreign passport and visa
- current Australian photo drivers licence or Tasmanian learners licence
- citizenship papers
- Australian Government issued travel documents, including visas
- Australian Government Certificate of Evidence of Resident Status
- Tasmanian Personal Information Card.

If the child was born in Tasmania and does not have a Birth Certificate, application forms are available from any Service Tasmania shop, or by calling Births, Deaths and Marriages Tasmania on 1300 135 513.

Who can sight these documents?

Q2b and Q2c: sighted by; date

This section must be completed by either the Brigade Chief/First Officer, or by one of the brigades Junior and Cadet Program Coordinators. They must:

- physically see either an original or a certified copy of each document provided; and
- check the details on the document against the details provided in section 1; and
- record their first and last name, their rank or role, and the date on which they saw the documents and verified the child or young person's identity.

Section 3 – Parent/Caregiver Contacts

Questions you must answer in this section: 3a – d, 3g, 3i, 3k, 3l

Questions you may choose to answer in this section: 3e, 3f, 3h, 3j

Names

Q3a and Q3b: surname and given name

You **must** answer Questions 3a and 3b by providing the legal surname (i.e., last name) and legal given name (i.e., first name) of the enrolling parent/caregiver and one other parent/caregiver.

In the case of the enrolling parent/caregiver, the answer to this question will be verified by the person who sights the document/s that are provided as evidence of their identity (see Section 4 – Evidence of Enrolling Parent/Caregiver Identity).

Relationships

Q3c: relationship to child

You **must** answer Question 3c by indicating each parent/caregiver's relationship to the child or young person, whether that be familial (e.g., a biological, adoptive, or step-relative) or legal (e.g., a court-appointed guardian).

Cultural and Linguistic Diversity (CaLD)

Q3d: Language

You **must** answer Question 3d. You may only choose one option as your answer. If you check the box marked yes, other, then you **must** specify what language that is in the space provided. If more than one language other than English is spoken, please specify the language that is spoken most often.

Q3e: Interpreter

If your answer to Question 3d is yes, then you **must** answer Question 3e. You may only choose one option as your answer. If your answer to this question is yes, your brigade's Junior and Cadet Program Coordinators will ask you for more information about what services the parent or caregiver may require, and how they will be provided.

Q3f: Aboriginal and Torres Strait Islander persons

You may choose to provide an answer to Question 3f. You may only choose one option as your answer. If you do not wish to answer, you may leave this field blank.

Addresses

Q 3g: residential address

You **must** answer Question 3g by providing the residential address of each parent or caregiver. If the parent or caregiver's residential address is the same as the residential address of the child or young person being enrolled, you may leave this field blank.

Q3h: mailing address

Some people choose to have letters and packages sent to an address other than their residential address. If either parent or caregiver has a mailing address that is different to their residential address, then you **must** answer Q3h. If your mailing address is the same as your residential address, then you may leave this field blank.

Contact phone numbers

Q3i and Q3j: 1st, 2nd and 3rd contact phone numbers

You **must** answer Question 3i by providing a contact phone number. This must be a phone number that is most likely to be answered by the parent or caregiver in an emergency (e.g., a mobile phone number).

You may choose to answer Question 3j by providing alternative contact phone number/s. This could be the phone number of the parent or caregiver's workplace or a landline.

Email address

Q3k: email address

You **must** answer Question 3k by providing the email address of each parent or caregiver. Email is used to communicate urgent and important information to members in a timely manner (e.g., Safety Alerts).

Communication

Q3l: Do you wish to receive communication separately?

You **must** answer Question 3l, by indicating whether the other parent or caregiver wishes to receive letters and/or emails regarding their child or young person's participation in a Tasmania Fire Service Junior and Cadet Program. This may be useful where the child or young person does not reside with the other parent or caregiver on a full-time basis.

The enrolling parent or caregiver will automatically receive letters and/or emails regarding their child or young person's participation in a Tasmania Fire Service Junior and Cadet Program.

Where more than one child or young person from the same family is enrolled and the nature of the communications are not specific to a particular child or young person, parents and caregivers will receive one letter and/or email per family.

Section 4 – Evidence of Enrolling Parent/Caregiver Identity

Questions you must answer in this section: ALL

When enrolling a child or young person in a Tasmania Fire Service Junior and Cadet Program, evidence must be provided for the enrolling parent/caregiver's identity.

If you have difficulty providing evidence, please discuss the options with your brigade's Junior and Cadet Program Coordinators.

Identification of parent/caregiver

Q4a: type of document provided

Proof of the enrolling parent/caregiver's identity **must** be provided through sighting an original or certified copy of one of the following:

- Birth Certificate (certified copy, not extract or photocopy)
- current Australian or foreign passport and visa
- current Australian photo drivers licence or Tasmanian learners licence
- citizenship papers
- Australian Government issued travel documents including visa
- Australian Government Certificate of Evidence of Resident Status
- Tasmanian Personal Information Card.

Who can sight these documents?

Q4b and Q4c: sighted by; date

This section must be completed by either the Brigade Chief/First Officer, or by one of the brigades Junior and Cadet Program Coordinators. They must:

- physically see either an original or a certified copy of the document provided; and
- check the details on the document against the details provided in section 3; and
- record their first and last name, their rank or role, and the date on which they saw the document and verified the enrolling parent or caregiver's identity.

Section 5 – Medical Information

Questions you must answer in this section: 5a, 5c, 5e

Questions you may choose to answer: 5b, 5d

Medical Conditions

Q5a and Q5b

You **must** answer question 5a by indicating whether the child or young person has a medical condition/s.

A medical condition is any physical, mental or emotional (or a combination of any/all of these) disability, disease, illness or injury, whether temporary or permanent, that affects either the child or young person's ability to care for themselves and/or participate in the activities of the Junior and Cadet Program (see page 8 of this document), or the type/s of treatment they are able to receive if they are injured or become unwell.

This includes sensitivities, intolerances, allergies and anaphylactic reactions to animals, foods, invertebrates (e.g., insect bites and stings), medicines, or substances (or a combination of any/all of these). For a comprehensive list of medical conditions, please visit <https://www.healthdirect.gov.au/health-topics/conditions>.

If you checked the box marked yes for Question 5a, then you **must** answer Question 5b by providing all relevant information about the child's medical condition/s. For every condition, try to include the following information:

- the name of the condition
- whether the condition is temporary or permanent. If it is temporary, include information about when it is expected to resolve
- what, if any symptoms of the condition the child experiences in daily life
- what, if any symptoms of the condition the child experiences, or could experience, if their condition worsens
- how the symptoms of the condition are managed in daily life
- how the symptoms of the condition are managed when they are getting worse.

Should the child or young person need to take medication whilst participating in the Junior and Cadet Program, an *Authorisation for Administration of Junior or Cadet Medication* form must also be completed before Tasmania Fire Service members can administer (including dispensing medication for self-administration or supervising self-administration) medication.

All **prescribed medication** must be provided in the **original packaging** with a **pharmacy label affixed**, identifying the recipient and providing clear instructions for dosage and administration.

All **over-the-counter medication** (i.e., pharmacist-only, pharmacy, and general sale medicines, including vitamins and dietary supplements) must be provided in the **original packaging**, providing **clear instructions** for dosage and administration.

For **emergency medication** (e.g., asthma inhaler, EpiPen) the brigade will also require a **doctor's letter** containing detailed first aid instructions and/or a **signed Anaphylaxis or Asthma Management Plan**. Authorisations to administer Junior or Cadet medication, Anaphylaxis Management Plans and Asthma Management Plans must be renewed annually. Copies of Authorisations, Anaphylaxis Management Plans and Asthma Management Plans must be kept by the brigade.

If the space provided in Question 5b is insufficient, please attach additional pages to the Application for Enrolment form as required.

Medical aids and/or devices

Q5c: Does your child require any medical aids or devices?

Some medical conditions require the permanent or temporary use of aids and/or devices. Common aids and/or devices include glasses and/or contact lenses, mouthguards, and orthotic inserts. Other aids and/or devices include blood glucose monitors, insulin pumps, wheelchairs, prosthetics, and cochlear implants.

You **must** answer Question 5c by indicating whether the child or young person uses any medical aids and/or devices. If you check the box marked *yes, other*,

then you **must** specify what type of medical aid/s and/or device/s are required, including instructions regarding their use and maintenance (if required).

If the space provided in Question 5c is insufficient, please attach additional pages to the Application for Enrolment form as required.

General Practitioner information

Q5d: name and street address of General Practice doctor and/or clinic

If the child or young person that you are enrolling becomes ill or injured whilst participating in the Junior and Cadet Program and requires non-urgent medical attention, you may wish for them to be treated by a particular General Practitioner (GP) doctor, or at a particular GP clinic where practicable.

You may choose to answer Question 5d by providing the name of the child or young person's GP doctor and/or clinic, and the street address and contact phone number of the practice. If you do not wish to answer, you may leave this field blank.

Authorisation to seek medical attention

Q5e: Authorisation to seek medical attention

You **must** answer Question 5e by indicating whether you authorise (i.e., give consent for) Tasmania Fire Service members to seek medical attention for the child or young person that you are enrolling, should they become ill, injured, or experience symptoms of a known medical condition that are unable to be controlled by first aid and/or established management protocols whilst participating in the Junior and Cadet Program.

As members of the Tasmania Fire Service, Juniors and Cadets are covered by the Tasmanian Risk Management Fund (TRMF) whilst participating in the Junior and Cadet Program and are as such entitled to compensation for costs incurred in the treatment of illnesses and/or injuries experienced as a direct result of their participation in the Junior and Cadet Program. The Tasmania Fire Service members that accompany the child or young person to receive such treatment will advise the provider/s of the circumstances and commence the administrative processes required to access compensation.

NOTE: if you do not authorise Tasmania Fire Service members to seek medical attention for the child or young person that you are enrolling, the child or young person cannot be enrolled in a Tasmania Fire Service Junior and Cadet Program.

Section 6 – Legal Orders

Questions that you must answer in this section: 6a

Questions you may choose to answer: 6b – f

Legal Orders

Q6a: Is there a Legal Order in place concerning your child?

There are several reasons why a child or young person may be the subject of a Legal Order. At the centre of these decisions are the need to maintain the safety and wellbeing of children and young people. The Tasmania Fire Service requires certain details of such Legal Orders, to ensure that the particulars of each Order are met when the organisation has a duty of care for the child or young person concerned.

You **must** answer Question 6a by indicating whether the child or young person that you are enrolling is the subject of a Legal Order.

Q6b: Legal Order Types

If you answered *yes* to Question 6a, then you **must** answer Question 6b, by indicating what type/s of Legal Orders the child or young person that you are enrolling is the subject of. You may select more than one type of Legal Order. If you do not see the type of Legal Order in the options provided, check the box marked *Other* and specify what type of Legal Order the child or young person is subject to.

Q6c: Give name and surname of any other person (other than the member) to whom the Legal Order applies

If you answered Question 6b, then you may need to answer Question 6c. You may record more than one name if required.

Q6d and Q6e: Order start and expiry/review dates

If you answered Question 6b, then you may need to answer Questions 6d and 6e, by providing the date that the Legal Order/s came into effect (i.e., start date) and the date that the Legal Order/s ceases to have effect (i.e., expiry date or review date).

Q6f: Details of Order and other information relevant to the brigade

If you answered Question 6b, then you may need to answer Question 6f, by providing any relevant information in relation the Legal Order/s. This may include specific instructions regarding who can have access to the child or young person that you are enrolling whilst they are participating in the Junior and Cadet Program, either directly (e.g., being physically present) or indirectly (e.g., receiving information about the child or young person, including images).

If you are unsure how to answer this question, please discuss the matter with your brigade's Junior and Cadet Program Coordinators or the Brigade Chief/First Officer.

Section 7 – Consent to Publication of Personal Information

Questions you must answer in this section: ALL

You **must** answer Questions 7a, 7b, 7c and 7d by indicating yes or no to each question, to give or deny consent for:

- the child or young person's images and/or samples of work and/or achievements and/or name to be published in brigade and/or organisational publications

- the child or young person to be photographed and/or filmed and/or interviewed by external media outlets, and/or
- images to be taken of your child for Junior and Cadet Program and/or brigade photographs, which may be provided or sold to parents/caregivers and/or brigade members and may include the child or young person's first name and surname.

NOTE: denying consent (i.e., answering no) to any/all of these questions will not negatively affect the outcome of your application for enrolment.

Section 8 – Transport

Questions you must answer in this section: ALL

Mode of transport

Q8a: How will your child be travelling to and from Junior and Cadet Program Activities?

You **must** answer question 8a by indicating how the child or young person will be travelling to and from Junior and Cadet Program activities.

If the mode of travel the child or young person will use is not listed, check the box marked other and specify what mode of travel the child or young person will be using (e.g., scooter, motorcycle, etc.)

If the child or young person will be catching a bus, please specify the route to be taken (e.g., Metro 634 Lauderdale to Rokeby).

Direction of travel

Q8b: In which direction will your child be using this mode of travel?

You **must** answer Question 8b by indicating which directions your child will be travelling using this mode.

If they are using two modes of travel in two different directions (e.g., walking to and car from), then you can indicate this by making a note in the blank space next to this question.

Travel with persons other than parents/caregivers

Q8c: Will your child regularly travel to and/or from Junior and Cadet Program activities with someone other than the parents/caregivers identified in section 3 of this application?

You **must** answer Question 8c by indicating whether the child or young person will travel with someone other than the parents/caregivers listed in section 3 of the application. This may be another caregiver (e.g., an older sibling, a grandparent, a babysitter, etc.), or it may be the parent or caregiver of another member of the Junior and Cadet Program with whom you have a carpool arrangement. If this is the case, you must provide the first name and surname of this person. If there is more than one person, you may write other names in the blank space next to this question.

Section 9 – Consent for minor excursion participation

Questions you must answer in this section: ALL

Minor excursions

Q9a: I give consent for my child to participate in minor excursions as part of the Junior and Cadet Program.

You **must** answer question 9a by indicating yes or no to whether you give or deny consent for the child or young person to participate in local excursions.

Minor excursions are a common feature of Junior and Cadet Programs. Minor excursions give Junior and Cadet members the opportunity to apply their knowledge and skills in different environments, meet members of other Junior and Cadet Programs, and learn about the broader role that the Tasmania Fire Service plays in preventing and preparing for emergencies and natural disasters in the local community. 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 are risk assessed, with risk management strategies put in place prior to the excursion.

A copy of these risk assessments can be made available to you by request: please ask your brigade's Junior and Cadet Program Coordinators.

Parents and caregivers will be given at least one week's notice of all minor excursions.

NOTE: Whilst you may have an objection to a particular excursion and withdraw your consent for the child or young person to participate, the Tasmania Fire Service strongly encourages parents and caregivers not to deny or withdraw consent for all minor excursions, as they are an integral part of Junior and Cadet Programs and may affect the child or young person's ability to fully participate. If you have any questions or concerns about minor excursions,

please discuss these with your brigade's Junior And Cadet Program Coordinators.

Section 10 – Final consent and authorisation

You **must** complete section 10, by indicating whether you give consent for the child or young person that you are enrolling to participate in the Junior and Cadet Program. You do this by providing:

- your first name and surname
- the name of the brigade your child will be joining (if known: if not, leave this section blank and the Brigade Chief/First Officer or Junior and Cadet Program Coordinator will complete this for you)
- your signature or mark
- the date that you provided your signature or mark.

NOTE: If you do not complete this section, the child or young person cannot be enrolled in a Tasmania Fire Service Junior and Cadet Program.

What happens now?

1. Return your completed *Application for Enrolment – Tasmania Fire Service Junior and Cadet Program* form to your Junior and Cadet Program Coordinators or Brigade Chief. Ensure that you have the appropriate identity documents for you and your child with you.
2. Your Brigade Chief or Junior and Cadet Program Coordinators will check your identity documents, check the form to make sure that it has been filled out correctly, and sign the Brigade Endorsement.
3. Your Brigade Chief or Junior and Cadet Program Coordinators will then arrange to have the application form sent to Regional Administration for processing.
4. Regional Administration will advise you and your Brigade Chief in writing when your child has been enrolled in the Junior and Cadet Program.

USEFUL CONTACTS

If there is an emergency, or you or someone else is in danger, then call Triple Zero (000) immediately. If a crime has happened, contact Tasmania Police on 131 444.

Tasmania Fire Service

- [Tasmania Fire Service](#):
 - Phone: 1800 000 699 (Information Line)
 - Website: www.fire.tas.gov.au/
 - Services provided: information about the Tasmania Fire Service
- [Tasmania Fire Service](#) – Regional Offices:
 - Southern Region
 - Phone: 03 6166 5500
 - Address: 1040 Cambridge Rd, Cambridge TAS 7170
 - Northern Region
 - Phone: 03 6777 366
 - Address: 339 Hobart Rd, Youngtown TAS 7249
 - North West Region
 - Phone: 03 6477 7250
 - Address: 15 Three Mile Line Rd, Burnie TAS 7320
 - Services provided: information about the Tasmania Fire Service, updating contact and medical details, contact Regional and District staff
- [Tasmania Fire Service](#) – Wellbeing Support:
 - Phone: 03 6173 2873
 - Website: www.mypulse.com.au
 - Service provided: a collection of free and confidential health (physical and mental) and wellbeing resources and services offered exclusively to DPFEM employees and volunteers, including Junior and Cadet members.

Tasmania

- [DPFEM Child and Youth Safety](#):
 - Website: www.dpfem.tas.gov.au/childsafef/
 - Services provided: information and resources about child and youth safety in DPFEM, including the online Reportable Conduct form.
- [Office of the Independent Regulator](#):
 - Phone: 1800 754 728
 - Website: www.oir.tas.gov.au/home
 - Services provided: information and resources about the Child and Youth Safe Organisations Framework, including the Reportable Conduct Scheme.

- [Strong Families, Safe Kids Advice and Referral Line:](#)
 - Phone: 1800 000 123
 - Website: www.strongfamiliesafekids.tas.gov.au
 - Services provided: information about child safety and wellbeing.
- Tasmanian Sexual Assault Support Line (24-hour response statewide):
 - Phone: 1800 697 877
 - Services provided: free and confidential support for people who have been affected by sexual violence (operated by the Sexual Assault Support Service in the South, and Laurel House in the North West).
- [Family Violence Counselling and Support Service:](#)
 - Phone: 1800 608 122
 - Website: www.health.tas.gov.au/health-topics/family-violence/family-violence-counselling-and-support-service-fvcss
 - Services provided: information and support for children, young people and adults affected by family violence.
- [Victims of Crime Service:](#)
 - Phone: 1300 300 238
 - Website: www.justice.tas.gov.au/victims/services/victims-of-crime-service
 - Services provided: free and confidential support for people impacted by crime
- [Relationships Australia Tasmania:](#)
 - Phone: 1300 364 277
 - Website: www.tas.relationships.org.au
 - Services provided: counselling and wellbeing support for healthy and positive relationships, families and lives.
- [Support Information Strength:](#)
 - Phone: 1800 747 827
 - Website: www.sis.org.au
 - Services provided: culturally appropriate, trauma-informed legal and non-legal services and assistance to Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault.

National

- [1800RESPECT:](#)
 - Phone: 1800 737 732
 - Website: www.1800respect.org.au
 - Services provided: domestic, family and sexual violence counselling and support.
- [Lifeline:](#)
 - Phone: 13 11 14
 - Website: www.lifeline.org.au

- Services provided: 24-hour crisis support and suicide prevention services.
- Suicide Call Back Service:
 - 1300 659 467
 - Website: www.suicidecallbackservice.org.au/phone-and-online-counselling
 - Services provided: 24/7 telehealth provider offering free professional phone and online counselling.
- Beyond Blue:
 - Phone: 1300 224 636
 - Website: www.beyondblue.org.au
 - Services provided: 24/7 mental health information and support.
- Blue Knot Foundation:
 - Phone: 1300 657 380
 - Website: www.blueknot.org.au
 - Services provided: information and support for anyone affected by complex trauma.
- MensLine Australia:
 - Phone: 1300 789 978
 - Website: www.mensline.org.au
 - Services provided: counselling and support services for men.
- Men's Referral Service:
 - Phone: 1300 766 491
 - Website: www.ntv.org.au/get-help/
 - Services provided: domestic violence counselling, information, and referral services for men.
- Kids Helpline:
 - Phone: 1800 551 800
 - Website: www.kidshelpline.com.au
 - Services provided: free, 24/7 confidential and private counselling service for children and young people aged 5 to 25 years.

MY BRIGADE

Take this with you when you visit the brigade, so that they can provide you with information specific to their Junior and Cadet Program.

My local brigade is the _____ (insert brigade name here)
Fire Brigade.

Their Junior and Cadet Program operates weekly/fortnightly/monthly (circle appropriate) on _____ (insert day of the week here), from ____:____ AM/PM (circle appropriate) until ____:____ AM/PM (circle appropriate).

Brigade Chief

Name: _____ Phone number: _____

Junior and Cadet Coordinators

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Name: _____ Phone number: _____