

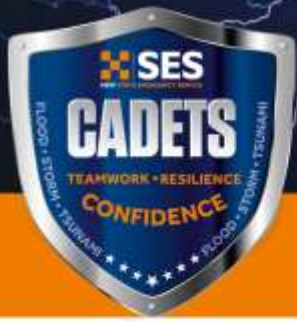


★ CADET PROGRAM ★

GUIDELINES



CONFIDENCE ★ TEAMWORK ★ RESILIENCE



CONFIDENCE ★ TEAMWORK ★ RESILIENCE

Guidelines

NSW State Emergency Service Secondary Schools Cadet Program

Introduction

The NSW SES is the lead agency for floods, storms and tsunami and assists many other emergency service agencies. NSW SES recognises the need to continually build resilience in young people and to encourage them to contribute to their community by volunteering with the NSW SES.

The NSW SES Cadet Program is free of charge and based on best practice examples from the emergency services sector in Australia including programs from: NSW Rural Fire Service, Emergency Management Queensland, Fire and Emergency Services Authority Western Australia and the Victorian State Emergency Service. The following key issues have been addressed in the development of the program and are discussed in this document:

- Responsibilities - people and resources funding, sponsorship and support
- Policy and procedure
- Learning and development
- Evaluation/measures of success

The purpose of the program is to introduce students to the NSW State Emergency Service and a wide variety of skills and knowledge which will equip them with life skills for future endeavours.

The students will participate in training that aims to:

- Provide progressive, interesting and challenging experiences which are intended to encourage the development of positive personal and team attributes
- Encourage the achievement of successful life skills with a spirit of service through commitment within the local community
- Provide an understanding of the NSW State Emergency Service and other emergency service agencies



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Responsibilities - People & Resources

The NSW SES will:

Provide 4 levels of Coordination by providing the following volunteers and paid staff:

1. State Coordinator Youth Engagement
2. Program Support Officer - Cadets
3. Region Cadet Coordinator
4. Volunteer cadet trainers and assistants

The Coordinator Youth Engagement provides the necessary infrastructure and funding allocation for the program. The Region Cadet Coordinator liaises with the participating schools, cadet trainers and local NSW SES Unit(s) to ensure efficient implementation of the program including administrative requirements. The cadet trainers and assistants deliver the program. The Cadet Trainer arranges activity days, local NSW SES Unit and other agency excursions.

The NSW SES will provide cadets with Personal Protective Equipment (PPE) to undertake all program activities within and outside the school. Some of the PPE issued will need to be returned at the end of the program, other items can be kept by the cadet. The following PPE will be issued:

- 2 piece NSW SES orange field uniform (1) - **to be returned**
- NSW SES cadet epaulettes (2) - **to be returned**
- Peaked cap (1)
- T-shirt (1)
- Riggers gloves (1 pr)
- Safety glasses (1 pr)
- NSW SES backpack (1)
- Dunlop volleys (1 pr)

The School is expected to:

Promote the NSW SES Cadet Program to students and provide the necessary administrative processes for enrolling students in the program. **Note: It is important that students volunteer to do the program and that, only students with a genuine interest in the NSW SES Cadet Program are allowed to participate.**

Provide a teacher to supervise sessions for the duration of the Cadet Program, for both in school and out of school activities.

Provide access to the appropriate indoor and outdoor school facilities to conduct the theoretical and practical exercises in the program.



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Provide a date and attend a Final Planning Meeting with NSW SES representatives 6 weeks prior to the program start date.

Provide a date and organise a cadet graduation (normally held the term following the completion of the program).

Manage the administration and transportation of students for out of school activities such as visits to local NSW SES units, other agencies and the NSW SES skills activity day (including parental permission forms).

Funding, Sponsorship and Support

The NSW government provides funding for the program and the NSW SES community partner Origin Energy provides support.

The NSW SES Volunteers Association fully supports the Cadet Program and the involvement of volunteer members in the delivery of the program.

The NSW SES will:

Provide Personal Protective Equipment and other training resources required to deliver the program.

Provide the school with links to the NSW SES website. Information sessions to school staff and student bodies can also be arranged.

The School is expected to:

Promote the program to students and liaise with relevant school bodies about the program.

Policy and Procedure

The NSW SES will:

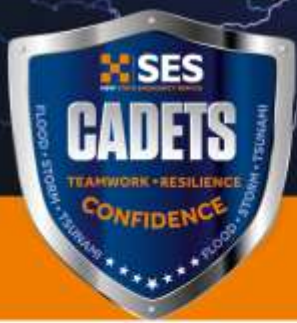
Provide the school with a copy of the Final Planning Meeting Checklist. This document is a signed agreement to acknowledge the commitment from both parties to the Cadet Program.

Conduct appropriate working with children checks on all NSW SES members involved with the program.

Provide a NSW SES member application form for all students participating in the program. Students will become Cadet Members of the NSW SES while on the program. Time spent in the program will contribute towards service as a full member of the NSW SES.

The School is expected to:

Appropriately integrate the NSW SES Cadet Program into the school curriculum (eg within PDHPE, student welfare etc.) and maintain all duty of care responsibilities relating to student supervision.



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Ensure all students enrolling in the Cadet Program have completed and submitted a NSW SES Cadet Membership form at least 2 weeks prior to the commencement of the Cadet Program.

Learning and Development

The NSW SES will provide:

A 10 week part-time or 5 day full time Cadet Program that provides practical life skills, development of safety and leadership behaviours and that fosters a commitment to community and service through volunteering.

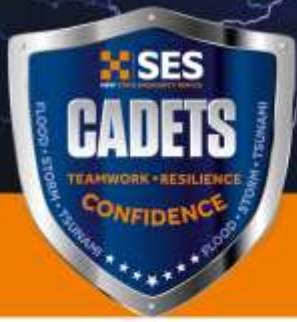
The Cadet Program consists of the following sessions:-

- Session 1 Housekeeping, working in NSW SES, code of conduct
- Session 2 Safety and our wellbeing
- Session 3 Looking after ourselves and others
- Session 4 Principles of emergency management
- Session 5 Visit the local NSW SES Unit
- Session 6 Visit another emergency service provider
- Session 7 Communicating with others
- Session 8 Communicating on the job
- Session 9 Working in a team
- Session 10 Course revision
- Session 11 NSW SES Skills Activity Day. Theme - Participate in teams

The five day program incorporates the 10 sessions into four days and the fifth day is an Activity Day.

The School is expected to:

Support the delivery of the Cadet Program and provide a school environment conducive to meeting the learning outcomes of the program.



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Evaluation / Measures of Success

The NSW SES will provide:

Evaluation of the following key performance indicators to measure the success of the program:

- Number of students involved
- Number of cadets who join local units
- Members filling Cadet Program roles
- Region administrative support
- State coordination
- Satisfaction levels of:
 - Cadet members
 - Active members
 - Staff
 - Teachers

The School is expected to:

Participate in the evaluation by providing feedback on the conduct and outcomes of the program within the school.



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Expression of Interest form – NSW SES Secondary Schools Cadet Program

NAME OF SCHOOL: _____

ADDRESS: _____

NAME OF SCHOOL CONTACT: _____

POSITION OF CONTACT: _____

CONTACT PHONE NO: _____

CONTACT EMAIL: _____

PREFERRED DATE OF PROGRAM: _____

THE SECTION BELOW MUST BE READ AND SIGNED BY THE SCHOOL PRINCIPAL

I have read through the NSW SES Cadet Program Guidelines document and noted the involvement expected from the school in the NSW SES Cadet Program. I would like someone from the NSW SES Cadet Program to contact the above person regarding hosting a Cadet Program.

NAME OF PRINCIPAL: _____

SIGNATURE OF PRINCIPAL: _____

DATE: _____

PLEASE EMAIL THIS PAGE TO: cadets@ses.nsw.gov.au



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**NSW SES Secondary School Cadet Program
Final Planning Meeting Checklist
(This form is to be filled out at the Final Planning Meeting)**

Name of School: _____

Supervising Teacher/s name: _____

SES Trainer/s name: _____

SES Assistant(s) name: _____

The NSW SES agrees to:

- Provide NSW SES trainers to facilitate the Cadet Program.
- Provide all Personal Protective Equipment (PPE) required for safety of the cadets.
- Provide all NSW SES training equipment necessary for conducting the program.
- Provide NSW SES Cadet Membership application forms for all participants.
- Process all forms received to enable the participants to become cadet members of the NSW SES.
- Accept responsibility for the NSW SES training aspects of the program.
- Ensure that all NSW SES trainers and assistants delivering the 'In School' component of the Cadet Program have submitted a 'Working with Children Check' application.
- Provide materials for the marketing of the program to students and parents eg: Cadet Program information DVD (available on the NSW SES channel of YouTube).
- If asked, provide an information session for teachers/cadets/parents.
- Organise an Activity Day for cadets.
- Provide a certificate of completion or attendance to cadets who have completed the program.
- Discuss with the school the importance of receiving Graduation Ceremony dates in a timely manner and details of ceremony contents and format. Provide representation at the Cadet Graduation ceremony to present Cadet Program certificates to the participants.
- Discuss with teachers the opportunity for students to be nominated for the 2 annual cadet awards (Cadet of the Year and Andy Roberts Memorial) and provide a copy of each nomination form.



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The school agrees to:

- Assess the applicants and select only those who have a genuine interest in emergency services, therefore providing suitable volunteer students to become cadets.
- Ensure Cadet Member application forms are completed by students/parents and returned to the SES prior to the commencement of the program.
- Provide a supervising teacher for the duration of the program including the two external excursions (teacher to be present with cadets at all times).
- Provide adequate teacher supervision during the 1 day activity day or overnight camp held at the conclusion of the In School Program, taking into account the gender mix of the cadet group.
- Accept responsibility for the supervision and discipline of the cadets through the maintaining of all duty of care responsibilities relating to student supervision.
- Provide ancillary training equipment such as Data Projector, TV/ Video/ DVD equipment, white boards etc, as may be necessary for the conducting of the program.
- Integrate the program into the School curriculum. It will support the delivery of the program and provide a school environment conducive to meeting the learning outcomes of the program.
- Promote the NSW SES Cadet Program to students and relevant school bodies.
- Provide a classroom and a suitable indoor activity area for the duration of the program.
- Provide a suitable outdoor area for the conduct of activities for the duration of the program.
- Liaise with the Region Cadet Coordinator to organise transport for the excursions and activity Day or Camp. All costs incurred by the school will be reimbursed by the NSW SES on the production of an invoice. Alternatively, the invoice can be made out to the NSW SES for direct payment (please send to your NSW SES Region Office).
- Provide a date for Cadet Graduations at the final planning meeting wherever possible, if not a minimum of six weeks' notice.
- Ensure SES Uniforms are returned by students at the completion of the program.



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Other requirements

- Set start date for SES Cadet Program 5 day or 10 week /...../20
Unit Visit AM / PM/...../20
- Negotiate 'Other Emergency Service' visit AM / PM/...../20
- Set date/s for Activity Day/...../20
- Set alternative date for Activity Day/...../20
- Principal and SES Cadet Program Coordinator to sign agreement form (both keep a copy).
- Provide Cadet Membership application/media release forms – Set deadline with School for return of forms.
...../...../20
- Send application forms to Region HQ for processing – Entered as 'Region Cadet Member'.
- Set date for School PPE fitting session./...../20
- Order PPE fitting kit from SHQ (if required).
- Set date for Graduation Day (Cadets in SES Uniform)/...../20 Time:.....

SES CADET PROGRAM AGREEMENT

The parties agree to participate in the NSW SES Cadet Program according to the guidelines set out in the SES Cadet Program Guidelines document:

School Name: _____

Agreed Number of Students in Cadet Program: _____

On behalf of the school: Signature _____
Name _____
Position _____ Date _____

On behalf of the NSW SES: Signature _____
Name _____
Position _____ Date _____