

Young Firefighters Association Policy

Executive Summary

The Young Firefighters Association (YFA) is a uniformed youth movement affiliated to and fully supported by Hereford and Worcester Fire and Rescue Service (HWFRS).

This SPI has been put together to ensure consistency across all Branches of the YFA and includes the following:

- How to set up a branch of the YFA
- How to run a Branch of the YFA
- Expectations and Responsibilities of the YFA
- Expectations and Responsibilities of HWFRS in relation to the YFA

The SPI is owned by the YFA Executive Committee and fully ratified by HWFRA

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Young Firefighters Association Policy

1. Aims and Objectives

1.1 Hereford & Worcester Fire and Rescue Service's (HWFRS) Young Firefighters Association (YFA) aims to develop young people to their full potential as individuals, as team members and as part of their local communities.

1.2 The objectives of the HWFRS YFA are:-

- To provide young people with the opportunity of joining a uniformed, disciplined, organisation affiliated to a statutory body
- To support the development, both mentally and physically, of young people whilst promoting self discipline, social consciousness and community awareness
- To foster a spirit of adventure and develop qualities of leadership, team building and active participation amongst young people
- To positively promote HWFRS and contribute to its objectives relating to the promotion of Community Safety.

1.3 In pursuing these objectives the Service will act to ensure the health, safety and welfare of the Young Firefighters whilst in the care of HWFRS.

2. Structure and Administration

2.1 The Executive Committee

HWFRS YFA is governed by the Executive Committee based at SHQ. The committee is to meet every quarter to monitor the progress of the YFA Branches and support any requirements they may have. Members include:

- An FRA representative (Chair)
- A PO representative (Vice-Chair)
- Finance Dept Representative (Treasurer)
- Community Safety Department Senior Administrator (Secretary)
- Community Safety Manager
- Asset Management representative
- Personnel Department representative
- Health and Safety Department representative
- Branch Co-ordinator from established branches
- Branch Secretary from established branches
- Branch Co-ordinator from prospective branches
- Branch Secretary from prospective branches
- Station Managers, YFA branches (Associate members)
- 2 Young Firefighter representatives from each branch (Associate members)
- Youth Officer, Community Safety (Associate members)
- Volunteer Co-ordinator, Community Safety (Associate members)

Only full Executive Committee members have voting rights on executive decisions. For a meeting to be quorate 6 members must be present. Associate members are present for professional advice but do not have voting rights on decision making.

The Executive Committee may invite other representatives to sit on the Committee either as full Members or as Associate Members of the Committee.

2.2 Establishing a Branch of the YFA

With the agreement of the Executive Committee, a Branch of the YFA may be established at any Fire Station or other appropriate venue within the Service area, subject to satisfactory compliance with the following criteria:-

2.2.1 Suitability of Resources:

- There must be adequate facilities (both internal and external) to facilitate practical and theoretical training
- There must be appropriate welfare facilities for both male & female young people; these must be securable
- There must be adequate storage facilities for training materials and equipment and other administrative items relating to the YFA Branch
- A suitable fire appliance will be made available for the use of each YFA Branch (Though this may not be for their exclusive use). The appliance will be bollarded out and provided with equipment suitable for the YFA.

2.2.2 Branch Organisation

The Executive Committee will agree a suitable person to manage the day to day running of the Branch. He/she will be known as the Branch Co-ordinator.

The Branch Co-ordinator will oversee the selection of a team of instructors. At least one instructor must be a competent Firefighter. The Branch Coordinator must assess the instructional skills of this Operational Instructor before any appointment is made. If the Branch Co-ordinator is to be the Operational Instructor, the Executive Committee will be responsible for assessing their competency.

Branch membership should average 12-30 young people in addition to the Instructor Team. There will be a minimum of one instructor per six Young Firefighters when carrying out practical exercises. Every effort should be made to include female instructors within the instructor team for both Branch meetings and outside events. This instructor ratio can be reduced if additional control measures are agreed by the Branch Co-ordinator and recorded appropriately.

Each Branch should plan to meet regularly on one evening per week and this should be referred to as a Drill Night. Consideration may be given to holding activities at weekends and on additional evenings. The normal hours of a drill night will be between 1900 and 2100 hours.

Each Branch must maintain an individual personal file for every young person and instructor. The file will be used to record:-

- Training records
- Personal details including a membership number, contact details, parent consent & medical forms plus application form and interview notes, uniform sizes
- Uniform and Personal Protective Equipment (PPE) issue
- Other relevant information

HWFRS's Data Protection Service Policy/Instructions must be adhered to at all times in relation to the maintenance and security of personal information.

2.3 Recruitment of Instructors

2.3.1. Instructors must be aged 18 or over. Suitable instructors may be:

- Firefighters of all roles currently employed by HWFRS
- Retired Firefighters who were employed by HWFRS
- Serving or retired Firefighters from other Fire Services
- Appointed adult volunteers or '*Lay Instructors*'.

All Lay Instructors must be assessed by the Branch Coordinator for suitability prior to their appointment. At no time may non operational instructors supervise operational activities whether drills or demonstrations unless supervised by a competent Operational Instructor.

When the Branch Co-ordinator is assessing the suitability of an individual to become a Lay Instructor, the following skills and abilities should be taken into consideration:

- Team player
- Excellent communication skills
- Ability to volunteer within a disciplined organisation
- Awareness of issues faced by young people today
- Experience of working/volunteering with young people
- Flexible approach to problem solving
- Open to change
- Willing to attend appropriate training courses & conferences
- Willing to take part in events outside of Drill Night.

2.3.2 Appointment Process

Potential Instructors should attend a minimum of four YFA meetings as an observer before formally applying to become an Instructor. They will not be counted in any Instructor/young person ratio at this time.

The Branch Coordinator should meet the potential instructor to ascertain their suitability and to ensure that the person understands the roles and responsibilities they will be undertaking. The potential instructor should then be invited to complete an application form (available from the Branch) and a Criminal Records Bureau (CRB) check application form (available via HWFRS Personnel Dept).

Subsequent to satisfactory CRB check and references being received, the Branch Co-ordinator will advise the Instructor they may take up their duties and commence training.

No person will be allowed substantial access to the young people of the YFA until all the provisions of the application procedure have been implemented (see below).

The Government is currently reviewing the introduction of a national Vetting and Barring Scheme. Any new legislation which is introduced regarding the Safeguarding of Children and Young people will be reflected in amendments to the HWFRS Safeguarding Policy and in the checks needed to become (or remain) a YFA Instructor.

2.3.3 Induction & Training

All instructors, whether employees of HWFRS or not, are volunteering in the capacity as YFA instructors. Their volunteering with thus be regulated under the new Volunteering Policy a copy of which should be available at each branch. Where pre-existing YFA policies exist they should be used in the first instance, any issues should be referred to the Volunteer Co-ordinator at Service Headquarters.

2.3.4 Instructor Training

All YFA Instructors have a duty of care to the Young Firefighters they support. It is therefore important that all instructors receive the correct level of training to ensure the health and safety of the young people in their care. To ensure that the correct level of supervision is maintained, the Branch Coordinator must ensure that the instructor team on their Station has completed the relevant modules of the Instructor's Training Course within two years of appointment.

The training will be provided as six individual day sessions spread throughout the year. The syllabus will be repeated in its entirety each year giving instructors the opportunity to complete sessions they may have otherwise missed. All six sessions must be completed within a two year period. Failure to complete the course of training will result in the instructor being asked to leave.

Training sessions include the following:

- Service structure
- YFF Code of Conduct/HWFRS Code of Conduct & Ethical Framework
- HWFRS Discipline Code
- Safeguarding
- Method of instruction
- Health & Safety:
 - Manual handling
 - Drill yard instructor - student ratio and positions
 - Accident reporting
- Core skills:
 - Ladders
 - Pumps & primers
 - Knots & lines
 - Parades/squad lines
 - Squad drills.

2.3.5 Prior Learning/Experience

It is recognised that people will bring with them into the role of Instructor, qualifications which will be equal to or higher than parts of the syllabus, for example, Emerging Leaders training (formerly Crew Commanders course) will cover the section on drill ground supervision and presentation skills. Where an Instructor has existing qualifications or training, the details should be passed to the Branch Coordinator who will advice, consulting with other agencies and Instructors as necessary so that the Instructor does not have to duplicate training.

2.3.6 The Branch Co-ordinator reserves the right to ask any instructor to leave if s/he does not consider the instructor to have the skills and abilities to remain supporting their Branch.

2.4 Enrolment of Young Firefighters

2.4.1 Membership Criteria

Membership of the YFA is open to young people aged 13 to 16, with parental consent. Membership as a Young Firefighter with the YFA ceases on midnight before a young person's 17th birthday. The YFA should specifically target recruitment towards young people from the areas where Branch venues are established. Recruitment should be carried out through liaison with local schools, youth clubs, Pupil Referral Units (PRUs) etc.

Every effort will be made to recruit from 'Hard to Reach' communities within Herefordshire and Worcestershire. It is noted that HWFRS can promote positive action within the YFA, encouraging applications for young women and Black and Ethnic Minority young people. Membership of the YFA has proven to be effective for career development and succession planning, raising awareness amongst the younger generations of the possibility of careers within the Fire and Rescue Service.

2.4.2 Induction of young people

Each candidate for membership should be formally introduced to the Rules and Practices of the YFA at their first attendance at the Branch.

This introduction must include information relating to:-

- A copy of the YFA Induction Pack (Appendix A)
- The HWFRS Discipline Code
- Fire Precautions and First Aid arrangements within their Branch
- Rules relating to the Host Station (or other venue where applicable)
- A simple explanation of the main HWFRS Service Policies and Instructions relating to their role:
 - Equality and Diversity/Ethical Framework
 - Health and Safety (including accident reporting)
 - Safeguarding Children and Young People.

Candidates should be given a copy of the Standards of Conduct told to consider this as the Code of Conduct by which they should abide at all times. Failure to observe these Codes may result in a member being suspended or excluded from the YFA as per the HWFRS Discipline Code.

2.4.3 Senior Young Firefighters

A Young Firefighter attaining the age of 17 years may apply for appointment as a Senior Young Firefighters. Senior Young Firefighters are those between the ages of 17 and 18 and are retained as part of the YFA for a specific purpose, for example, the completion of a Duke of Edinburgh Award or to train as a Lay Instructor. Any Senior Young Firefighters attaining the age of 18 may apply for appointment as a Lay Instructor.

YFA Young Firefighters with Special Needs on reaching the age of 17 may be appointed as Senior Young Firefighters on the basis that continued membership will assist their personal development.

The Branch Coordinator may decide at any time that a Senior Young Firefighter's services are no longer required.

2.5 Individual Equipment Requirements

Each member of the YFA, on successful completion of the Youth Firefighter Training Syllabus, will be issued with the following items of uniform and Personal Protective Equipment (PPE).

Undress/work rig Uniform	PPE
1 pair trousers	1 fire tunic
1 shirt	1 pair of leggings
1 pair epaulettes (red)	1 red helmet
1 baseball cap	1 pair gloves
1 pair black safety shoes	1 pair safety boots
1 name badge	1 pair waterproof trousers (new recruits)
1 red/grey fleece	1 waterproof jacket (new recruits)
1 red polo shirt	1 bump hat (new recruits)
1 red tee shirt	
1 red/grey waterproof coat	

All uniform and personal equipment remains the property of HWFRS.

A charge of £20 will be paid to the Branch by the young person, this fee represents a small percentage of the cost of all uniform and PPE. All uniform and PPE must be maintained by Young Firefighters in good condition, any loss or damage by neglect will be charged to the young person. On completion of their service with the Association all uniform and PPE including name badge must be returned in good order and within seven days.

Young Firefighters are required to be clean and tidy when in uniform. Uniform standards should adhere to the HWFRS 'Standards of Dress Policy'.

- Care should be taken to ensure that all clothing used by the membership on drill fits correctly. Where possible, over trousers and tunics should be altered to fit and made personal issue to the member
- Long hair must be worn up when in uniform and PPE
- No jewellery will be worn with YFA uniform or PPE. A plaster is to be worn over fresh piercings or those which cannot be removed
- Full uniform, including baseball cap, will be worn by all Young Firefighters when engaged in any official function or public event
- Dress for public drill displays will be full PPE.
- A YFA fleece may be worn over uniform when travelling between venues or in inclement weather
- No other combination of uniform and non uniform clothing is permitted unless otherwise stated by an instructor
- Full uniform including baseball cap will be worn by all members when attending YFA meetings and official functions. Failure to comply may result in the members being excluded from the activity
- All items of uniform must be clearly marked with the young person's name in the correct manner for the garment, for example last name and number if they are issued with one at Branch level
- Any damage or loss of uniform or equipment must be reported to an instructor at the earliest opportunity. A written report will be required to explain the circumstances of the loss. Young Firefighters may be charged for replacement of missing equipment

- PPE will be stored at the Branch venue and not removed from the premises without prior approval of the Branch Co-ordinator
- No item of uniform may be worn other than on official YFA activities.

2.6 Safeguarding Children and Young People

2.6.1 Safeguarding Children and Young People Policy

HWFRS recognises that the protection and safety of children and young people under the age of 18 years is everyone's responsibility. Our Safeguarding Children and Young Adults Policy was written in consultation with Worcestershire Safeguarding Children Board (WSCB) and the NSPCC. It provides clear guidance on best practice and establishes the responsibilities of personnel in relation to the safeguarding, promotion and protection of children they come into contact with in the course of their duties.

Parents, guardians and carers expect a high standard of care for their children when involved with any YFA activities, thus the highest standards of conduct are required from all YFA Instructors.

Each instructor, irrespective of FRS experience, will be provided with a copy of the Safeguarding Children and Young People Policy. Ignorance of Fire and Rescue Service Procedures will not be accepted as justification for unacceptable conduct.

2.6.2 Substantial access to children

A person applying for the position of instructor in the YFA must undertake the disclosures procedure which gives permission to HWFRS to check for any criminal record affecting the candidate's suitability to work with young people.

No person will be allowed substantial access to the members of the YFA until all the provisions of the application procedure have been implemented including the CRB check and references.

Substantial access to children can be simplified as situations where:

- An individual has regular contact over a period of time with the same children during an activity or series of activities
- The opportunity exists to develop a relationship with a child over a period of time.

Example: A Firefighter on duty at a host station, helping on occasions as a pump operator, would not be considered as having 'substantial access', but a person attending a weekend camp, even as an occasional helper would. All helpers who may gain 'substantial access' must undertake the procedure for the appointment of instructors, or their offer of help must be declined.

Applicants will be told, in writing, that the position for which they are applying is exempt from the Rehabilitation of Offenders Act 1974 and that all relevant convictions, however old, must be declared and will be ascertained by the disclosures procedure.

Applicants should be reassured that the information disclosed is only required to confirm their suitability to work with young people and will not be used for other purposes and is treated in the strictest confidence. Applications will be forwarded by the Branch Coordinator to the Personnel Department who will arrange for a CRB check to be undertaken.

Refusal or failure to comply with any provision of the appointment procedure will automatically exclude the candidate from any participation in the YFA activities.

All instructors will be required to take part in the Governments new Vetting and Barring scheme as it is implemented.

2.7 Health and Safety

2.7.1 Safety Incident Investigation and reporting

As part of HWFRS, the YFA will adhere to all the Health and Safety Policies and Procedures adopted by the Service for instance COSHH (Control of Substances Hazardous to Health), DSE (Display Screen Equipment), MORR (Managing Occupational Road Risks). All instructors will have training on the General Health and Safety Policy and the Safety Incident Investigation and Reporting Procedures.

All YFA activities will be risk assessed according to the Management of Health and Safety at Work Regulations legal status of volunteers. These will be regularly reviewed and up-dated.

In the unfortunate case of an incident occurring that causes injury or has the potential to cause injury the Service Policy 'Safety Incident Investigation & Reporting Procedure' will apply.

An annual audit of the Health and Safety training and qualifications undertaken by YFA instructors will be undertaken by the Branch Co-ordinator. Minimum standards for H&S qualifications at each Branch will be determined by the Branch Co-ordinator and further training arranged if these standards of competency are breached at any time.

Workplace Inspections by Station Managers at Branch locations must take into account the YFA facilities provided (housing at Droitwich and Portacabins at Redditch for instance).

The Health and Safety Officer at HWFRS SHQ should be referred to for all Health and Safety advise and support.

2.8 Equality and Diversity

2.8.1 HWFRS is committed to embedding Equality and Diversity best practise into all its activities. The YFA plays a major part in Equality and Diversity awareness as it is supporting young people at an impressionable time in their lives. All instructors should be aware of the following documents and their importance to the activities carried out by the YFA:

- Delivering Equality for All
- HWFRS Equal Opportunities Policy
- Ethical Framework and Code of Conduct.

HWFRS will not tolerate discrimination in any form. All complaints regarding discrimination will be dealt with by way of the HWFRS Discipline Code.

Branch Co-ordinators will monitor membership data on Equality and Diversity and ensure that the recruitment and retention processes are inclusive at all times.

2.8.2 Members with Disabilities

It is appropriate to give appropriate consideration to applications for membership from young people with disabilities. In such cases, every effort should be made by the Branch Co-ordinator to accommodate and cater for the needs of the member and advice should be sought from the Equality and Diversity Officer. Considerable benefits can be gained for the membership as a whole by accommodating people with disabilities.

The young person's parents or carers and support agencies, where appropriate, should be fully consulted before making a decision on the possibilities for membership and any support which might be needed long term. Consideration should also be given to offering additional training for instructors and members on awareness issues concerning the particular disability.

Members with disabilities will receive such Fire Safety and Drill Training as is appropriate to the ability level and will not be placed in competitive situations where their disability may be highlighted.

In cases where any modification to accommodation may be required, the Station Commanders should be consulted prior to any offer of membership being made.

The Equality and Diversity Officer at HWFRS SHQ should be referred to for all Equality and Diversity advice and support.

2.9 Code of Conduct

The YFA has its own Code of Conduct which will be issued to instructors and Young Firefighters during their induction (see Induction Pack, Appendix A)

2.10 Discipline Code

All instructors and Young Firefighters will be covered by the Discipline Code of HWFRS.

It is the responsibility of the Branch Manager to ensure that all instructors are aware of the Discipline Code and to arrange for a copy to be available at the Branch at all times.

Young Firefighter's parents or guardians should be made aware before any formal discipline procedures are carried out and have the right to attend any hearings undertaking throughout the process.

2.11 Complaints, Comments or Compliments

Any complaints, comments or compliments received should be dealt with using the Service's Complaints, Comments and Compliments policy. Stations hold copies of these forms.

2.12 Reporting Arrangements

The YFA is supported by funds from the FRA therefore their finances and activities will be reported to the FRA when deemed appropriate by the CFO.

2.13 Budget

The Service will provide an annual budget based upon identified need for the coming year. The budget will be used for the following items or activities:

- The provision of a dedicated appliance at each Branch (if available)
- Equipment for the appliance and for use by YFA
- PPE and safety equipment for YFA members and Instructors
- Uniform for the YFA members and Instructors
- Approved training activities for Instructors
- Approved travel for members and Instructors
- Conference and seminar expenses (when agreed with the Executive Committee)

In addition, the Service will fund the necessary start up costs for any new Branch including items mentioned previously in this document.

2.13.1 Financial Controls

All financial transactions must adhere to the HWYFA Financial Arrangements (see Appendix. B).

The Branch Coordinator is responsible for the maintenance of accounts covering all the income and expenditure of the Branch. These accounts will be collated by the Executive Committee Treasurer on an annual basis and audited independently by a member of the HWFRS Finance Dept.

Each Branch must maintain a bank account for the holding of Branch funds.

A purpose made lockable cash box must be kept by the Branch for the deposit of monies accrued during Branch activities, prior to their being banked.

It is a principal of the YFA that membership should not be governed by the ability to pay. For this reason weekly subscription payments by Young Firefighters to the Branch are not permitted except in the form of incremental payments towards the uniform deposit.

Wherever Branch activities require finance, the efforts of the Young Firefighters and instructors should be directed to constructive fund raising activities such as car washes, car boot sales, sponsored walks etc.

It is preferable for a Branch to have fewer trips paid entirely from the Young Firefighters and instructors fund raising efforts to ensure there is no exclusion of disadvantaged Young Firefighters.

3. Roles and Responsibilities

The following Roles and Responsibilities are to be carried out.

3.1 The Executive Committee

The Executive Committee will:

- Own the YFA Policy and ensure it is maintained as a living and working document
- Ensure that all relevant Service Policies and Instructions are applied
- Ensure adequate financial monitoring
- Approve annual budget submissions to the Director of Finance
- Facilitate support for YFA requirements from all Service areas
- To promote the Aims and Objectives of the HWFRS YFA in the wider community.

3.2 Community Safety Department

The Community Safety Department is responsible for the overall coordination of the YFA including:

- To act as a centre for advice and assistance to Branch Coordinators and Instructors to administer the appointment of volunteer instructors including the procedure for the disclosure of criminal convictions and the taking up of references
- To administer the issue of uniform and equipment to Branches in accordance with the procedure set out in Individual Equipment Requirements (above)
- To make provision for the training needs of instructors
- To collect and collate data on the representation of the Association's Branches and advise on how to improve the recruitment and retention of under represented sections of the community
- To liaise with Young Firefighter Organisations Nationally and Internationally
- To promote the Aims and Objectives of the HWFRS YFA in the wider community
- To maintain and develop this policy document in consultation with the membership and to advise Executive Committee members of any major policy changes needed
- Develop annual budget submissions to the Director of Finance
- Manage the budget allocation to the YFA
- Monitor the compliance with Service Policies and Instructions
- Record Branch activities (as above).

The HWFRS Youth Officer will co-ordinate all activities between the YFA Branches and the Community Safety Department.

3.3 Stores

The Stores Department based at Betony Road, Malvern is responsible for the supply and purchase of all items of PPE and uniform including name badges for Young Firefighters and Instructors.

3.4 Equipment Support Group (ESG)

The ESG Department based at Betony Road, Malvern is responsible for the supply and purchase of items of operational equipment for use by the YFA other than that which can be provided by Stores.

3.5 HWFRS SHQ Departments

SHQ Departments will offer support to the HWFRS and professional advice when required, for instance:

- The Personnel Department at Service Headquarters is responsible for the creation of individual personal files for all YFA Instructors which must include personal details such as, address, contact numbers, next of kin, competencies, CRB check (Vetting and Barring) results and other personal details as necessary. The issuing of a Service Number and ID card is also their responsibility
- The Health and Safety Officer will offer advice and support for all YFA activities
- The Equality and Diversity Officer will offer advice and support for all YFA activities.

3.6 Station Commander/Liaison Officer of host station

The Station Manager/Liaison Officer of the host station will:

- Liaise with YFA and operational staff to ensure mutual needs are met
- Support the development of the Branch.
- Provide logistical and personnel resources as appropriate
- Provide H&S advice and guidance
- Support the maintenance of YFA facilities in accordance with Service Policy.

3.7 Branch Coordinator

The Branch Coordinator will:

- Hold direct responsibility for the compliance of Service Policies and Instructions by all YFA Instructors and members
- Arrange for the development of the activity programme
- Develop and monitor the Branch Training Programme
- Monitor the progress of members
- Organise external Branch activities including fund raising, displays and outdoor pursuits
- Responsible for the maintenance of financial records and accounts.

Any of the above activities may be delegated to a member of the Instructor Team under supervision of the Branch Coordinator who retains overall responsibility.

3.8 Instructor/Lay Instructor

All Instructors must familiarise themselves with the Service's Policies and Instructions relevant to their role, in particular:

- ✓ Equality and Diversity
- ✓ Health and Safety including accident procedures
- ✓ Safeguarding Children
- Instructors may take responsibility for a specific reference such as training or organising particular activities
- Directly supervise drill and training sessions if competent
- Undertake presentations
- Supervise external Branch activities including fund raising, displays and outdoor pursuits.

3.9 Young Firefighter

- Personal responsibility for the health, safety and welfare of themselves and others
- Responsibility to comply with all Service Policies and Instructions
- Comply with all safety and supervisory instructions issued by Instructors and other Service personnel
- Maintain personal issue equipment and uniform to the required standard
- Care for Service equipment and property
- Comply with the requirements of the Code of Conduct

4. Duties and Activities

4.1 Training Programmes

Training for the Young Firefighters should be constructive and progressive in character. The aim of training is to equip the membership with skills and insights that will help them in their personal development, both within the Association and in their daily lives.

Four basic areas of training are to be addressed:

4.1.1 Discipline

Young Firefighters and instructors are inspected to conduct all meetings and activities in accordance with normal Fire and Rescue Service standards of discipline

4.1.2 Fire Service Activities

This will include simple hose and ladder drills, knots and lines, hydrant drills, practical extinguisher training and introduction to the equipment carried on operational appliances. Pre-arranged visits to Fire Control and Station with Special Appliances should also be considered. Training should be in accordance with the Fire Services Youth Training Association Training Manual.

4.1.3 Fire Safety

A high degree of training in Fire, Road and Water Safety should also be undertaken, building on the experience of the introductory course.

4.1.4 First Aid

Every Young Firefighter should be given the opportunity to undertake a recognised First Aid Qualification during their membership of the YFA.

4.2 Drill Ground Supervision and Safety

The following guidance is for the use of Instructors to ensure safety on the drill ground:

- Drills may not be conducted and Young Firefighters may not use Fire Service equipment without the supervision of a competent person
- A competent person is an Instructor who is either:
 - ✓ A competent Firefighter who has demonstrated Crew Manager competence
 - ✓ A competent Firefighter whose competence has been assessed to conduct specific drills by the Branch Coordinator.
- As part of their development, Lay Instructors and Senior Young Firefighters may learn to conduct basic simple drills under the supervision of a competent person, who retains responsibility for safety
- Good practice within the scope of the Fire Service Training Manuals, Service Orders etc. must always be applied
- Instructors must ensure that all Young Firefighters are correctly attired when taking part in drills
- Instructors must use discretion when Young Firefighters are participating in hose drills. If hydrant pressures are likely to exceed safe working levels they should be calmed through a pump where possible or the drill changed
- Under no circumstances will Instructors permit Young Firefighters to participate in Branch Out of Control Drills with charged hose

- Under no circumstances will Instructors permit any Young Firefighter to be alone in control of charged hose
- Instructors must ensure that hose teams are not stretched beyond their ability to hold a branch as the potential for injury outweighs any training use
- The first floor of the drill tower is the normal height limit for any YFA drill activity, unless appropriate fall arrest is provided by a competent working at height operative or other competent person, or a suitable Risk Assessment has been undertaken
- Only triple extension and the purpose built YFA ladder will be used for Young Firefighter Association activities, unless specifically Risk Assessed
- Public display drills will be planned for safety and relative simplicity. No Instructor will permit display activities where competitive or performance pressures could place the Young Firefighters at risk
- Young Firefighters are not to undertake display drills utilising live fires, 9 metre or 13.5 metre ladders, live carry downs or powered hydraulic rescue equipment
- Drill dummies of appropriate size and weight may be used in Young Firefighter Association activities
- Any accident on drill is subject to the Service's reporting procedures.

4.3 Fire Service Official Functions

4.3.1 Young Firefighters may be requested to participate in formal functions hosted by the Service. Their role at these functions will be to act as stewards and undertake distribution of programmes and other general duties in keeping with the nature of the event. Examples of these events include:

- Service Carol Service
- Service Annual Awards Ceremony
- Joint Emergency Services Church Service
- Remembrance Day Services

4.3.2 All Young Firefighters when engaged in any official function or public event will wear full uniform, including baseball cap unless directed otherwise. YFA issued fleeces may be worn over uniform when travelling between venues or in inclement weather.

4.3.3 In certain circumstances the YFA may be asked to participate in a drill display or undertake casualty roles in Service exercises. This will enable the Young Firefighters to display their proficiency and provide them with an opportunity to experience the confidence and team building benefits of practising and undertaking public events.

Examples of these events include:

- Passing Out Ceremony
- Service Annual Awards Ceremony
- Malvern Three Counties Show
- Service Exercises
- First Aid Competition (as casualties or team entrants)
- Official visits to the Service by dignitaries

4.3.4 Dress for public drill displays will be full PPE

4.3.5 The above activities will be notified to Branches for inclusion, if possible, in the activity programmes as soon as they are known.

4.4 Other Service Activities

YFA Branches may be asked to assist or participate in a number of other official Service activities. It is for each Branch to determine how many activities it wishes to commit to, bearing in mind the need for Instructor supervision. Examples of these include:-

- Fire Station Open Days
- School and Village fetes
- Other Organisations' Open Days
- Community Safety activities

Instructors must establish the expectation of the Young Firefighters prior to agreeing to undertake any of the above activities and should not undertake fund raising on behalf of others without the Senior Instructor/Branch Coordinator considering the implications on commitment.

4.5 Social Activities

4.5.1 The potential value of adventurous pursuits in the development of young people has long been recognised by those who work with them in a wide variety of different settings, for instance Education and Youth Services. It is important that Young Firefighters have the opportunity to undertake adventure and social activities as a part of belonging to the organisation. Such activities **MUST** always be supervised by appropriately trained and experienced Instructors holding the relevant training award, and may include:

Training for Outdoor pursuits such as:

- Map reading
- Expedition preparation
- Line work
- Emergency procedures

Citizen Projects such as:

- The Duke of Edinburgh Award Scheme
- Support for charitable organisations
- Community Safety projects

4.5.2 Categorisation and Notification of Outdoor Activities

All external activities away from Service premises are classed as social activities and will require parental consent. This is so that the Service can be confident that a parent or guardian is aware that their child is with the Service at the time in question. External activities include:

- Local excursions and visits which involve no unusual risk
- Local events involving one or more adventurous activities
- Overnight trips involving no unusual risk. Emergency contact details of all participants to be left with Control in a sealed envelope, only to be opened if necessary
- Overnight trips involving one or more adventurous activities. Qualified Supervisory Instructors to be present. Emergency contact details of all participants to be left with Control in a sealed envelope, only to be opened if necessary.

4.5.3 The Branch instructors and Young Firefighters will engage only in those activities which are approved by the YFA Executive Committee.

4.5.4 The purchase of alcohol from branch or other YFA funds is not permitted.

4.6 Fund Raising

4.6.1 It is the ethos of the Association that Young Firefighters should not be prevented from participating in activities because of their financial circumstances. Therefore fund raising activities will be undertaken to provide funds for the benefit of all members in participating in planned activities.

4.6.2 Fund raising activities might include: car washes, car boot sales, sponsored walks, sponsorship for participating in the events of other agencies or organisations.

Appendix A

Young Fire-Fighters Association Induction Pack



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Branch.....

Intake Date.....

YOUNG FIREFIGHTER

.....

Young Fire-Fighters Association Induction Pack

Contents

- Code of conduct x 2 (one copy to be signed by parent/guardian and young fire-fighter and returned to branch)
- Station ground rules (to be kept to learn)
- Words of command (to be kept to learn)
- Uniform/fire kit sizing form (complete & return)
- Photography/video/website consent forms (sign & return)
- Parental consent form (sign & return)
- Medical consent form (sign & return)

CODE OF CONDUCT

For the Young Firefighters of HWFRS YFA

This policy has been specifically designed for Hereford & Worcester Fire and Rescue Service, Young Firefighters Association. If you agree with the code of conduct, then you and a parent / guardian must sign the bottom of the sheet and return a copy to the YFA branch, please retain a copy for your reference.

1. At all times a Young Firefighter's behaviour and appearance should not cause the name of the Hereford & Worcester Fire and Rescue Service, Young Firefighters Association or themselves to be brought into disrepute.
2. All items of uniform belong to the Young Firefighters Association and are on loan to you (for which a £20.00 bond will be required). The uniform must be kept clean, ironed and in good condition at all times. All items must be returned in a clean condition to the YFA branch within 7 days of the membership ceasing.
3. All items of uniform, including cap, epaulettes and tie must be worn at YFA meetings and events, Young Firefighter's may be excluded from certain activities if items of uniform are missing. Uniform must only be worn at YFA events. Long hair must be worn clear of ears when in uniform or PPE i.e. "worn up".
4. Any loss or damage to any uniform or equipment on loan must be reported to an instructor immediately. A written report may have to be completed explaining the loss or damage. The Young Firefighter may have to pay for repair or replacement costs. All items of uniform must be marked with the Young Firefighter's name.
5. Eating during drill nights is strictly prohibited except during break time. Smoking, the drinking of alcohol and chewing gum are all strictly prohibited on any YFA activity.
6. The use of mobile phones is prohibited on station and any outside events unless Instructors give prior permission.
7. Act of vandalism, bullying or swearing will not be tolerated at any time.
8. Any order issued by any Hereford & Worcester Fire and Rescue Service personnel, YFA Instructor, Senior and Leading Young Firefighter must be adhered to. Should a Young Firefighter consider an order given to be unfair, they should inform the officer in charge who will deal with the situation.
9. Young Firefighter should be punctual for all YFA events. Any Young Firefighter arriving late should report to an instructor immediately.
10. No Young Firefighter is allowed to enter any fire station, service vehicle or use equipment of any nature except when accompanied by an instructor unless specifically instructed otherwise.
11. No Young Firefighter is allowed off station premises during drill nights unless authorised by an instructor.
12. All areas and equipment used by Young Firefighters must be left clean and tidy.
13. Any Young Firefighter absent for more than three consecutive weeks without good reason will be assumed to have resigned.
14. Any Young Firefighter currently suspended or dismissed from the branch is not allowed to participate in any YFA activity and is forbidden to enter any Hereford & Worcester Fire and Rescue Service premises.
15. All accidents and hazardous incidents that occur at a YFA event must be reported immediately.

I agree to the above code of conduct for The Young Firefighters Association

Signed.....Parent/Guardian

Signed.....Young Firefighter

Date.....

CODE OF CONDUCT

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I agree to the above code of conduct for The Young Firefighters Association

Signed.....Parent/Guardian

Signed.....Young Firefighter

Date.....

Station Ground Rules

- **Respect**
- **Language**
- **Conduct**
- **Criticism**
- **Time Keeping**
- **Inappropriate Behaviour**

WORDS OF COMMAND

REST

To be used if necessary by the instructor when carrying out a drill to point out a mistake, the crew remain still

STILL

Only to be used in an emergency (i.e. to prevent an accident) and stated with maximum force; the crew remain perfectly still exactly where they are it may be given by any member of the crew as well as the officer in charge

STAND FROM UNDER

To be used by anybody who has to lower equipment it should also be used when equipment is dropped from a height. Nothing to go ahead until the command clear is heard.

CLEAR!

To be used by anyone who is in the vicinity of the above command after making sure the area is clear of people.

**PLEASE NOTE THESE COMMANDS ARE SAFETY
CRITICAL AND MUST BE ADHERED TO**

HEREFORD AND WORCESTER FIRE & RESCUE SERVICE

YOUNG FIREFIGHTERS ASSOCIATION

Young Firefighters sizes

YOUNG FIREFIGHTERS NAME.....

SIZE	INCHES	CMS	
NECK			
CHEST			
WAIST			
INSIDE LEG			
GLOVES (please circle option)	S, M, L, XL, XXL		
SHOE/BOOT SIZE			

COMMENTS

HEREFORD AND WORCESTER FIRE & RESCUE SERVICE

YOUNG FIREFIGHTERS ASSOCIATION

Website / Photography / Video Recording Consent Form:

I give my permission for my son / daughter

.....image and name (but not

together) to be used for the Young Firefighters website also for photography and

Video recording in accordance with the YFA.

Signed.....Parent Print

Name.....Parent.

Date.....

Please make any comments below.

HEREFORD AND WORCESTER FIRE & RESCUE SERVICE

YOUNG FIREFIGHTERS ASSOCIATION

PARENTS CONSENT FORM

Complete in BLOCK CAPITALS please

Name of Young Firefighter:

Address:

.....

Post Code

Home Telephone Number :.....

Telephone Number in case of Emergency :.....

..... (Father/Mother/Guardian)

ofconsent to my son/daughter

Joining the Young Firefighters Association Droitwich Spa Branch and taking part in activities and events associated with the organisation

Signed:

Print Name.....

Date:

HEREFORD AND WORCESTER FIRE & RESCUE SERVICE

YOUNG FIREFIGHTERS ASSOCIATION

MEDICAL CONSENT FORM

Complete in BLOCK CAPITALS please

Name of Young Firefighter :

Address:

.....

..... Post Code

Home Telephone Number:.....

Telephone Number in case of Emergency :.....

CONFIDENTIAL

1. Does your son/daughter suffer from any of the following: (*Please tick*)

- | | | |
|----|-------------------------|--------------------------|
| a) | Asthma | <input type="checkbox"/> |
| b) | Hay fever | <input type="checkbox"/> |
| c) | Allergies | <input type="checkbox"/> |
| d) | Fits | <input type="checkbox"/> |
| e) | Diabetes | <input type="checkbox"/> |
| f) | Other Medical Condition | <input type="checkbox"/> |

(if so, please give details)

.....

.....

.....

2. Please give below details about any illness and medical treatment which your son/daughter is currently receiving or has received during the last year.

.....
.....
.....

3. Doctor's Name and Address:

.....
.....

4. Young Firefighter's National Insurance No. :

5. Does your son/daughter have any special dietary requirements?

.....
.....

I, (Father/Mother/Guardian)

of agree to my child receiving any emergency treatment, dental, medical or surgical, (including the administration of anaesthetics) that may be advised by the Doctor during my child's participation in **All activities associated with The Young Firefighters Association**, I undertake to inform you of any changes to the medical information supplied on this form in respect of my son/daughter.

I give* / I do not give* permission for Young Firefighter Association Instructors to administer painkilling medication (i.e. aspirin, paracetamol) to my son/daughter if necessary.

*** delete as appropriate.**

Signed :

Date :

Appendix B

Hereford & Worcester Young Fire-fighters Association

Financial Arrangements:-

1. Nominated persons will use and run the required bank accounts making such payments and depositing such income as is necessary and appropriate to the efficient management of the association.
2. Accounts will not be used for other than YFA business transactions.
3. Cheques or other withdrawals of greater than £500 will require two approved signatories.
4. Income will be treated separately from expenditure budgets. It will be banked promptly on receipt.
5. Appropriate security arrangements will be made for cash, cheque books, other financial instruments, bank cards, financial records and other financially sensitive documentation.
6. Full and proper records of banking arrangements and financial transactions will be kept by nominated persons.
7. The accounting year shall be 01 April XX to 31 March following.
8. Branch accounts will be formally audited annually by an accounting practitioner (belonging to a recognised accounting body) not part of the YFA. Nominated persons will submit records and accounts not more than 1 month following the end of the financial year. The auditors report together with accounts will be available to the YFA not more than 3 months following the end of the financial year.
9. Accounts will be drawn on a Cash Accounting basis and will comprise:
Income and Expenditure Statement,
Balance Sheet.
Any other formal statement deemed necessary to report the activities of the YFA.
10. A cash/district account position statement shall be prepared at least 4 times per year (to coincide with association meetings where possible).
11. An Inventory of assets shall be held by each group or district and kept on a historical cost basis. This will be updated and reported annually as part of the annual accounts.
Individual items of more than £25 value will be reported separately.
12. No person shall enter into any contract or other agreement except with the expressed agreement of the Executive Committee.
13. No person shall be able to acquire an asset of more than £100 or dispose of any asset without the agreement of the Executive Committee.

14. The Executive Committee shall provide for the appropriate governance with regard to Treasury/Risk Management and Insurance matters.
15. Otherwise the YFA will be bound by the general financial principles and arrangements of the Hereford and Worcester Fire & Rescue Service (sponsoring body).