3.01 Management of Junior Members SOP

Section 1 - Purpose and Objectives

(1) To provide procedures for the management of the activities involving junior members.

Section 2 - Scope

(2) This procedure applies to all CFA members and junior members.

Section 3 - Procedure

(3) Junior members shall only take part in activities authorised by the brigade and consistent with this procedure.

(4) Authorised Brigade activities for junior members must be supervised by a minimum of two junior leaders.

(5) Junior leaders must have completed relevant CFA child safety requirements and be endorsed by their respective Assistant Chief Fire Officer prior to commencing as junior leaders.

(6) The planning and carrying out of activities involving junior members shall be in a manner consistent with Victorian Child Safe Standards and relevant child safety policies.

(7) Where there is a female junior member involved in any activity, consideration must be given to at least one of the supervisors being female, where available (refer to CFA's Child Safety and Wellbeing Policy).

(8) Joint activities including meetings and training involving both junior members and other members of the brigade may be conducted with the approval of the Brigade Captain and junior leaders.

(9) Junior members may participate in competitions as authorised by CFA.

(10) Consent from a parent or guardian must be obtained before Junior member's participate in any activity away from the brigade's facilities (e.g. VEMTC Training Ground). Consent must be obtained for each separate activity.

Personal Protective Clothing (PPC)

(11) Junior members must wear Personal Protective Clothing (PPC) appropriate to the tasks they are performing.

(12) Consideration must be given to the appropriate use of Personal Protective Clothing (PPC) in light of a junior member's physical capability (e.g. structural helmets).

Activities

(13) Junior members will only take part in hot fire training at CFA training grounds under the supervision of an instructor as approved by the District Assistant Chief Fire Officer.

(14) Junior members must not:

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a. travel on the crew deck of an appliance.
b. travel in a CFA vehicle that is being driven under Code 1 conditions.
c. attend operational activities such as fires, incidents, or hazard reduction burns.

Safety Notes

(15) Nil

Environment Notes

(16) Nil

Section 4 - Definitions

(17) Commonly defined terms are located in the CFA centralised glossary.

Section 5 - Related Documents

(18) Standing Order 3.0 Junior Members - Management of

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Status and Details

Status	Not Yet Approved
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Expiry Date	Not Applicable
Accountable Officer	Jason Heffernan Chief Officer
Responsible Officer	Kaylene Jones Deputy Chief Officer Operational Performance & Capability
Author	Tim Connor
Enquiries Contact	Operational Performance and Capability

Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"CFA vehicle" - All vehicles owned or operated by CFA or any Group or Brigade. This includes FRV vehicles being driven by an FRV Secondee.

"Junior member" - A person who is registered by the CFA as a junior member and is 11-15 years inclusive.

"Operational activities" - CFA approved, coordinated or pre-planned action, or series of actions, in response to and in support of a potential or existing emergency incident, including training and exercises.

"Code 1" - Code 1 refers to driving under emergency response conditions (lights and/or siren) which may require utilising the exemption for drivers of emergency vehicles under the Road Safety Rules 2017.

"Personal Protective Clothing (PPC)" - Includes clothing used to provide protection to CFA members from the risks associated with performing a specific operational task for which they are competent and endorsed

"Hot fire training" - Any training carried out where there are materials set alight involving the use of props, other than portable fire extinguishers.

"Junior leader" - An endorsed CFA Member who has direct responsibility for the safety and wellbeing of Junior Members. Appointment of CFA Members to the position of Junior Leader must be in accordance with current Junior Leader requirements and onboarding processes.

"Brigade Captain" - The Captain is the highest ranking officer of a volunteer brigade. Where the position of Captain is currently vacant these responsibilities are carried out by next highest ranking officer.

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