

ST JOHN YOUTH HANDBOOK



THIS BOOK BELONGS TO:

I AM A MEMBER OF (DIVISION)

WELCOME ST JOHN YOUTH MEMBER!

Welcome to St John Ambulance! We are delighted that you have chosen to join thousands of other Juniors, Cadets and Youth members in this worldwide youth development program.

St John Youth is more than just another youth development program—it empowers future generations to achieve their full potential. Today’s young volunteers are tomorrow’s doctors, nurses, paramedics, first aid trainers, and lifesavers.

Not only is St John Ambulance an inclusive organisation with progressive opportunities for young people aged 8 to 25 years across most states and territories, we also have links with many different countries around the globe. This is an incredible opportunity for you to contribute and make a difference. You will learn amazing skills and, in many cases, make lifelong friends. You will learn first aid, attend some pretty cool events, compete with your peers, go on camps, undertake leadership training, and earn certificates and qualifications which could help you with your schooling, employment and whatever else you want to do!

St John promotes physical and mental health and well-being. That is the position we share and we will build an enduring community in which all its members can find purpose and enjoyment. It is built on our motto and our mission: *Pro Fide — Pro Utilitate Hominum* For the Faith and in the Service of Humanity. Your contribution and commitment to St John really can make a difference in your community, and for humankind.

You really do make a difference!

This Handbook provides you with information about the St John Youth program in Australia. If you have any hesitations or queries about the information here (or the program), you are enthusiastically encouraged to talk to your Leader or another St John Adult member.

Thank you and I hope you enjoy your time with St John!

FELIX HO
NATIONAL YOUTH OFFICER



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Welcome! from the National Youth Officer **iii**

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CHAPTER

1



**WELCOME
TO ST JOHN**



WELCOME TO ST JOHN YOUTH!

Becoming a St John Youth Member is an exciting and rewarding experience.

By now you would have met a great team of young people who enjoy helping others, learning useful skills and having a good time. You will also know that St John is a fantastic organisation which has a lot to offer you. By being a Youth Member, you can develop many skills that will help you in your future.

ST JOHN CAN GIVE YOU A HEAD START!

At St John we have a lot to do. We need bright and energetic young people just like you on our team. Welcome to the St John family!



YOUR ST JOHN FUTURE STARTS **NOW!**

In St John you can:

- ☀ form friendships with other young people
- ☀ belong to an organised group with Youth and Adult Leaders
- ☀ join others in team activities
- ☀ give time and effort to help others
- ☀ experience a sense of achievement through personal success and community service
- ☀ learn about accepting responsibility and share the work of the division
- ☀ learn skills for life.

A big part of being a Youth Member is about learning first aid and helping people in need. This is done through service to the community, such as at public events where young Members' provide first aid or raise funds for an important St John cause.

But most of all, being a St John Youth Member is about having a good time.

In St John you might help someone who is unwell or injured. One day you may even SAVE SOMEONE'S LIFE.

THE BASICS— being a new Youth Member

As a new Youth Member, you will hit the ground running. Even new Youth Members start work on completing the St John Youth first aid program and you will have lots of enjoyable and interesting things to do.

For starters, you can start to work towards achieving Proficiency courses and being awarded Proficiency badges. These courses cover lots of different and interesting subjects.

Want more information?

Keep an eye on the St John National Member Connect website: members.stjohn.org.au and your State or Territory website for all sorts of information about St John. You can even sign up for newsletters like the national newsletter, *Spotlite*. Your Leaders will give you details on how to access the websites.

LEARNING SNAPSHOT

Helping others

Once new Youth Members have completed some key first aid protocols, they will be able to participate in events or duties.

That's just the beginning of your learning adventure! There will be more and more learning and practising of first aid every time you attend your Division. Because you are now able to participate in providing event health services to the public, you will need to regularly practise your skills in first aid to keep them sharp. This will also help a great deal when you enter Youth first aid competitions (local, regional, state-wide, national and even international).

Ask your Leaders for more information about ways you can practise your first aid skills.



PROFICIENCY COURSES



There are a number of Proficiency badges you can earn. To receive a Proficiency badge you have to work through a course workbook, and demonstrate that you have developed skills and knowledge around a special subject.

Most divisions offer at least two Proficiency courses each year. The courses cover a very broad range of subjects: from recreational activities to adventure, educational and personal challenges. When you have completed a Proficiency course, you will be awarded a badge which is sewn on the sleeve of your uniform or brassard (a band which is worn around a sleeve), and a certificate.

The Proficiency courses are designed to be interesting, fun, educational and challenging! Even as a new Youth Member, you may complete up to two Proficiency courses in the six-month period before completing the annual *Youth first aid workbook*. You can also complete some Proficiency courses outside of your Division (e.g. through school). For more information look on **page 15**.

We hope you enjoy learning about first aid and Proficiency subjects.

THE ST JOHN YOUTH PROGRAM IS DESIGNED FOR MAXIMUM THRILLS!

The Humanitarian Mission of the Order of St John is to prevent and relieve sickness and injury and to act to enhance the health and well-being of people of all races and creeds. In Australia, we do this through our goals of:

1. making first aid a part of everybody's life
2. being the leading provider of first aid services, training and products
3. providing first aid related services which build community and individual resilience
4. providing highly accessible and effective ambulance services where contracted by government.

THE YOUTH CODE OF CHIVALRY

'Chivalry' is a medieval word which means 'consideration for others'. It introduces Youth Members to the idea of serving those in need.

The medieval knights of St John inspired the establishment of the British Order of St John—the Most Venerable Order of the Hospital of St John of Jerusalem. Members of the Order have always had a keen sense of service to those in need.

The Code of Chivalry is a part of St John's very long history, and it describes the ideals practiced by the Knights of St John over many hundreds of years. Even if your Division doesn't recite the Code of Chivalry, it's important to know that these ideals are just as relevant today as they were a thousand years ago. It's about thinking of others and always being the best person that you can be.

The Code of Chivalry is a promise. Youth Members commit themselves to:

- ☀ serving their God (this means different things to different people. Ultimately, it's about your own spiritual growth and personal values)
- ☀ being loyal to the Sovereign Head of the Order (King or Queen) and St John Officers
- ☀ observing the mottoes which mean 'for faith' and 'for service of mankind'
- ☀ being thorough in work and play, truthful and just, cheerful and prompt
- ☀ helping the suffering and needy, and being kind to all animals.

**CHARITY BEGINS AT HOME.
WE SHOULD CARE FOR EACH
OTHER AS WELL AS
CARING FOR OTHERS.**

THE YOUTH CODE OF CHIVALRY

I promise

To serve My God

To be loyal to the Sovereign and to my Officers

To observe the mottoes of the Order, which are:

"Pro fide" – for the faith

"Pro utilitate hominum" – for the service of mankind

To be thorough in work and play

To be truthful and just in all things

To be cheerful and prompt in all I do

To help the suffering and needy and

To be kind to all animals.



THE CODE OF CONDUCT

The St John Code of Conduct applies to all members in St John (Youth and Adult Members) within all areas of the organisation. Below are the key points from the St John Code of Conduct. The full Code of Conduct can be found at members.stjohn.org.au (ask your Leader for the username and password).

Members of St John Ambulance Australia work to further the aims of the Order of St John, and more especially the care of the sick and injured, and those in need of special help. In doing this they ensure that their actions maintain the good name and charitable image of St John.

Members:

1. **act with integrity, fairness and honesty**
2. **respect the law and act accordingly**
3. **are responsible for their actions and are accountable for the consequences of those actions**
4. **do not place themselves in a position where there is a conflict of interest**
5. **use the assets of St John only to fulfil the aims of the Order.**

Your State or Territory may have its own Code of Conduct. Check out your state or territory St John website to find out more.

DRILLS AND PARADES



Drill is an optional activity that aims to help groups of people to work as part of a team, build team spirit and give members a sense of pride and belonging. Your State or Territory may or may not participate in drill or parades.

Some divisions have a parade for about five minutes at the beginning and end of each meeting. The opening parade involves forming up, calling the roll and listening to special announcements. The closing parade involves information being given out for parents and carers, reciting the Youth Code of Chivalry (in some places) and announcing upcoming first aid events.

Drill helps us to work as part of a team, build team spirit and a sense of PRIDE and BELONGING.

Drill is very simple and can be fun— your Leaders will show you how to perform each movement.

The main drill positions you might learn are:

- ☀ attention
- ☀ stand at ease or stand easy
- ☀ right dress and eyes front
- ☀ left, right, about turn
- ☀ fall in and fall out
- ☀ open and close order march
- ☀ dismiss—including saluting.



ENROLMENT CEREMONY

When you have achieved the goals set by your Leaders, you are eligible to become a Youth Member and participate in an enrolment ceremony.

To become a Youth Member you must:

- ☀️ have reached the age of 11 years
- ☀️ have obtained the written consent of your parent or carer
- ☀️ have completed **KEY TOPICS** in the Youth first aid workbook, such as:
 1. the DRSABCD action plan
 2. managing an unconscious breathing patient
 3. managing an unconscious non-breathing patient
 4. shock
 5. sounds and bleeding
 6. personal safety
 7. patient assessment
 8. event information.
- ☀️ **Your Leaders are satisfied that you have proved to be an acceptable candidate for Youth membership.**

As a Youth Member, you are eligible for a uniform and service recognition (in line with St John's *Guidelines for formal service recognition*), after completing the above major topics.



Whether you are being enrolled with a group of other new Youth Members or on your own, the enrolment ceremony is the same. Your parents or carers, brothers and sisters, other family members and friends can be invited to come along and watch the ceremony.

For enrolment, you will be provided with a St John uniform that you will wear for the first time at this ceremony.

During the ceremony, the Leader will say some (or all) of the following things.

- “ ☀️ **Take pride in your Youth Division and in your uniform.**
- ☀️ **The White Cross you will now wear is a symbol of the virtues which are represented in its four arms: Prudence, Justice, Temperance and Fortitude.**
- ☀️ **Do you promise, like the Knights of St John, to be loyal to your Sovereign, true to your honour and faithful to the Order?**
- ☀️ **Do you promise to abide by the St John Code of Conduct and the Youth Code of Chivalry?** ”

The Leader(s) will then present you with your epaulettes or tabs (these are worn on your shoulders to show that you are now a Youth Member) and your hat or cap.

Then, in some divisions, you will be asked to recite the Youth Code of Chivalry with the rest of the division and commit yourself to the Code of Conduct which applies to all Members of St John.

Make sure you understand what both these Codes mean before you commit to them (see **page 6**)!

THIS IS A PROUD MOMENT—ENJOY!



YOUTH LEADERS

There are many people in your Division who are there to help and support you. You might notice one or two Youth Members with different epaulettes or tabs to you (e.g. stripes). Depending on the state or territory you live in, these people are referred to as Youth Leaders (in some places they may be known as Non-Commissioned Officers or NCOs; Sergeants or Corporals). There are Level 1, 2 and 3 Youth Leaders, with Levels 1 and 2 being Youth Members (people under 18 years of age), and Level 3 being young adults aged 18–26 years.

Youth Leaders have a leadership role within the Youth division and their duties may include:

- assisting in the running of the division (especially training sessions)
- providing support to Adult Leaders, Officers and other Youth Members
- participating as a Member of the division's Leadership team
- looking after some of the division's resources
- assisting in the training program
- running games.

Youth Leaders are senior Youth Members who do extra training to equip them for their role within the division. Do your best to help make their task easier by cooperating and being helpful. Youth Leaders can create excellent teamwork and can take a big load off the shoulders of the Adult Leaders.

Be a team player!

Youth Members who show potential will have the opportunity of attending a Youth leadership training course where they can be trained to become a Youth Leader.

For position descriptions see **page 82**.

ADULT LEADERS

Adult Leaders such as Managers, Officers and (Level 3) Youth Leaders may have different epaulettes or tabs that show that they have completed extra training to work with young people.

To run a successful division, Adult Leaders need your cooperation. Youth Members should always aim to help and support their Leaders, Officers or Managers whenever possible. Even in the adult sections of St John, Members are required to cooperate closely with their Leaders, Officers or Managers.

St John is both a health care and youth development organisation. It has a leadership structure which allows it to make important decisions affecting emergency situations and the welfare of young people. Lines of authority need to be very clear under these circumstances. Leaders, Officers and Managers rely heavily on the cooperation of all members.

You and your parents or carers are always welcome to discuss any issues or problems with your Leaders, Officers or Managers. Your progress and wellbeing are important!

Some Adult Leaders might not wear a uniform. This is because they may be helpers who do not provide event health services to the public but have come to the division to assist Youth Members to achieve a Proficiency course or undertake other tasks like administration or fundraising. People who have a specific interest or expertise in a Proficiency subject may visit your division too (e.g. local fire brigade).

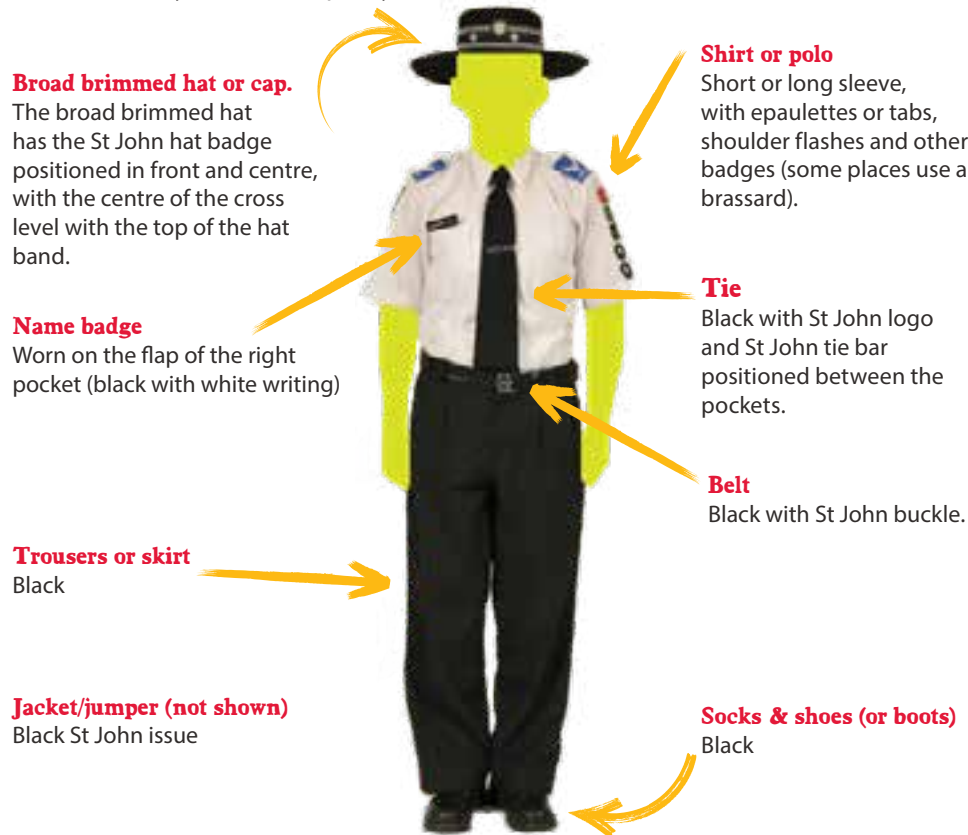


YOUR UNIFORM

BE PROUD TO WEAR IT!

All St John uniforms in Australia have something in common—they show the St John Cross.

While uniforms look a bit different in each State or Territory, they are generally made up of some or all the following items. Please speak with your Leader to find out what your uniform is in your state or territory, or visit your State or Territory St John website to learn about your uniform policy:



Broad brimmed hat or cap.

The broad brimmed hat has the St John hat badge positioned in front and centre, with the centre of the cross level with the top of the hat band.

Name badge

Worn on the flap of the right pocket (black with white writing)

Shirt or polo

Short or long sleeve, with epaulettes or tabs, shoulder flashes and other badges (some places use a brassard).

Tie

Black with St John logo and St John tie bar positioned between the pockets.

Belt

Black with St John buckle.

Trousers or skirt

Black

Jacket/jumper (not shown)

Black St John issue

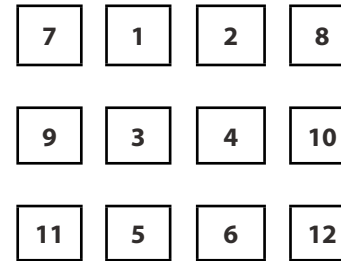
Socks & shoes (or boots)

Black

Most States and Territories allow Youth Members aged 16–17 years to wear the green uniform once they have completed a higher level of first aid training.

You can find more information about uniforms in the *Event Health Services Uniform Guidelines* on Member Connect: members.stjohn.org.au or by asking your Leaders about uniforms in your State or Territory.

Wearing your badges



Up to twelve Proficiency badges may be worn on your uniform or brassard. The numbers on the left show the position of badges as they are achieved. When awarded, the Grand Prior Award badge replaces the Proficiency badges.

The Grand Prior Award and the Southern Cross Award are the only Youth badges that can continue to be worn on an Adult Member's uniform.

1. Epaulettes

Black for Youth Members with Youth first aid, blue for Youth Members with Provide First Aid.



2. Shoulder Flash



3. Service Hours

100, 200, 500, 800, 1000, 2000 hours.



4. Awards

Duke of Edinburgh's International Award.



5. Years of Service

A Service Star is given at 2 and 4 years of eligible service in line with the guidelines for the 5-Year Service Recognition Award.



6. Commissioner's Badge

(If awarded when a Junior).



POSITION OF BADGES ON SHIRT (short sleeve)

A. Shoulder Flash

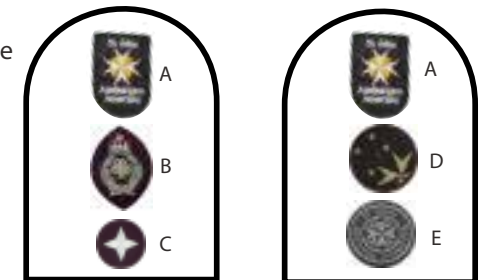
can be taken off the left shoulder if there is not enough space for other badges.

B. Proficiency badges or Grand Prior's badge

C. Service Star(s)

D. Southern Cross Award

E. National Champion badge



Left

Right

KEEPING YOUR MEMBERSHIP CURRENT

To continue volunteering and learning with St John Youth you need to meet the following requirements.

You:

- are between 11 and 17 years old
- participate in St John Youth activities
- are engaged in an ongoing pathway of first aid skills and personal development
- continue to abide by the Youth Code of Chivalry (if relevant in your State or Territory) and the St John Code of Conduct.



In addition, Youth Members who have given 60 hours of service in a year can have the year counted towards the St John Service Award and the Service Medal. For more information about service recognition, including what types of service is eligible for service recognition, please refer to the *Guidelines for Formal Service Recognition* at the Member Connect website (members.stjohn.org.au).

SERVICE RECOGNITION



5-Year Service award

10-Year Service award



CHAPTER 2

WHO ARE WE?

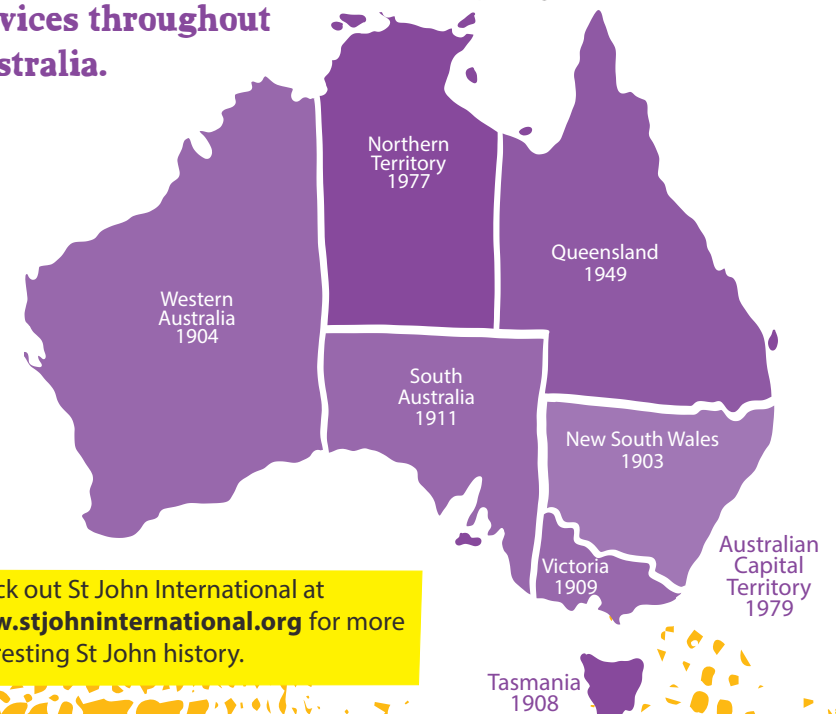


In 1877, the Order gave St John humanitarian care new direction in England, drawing inspiration from the original Knights of St John, who, in medieval times offered care and shelter for pilgrims and crusaders. The Order established St John Ambulance to provide first aid for the sick and injured, with members volunteering their time.

In 1888 Queen Victoria recognised St John as being a worthwhile cause and granted it a Royal Charter. That made the Order an official British Royal Order of Chivalry, and is why Queen Elizabeth II is the Sovereign Head of our Order today.

St John started in Australia in 1883 with the establishment of a training centre in Victoria. The first Operations Branch (now called Event Health Services) was established in New South Wales with the opening of the Glebe Division in 1903.

This map shows the spread of first aid services throughout Australia.



Check out St John International at www.stjohninternational.org for more interesting St John history.

THE ST JOHN HERITAGE —

WHERE WE COME FROM



St John Ambulance is part of a larger international organisation known as The Most Venerable Order of the Hospital of St John of Jerusalem (the Order).

The Order is based in London and governed by an international Grand Council.

Within the Order of St John, there are 11 Pories: Australia, Canada, England, Hong Kong, Kenya, New Zealand, Scotland, South Africa, Singapore, the United States and Wales; and 31 National Councils or Associations, operating in Africa, Asia, the Caribbean and the Pacific.

HOW ST JOHN YOUTH HAS EVOLVED

Until recently, St John's national Youth program was known as the 'Cadet' program.

In 2018, Australia made the decision to drop the term 'Cadet' in favour of 'Youth' in the program name. While the program is now called 'St John Youth', some States and Territories still use the term 'Cadet' when referring to their Youth Members, while other places use the term 'Youth Member'. You will see the word 'Cadet' in this handbook from time to time.

Cadet divisions first began in England in 1922.

In Australia the first Cadet division opened in 1925 in Glebe, New South Wales.

Cadet numbers tripled during World War II (1939–1945), and in 1971 HRH Princess Anne (the Queen's sister) was appointed Commandant-in-Chief of St John Cadets. In Australia today, there are over 3500 Junior and Youth Members.

The very first Grand Prior Badge was given to an Australian—Marion Higgins from Marrickville Cadet Nursing Division on 15 February 1931. Two days later, the Badge was also awarded to two Cadets from the United Kingdom.

(See **page 44** for more information about the Grand Prior Award.)



Her Majesty, Queen Elizabeth II, the Sovereign Head of the Order of St John.



His Royal Highness Prince Richard, the Duke of Gloucester is the Grand Prior.



This is Government House in Canberra, and is where the Governor-General lives. He is the Prior of St John in Australia.

St John Ambulance Australia is made up of many service areas (e.g. Youth, Event Health Services, Ophthalmic, Community Care), plus the Ambulance Service in Western Australia and the Northern Territory. While all these services have different functions, they all work together for the good of the community ... One St John!

To find out more about the history of St John, check out the St John website: www.stjohn.org.au.

You will find more information about St John in Australia, as well as links to the Order of St John and other St John countries around the world.

SOME DIFFERENT ST JOHN SERVICE AREAS

Each State or Territory offers something a little different to the next. But generally, you will find the following services are common to most St John organisations.

EVENT HEALTH SERVICES

Event Health Services (EHS) provides volunteer first aid services at public events such as sports, shows, concerts and at emergencies (e.g. bushfires and floods).

The St John Junior and Youth programs provide young people with the opportunity to develop new skills with a focus on serving the community by participating in EHS events.

TRAINING

St John is the largest provider of first aid training in Australia.

Members of the Training program conduct courses for members of the public in first aid and related subjects, support St John volunteer training programs, and develop internal courses for Members to keep their skills and knowledge up-to-date.



OPHTHALMIC

The Ophthalmic program raises funds and awareness to support the work of the St John Eye Hospital in Jerusalem, as well as eye health programs in Australia and the Asia-Pacific regions, such as Timor Leste, Papua New Guinea, Fiji and Solomon Islands.

AMBULANCE SERVICE

In Western Australia and the Northern Territory, St John provides the ambulance service. This service is staffed by a combination of paid paramedics and volunteer ambulance officers.



PEOPLE SUPPORTING YOUR DIVISION

Event health services personnel

While the Youth Program is separate to Event Health Services (EHS), the two are very closely linked. Your Division may have adult EHS members.

The smallest operational unit in EHS is also called a division. Divisions can be made up of just Youth Members, just Adult Members, or are a combined (Youth and Adult) group. Even if you don't belong to a combined division you will likely get to know your neighbouring EHS members!

When participating in EHS events or duties, EHS members will work with you and support you to gain experience, learn new things, and improve your first aid skills and knowledge. They will also be responsible for supervising you while you attend EHS events. It's important that you listen to their instructions and that you have a helpful approach to working with them. Working with EHS members helps you develop your clinical skills!

Non-clinical members

Non-clinical members often bring skills to the division, particularly when assisting Youth Members to achieve Proficiency courses, perform administrative tasks or when raising funds.

These helpers are still members of St John but don't volunteer as first aiders—they give time to assist your Division to function smoothly. All non-clinical members are required to have current and valid police and working with children checks and undergo child safety training. It's important for you and your parents or carers to view the St John *National Child Safety Guidelines* which can be found at www.stjohn.org.au. You can also go to your State or Territory website to view your relevant State or Territory child safety policy.

Divisional Superintendent or Manager



Divisional Superintendent/Manager

The person in charge of your Division is known as the Superintendent or Manager—the title used depends on the state or territory you live in.

This person is the senior Officer in charge of your Division, responsible for the efficient running of the division which includes leadership, administration, training, member development, welfare, and discipline. Other responsibilities include organising Leaders and volunteers to assist with divisional activities. These may include raising funds for the division, organising social activities and camps, and arranging public first aid events where Youth Members can work with Adult Members.

Divisional Officer



Youth Leader (Level 3)



Divisional Officers and Youth Leaders (Level 3)

The Divisional Superintendent is supported by other Officers.

Officers and (Level 3) Youth Leaders assist the Superintendent or Manager in managing the division and may be assigned specific roles for example; first aid training or competition team training.

A Youth Member can apply to become an Officer or Youth Leader when they turn 18. To become an Officer or Youth Leader, you are required to complete special training courses.

Youth Leader (Level 1)



Youth Leader (Level 2)



Youth Leaders (Levels 1 & 2)

Youth Members who wish to accept more responsibility for the division can become Level 1 or 2 Youth Leaders.

These Youth Leaders complete special training courses to be eligible for promotion to these roles. Youth Leaders have important contributions to make in helping the division's management team. Youth Leaders may assist in organising events and activities, help provide first aid training demonstrations or run games. Check out the position descriptions for Youth Leaders on **page 82** to learn more.

CHAPTER

3

**WHAT
WE'RE ALL
ABOUT**





SERVICE FOR YOUNGER YOUTH MEMBERS

WHAT IS 'SERVICE'?

If you've read the Youth Code of Chivalry (see **page 6**), you might remember seeing these words: **pro fide et pro utilitate hominum**.

These words are Latin (which means they are very old!). This Latin translates to 'for the faith' and 'for the service of mankind'. Service goes to the heart of being a member of St John.

Service in St John generally means 'helping people in the community'. Assisting Adult Members to provide first aid at public events such as sport competitions, music concerts and even during major emergencies, is a great way to give service. Or, you could give service at St John activities such as Youth first aid competitions and fundraisers; or in specific activities to help those who are disabled or disadvantaged.

YOUTH FIRST AID

St John is a not-for-profit organisation that relies on its volunteer membership to provide services to the community. Helping in the community is a great way to meet people and learn new skills. The world around us can be a better place if we are all prepared to lend a hand.

To get ready to begin giving service to the community you will need to do some special training. Your first aid training is done through the Youth first aid program in which you will learn how to give some basic first aid to people who have been injured or are ill.

Before you can become a Youth Member you must complete some key topics in the annual *Youth first aid workbook*. Once you've completed these topics, you're on your way to looking after the ill and injured!

Here's a table that shows how each level is obtained and what may be worn on your uniform (this can vary across States and Territories—ask your Leader for more information). It's important to know that First Responders who are under 18 years have some limitations—such as not being able to administer medication.

Level	When level is gained	Your uniform
Preliminary First Aider	When key topics have been completed in Youth first aid.	In some States/Territories, you are issued with epaulettes. You can attend events and practice within the scope of your training under supervision.
Youth First Aider (without Provide First Aid)	You will have completed one year of the Youth first aid program.	As above.
First Aider	You will have completed the Provide First Aid program.	In some States or Territories, you will be issued with blue epaulettes.
Youth First Responder	You will have completed the Certificate II in HLT21112 Emergency Medical Service First Response (this is known as First Responder accreditation in some states and territories).	State/Territory offices will decide the uniform items to be worn by a Youth Member who has completed First Responder accreditation. In most places, the St John green uniform will be worn by Youth Members aged 16–17 years.

WHAT COMES NEXT?

When you have completed the key topics of the Youth first aid program you will be known as a St John Preliminary First Aider. You can now give first aid at public events but always under the supervision of an Adult Member of St John. Your Officers or Mangers and Adult Youth Leaders will decide which events are suitable for you to attend, but you will need approval from your parent or carer.

ANNUAL FIRST AID TRAINING

Once you have become a St John Preliminary First Aider, you will continue your first aid training program. Each year you will be given a *Youth first aid workbook* to complete. After completing three workbooks you will have covered a wide range of first aid topics. Practising your first aid will help you when assisting at events, and prepare you for the next level of training.

Another way to build on your first aid skills and knowledge is to participate in first aid competitions. These can be held in your Division, against other local divisions, and within other states or territories—sometimes there are opportunities to attend competitions in other St John countries. Your Leader can tell all about first aid comps.



THE SPECIAL SERVICE SHIELD

As an acknowledgment of your voluntary service, you can become eligible for a Special Service Shield.

To be awarded a Shield, you need to complete a certain number of service hours. You can count up to eight hours of service in a day—more than eight hours must be approved beforehand by your Officer or Manager.

There are many ways you can gain service hours. Remember, service goes to the heart of being a member of St John.

Record your hours, and when you reach a target level of service hours you will receive a Special Service Shield and certificate — in some States and Territories, you'll receive these at a special ceremony.

CARING FOR OTHERS



HOW DO I GAIN SERVICE HOURS?

Under adult supervision you can:

- attend public events
- assist with first aid competitions or public demonstrations, such as acting as a casualty
- assist other members before, during or after competitions
- assist at St John organised fundraising or promotional activities.*

* Note: Travel time does not normally count as service time.

Try to vary the activities that you do. You'll learn to adapt to different situations, meet different people, and maybe find a true interest and passion for a specific service.

Date	Nature of Duty	Signature	Hours
25/6	SCG-AFL	J Scaly	7
2/7	Asc Area	B. P. Jones	6
11/7	Asc Area	B. P. Jones	7
10/11	Ed. Ctr	B. P. Jones	4
21/7	Asc Area	B. P. Jones	6
1/8	Leisure Club	J. Scaly	8
14/8	Kennel Club	B. P. Jones	5
20/8	Camp Training	J. Scaly	4
2/9	Ent. Ctr	B. P. Jones	4
1/9	Camp Training	J. Scaly	4
Total Hours			585



The Special Service Shields represent the total hours of service completed and are worn on your uniform as a sign of your hard work and commitment to serving the community.

You will receive a badge and certificate for the hours of service achieved.



A word of **ADVICE** ...

Spending all your free time at events might be 'over-kill'. You need to save time for play, study, social activities and so on. Trying to break service records might not be in your best interest! Your Leader can help you get the balance right.

YOUTH FIRST AID COMPETITIONS

First aid competitions are a great learning experience and really are good fun! You may be given opportunities to compete in Youth first aid competitions.

Youth first aid competitions consist of two elements:

1. challenges in clinical skills
2. challenges in other skills and attributes.

Competitions are held at local, regional, state or territory and national levels.



**In some years
INTERNATIONAL
COMPETITIONS
are also held!**

These have been held in many places across the globe including Australia, New Zealand, Hong Kong, Malaysia and many more!

You can enter individual or team events. There is also a section for Adult Youth Leaders (aged 18 to 25 years).

What can I get out of being part of competitions?

You can:

- ✦ gain useful pre-competition practice
- ✦ demonstrate your clinical skills in a competitive setting
- ✦ demonstrate the other non-clinical skills and attributes you have learned
- ✦ meet other competitors of similar age and with the same interests
- ✦ gain confidence, courage and competence
- ✦ enjoy and celebrate success
- ✦ learn from the experience
- ✦ acknowledge the skills of other competitors.

Learning how to compete fairly and dealing with disappointments are major outcomes of competition events.

What first aid do I need to know for competitions?

The first aid skill level for the individual and team categories is set at the Provide First Aid level. For the Youth Leader category, the level is set at First Responder.





SERVING THE COMMUNITY AS A YOUTH MEMBER

As a Youth Member you can increase your first aid skills by completing the Provide First Aid course to become a St John First Aider.

PROVIDE FIRST AID

The topics of the Provide First Aid course include:

- ☀ DRSABCD action plan
- ☀ an unconscious breathing patient
- ☀ an unresponsive patient
- ☀ shock
- ☀ wounds and bleeding
- ☀ personal safety
- ☀ patient assessment
- ☀ event information
- ☀ choking
- ☀ burns and scalds
- ☀ heat and cold injuries and illnesses
- ☀ sprains and strains, fractures and dislocations
- ☀ head, neck and spinal injuries
- ☀ chest, abdominal and pelvic injuries
- ☀ poisons
- ☀ chest pains
- ☀ stroke
- ☀ medical emergencies such as: diabetes, asthma, allergic reactions and anaphylaxis, epilepsy and convulsions
- ☀ fainting
- ☀ bites and stings
- ☀ first aid equipment
- ☀ First Aider and duty of care.

ANNUAL ST JOHN REACCREDITATION

The nationally accredited St John Provide First Aid certificate is valid for three years. However, you need to make sure that your knowledge and skills are maintained at a high standard if you want to give service at public events.

You can maintain your accreditation each year by:

1. completing an annual resuscitation refresher
2. completing Provide First Aid every three years.

St John First Responder accreditation

As a First Responder you will obtain the knowledge and skills required to assess, treat and advise patients by yourself, and to help supervise other members on duty.

This is a big step up from First Aider in terms of responsibility and opportunity. You will develop new skills and have a great range of equipment and medications available to you, increasing your ability to treat more complex cases.

In order to meet the requirements of St John First Responder accreditation you must complete the following courses:

- ☀ Provide Advanced First Aid
- ☀ Provide Advanced Resuscitation
- ☀ Provide Pain Management.

You will develop your skills in conducting thorough assessments and management of patients, taking histories and giving clinical handovers. You will also complete exercises in infection prevention, manual handling, personal safety and triage.

If you are under 18 years of age your title is 'Youth First Responder'. Even if you have completed the St John First Responder accreditation, while on first aid duty you will be supervised by an adult and will not be able to supervise other members until you turn 18.

Full details about First Responder accreditation can be found in the *St John Clinical Accreditation Guidelines* on Member Connect: members.stjohn.org.au



CHAPTER

4

**YOUR LIFE,
YOUR
FUTURE**



GET A HEAD START WITH ST JOHN

Being a St John Youth Member gives you a leading edge in personal and professional development. The outcomes you achieve through your time as a Youth Member will help with your progress at school, college, university or your employment.

ST JOHN YOUTH 'DEVELOPMENT SKILLS AND ATTRIBUTES'



The St John Youth 'development skills and attributes' are incorporated into all Youth Proficiency and other course outcomes. The skills and attributes draw heavily from the national key competencies for work placement and include:

Skills

- ☀ collecting, analysing and organising information
- ☀ communicating ideas and information
- ☀ planning and organising activities
- ☀ working with others in teams
- ☀ using mathematical ideas and techniques
- ☀ artistic expression
- ☀ solving problems
- ☀ using technology
- ☀ leadership
- ☀ managing risk
- ☀ using initiative and initiating change.

Attributes

- ☀ pursuing and promoting health and wellbeing
- ☀ determination
- ☀ resilience
- ☀ a sense of service
- ☀ a sense of responsibility
- ☀ an ethical outlook
- ☀ cultural awareness and understanding.

Being a Youth Member and gaining these skills and attributes means that you will have a competitive edge over others in your age group. EXCELLENT!

THE PROFICIENCY COURSE PROGRAM

Youth Members have a wide selection of Proficiency courses to choose from!

Proficiency courses are designed to be completed over a minimum of 10 weeks, although some might take a little longer. As soon as you complete your first Proficiency course, you will be on your way to meeting the requirements of the Grand Prior Award (see **page 44** for details of this award).

Knowledge of the Order prize

Better known as the 'KOTO course', this Proficiency course is a study of the history of the Order. The St John Ambulance Historical Society awards prizes to the Youth Member or a group of Youth Members in each State or Territory who have done the best KOTO project work annually. These awards are known as the 'Mark Compton KOTO prizes'. Youth Members or groups who win a KOTO prize receive a framed certificate and a gift voucher.

Soon after completing each Proficiency course, you will receive a cloth Proficiency badge to sew onto your uniform or brassard.

Professor Mark Compton AM GCStJ enrolled as a Cadet in Sydney in 1974, aged 13. He went on to become a Divisional Superintendent, State Officer and State Superintendent, NSW Board Chairperson, National Receiver-General, then Chancellor and Chairman of the St John Ambulance Australia National Board. In June 2019, he took on the role of Lord Prior of the International Order of St John—the head of the whole of St John around the world! He is a Bailiff Grand Cross of the Order of St John (the highest rank in the Order!) and sponsors the annual KOTO prize.



You can even complete up to two Proficiency courses per year through your formal education (e.g. school, college or university). To apply for a Proficiency course through school, you must have a letter from your teacher

stating that they have seen the St John course material and are satisfied that you have met the requirements. The teacher may need to set you extra assignments at school in order to meet these requirements.

PROFICIENCY BADGES



Administrative Skills



ANZAC Heritage



Campcraft



Caring for Animals



Casualty Simulation



Communications



Food and Nutrition



Driver Education



Emergency Management



Employment Preparation



Eye Health



Fire Safety



Health and Wellbeing



Health Care and Caring



Knowledge of the Order



Map Reading



Personal Safety



Public Relations



Road Safety



Sport and Outdoors

Proficiency courses for senior Youth Members

Some Proficiency courses are not available to younger Youth Members. Your Officer, Manager or Adult Leader will discuss what courses you can do. The following Proficiency courses are (generally) for members aged over 14 years:

- emergency management
- employment preparation
- driver education (as per the minimum age set by your State or Territory licensing authority).



The Grand Prior Award

Second only to the Sovereign Head of the Order, Queen Elizabeth II, is the Grand Prior, Prince Richard, the Duke of Gloucester.

A major achievement for Youth Members is the Grand Prior Award. This is an international award for all St John Youth Members.

There are a number of criteria which must first be met:

- 12 Proficiency badges including Knowledge of The Order and Health Care and Caring have been achieved
- no more than four Proficiency badges can be achieved each year
- no more than two Proficiency badges are obtained through school/college/university each year (with a maximum of six in total)
- no more than two Proficiency badges may be earned prior to officially becoming a Youth Member. See **page 10** for the requirements to become a Youth Member
- working towards Proficiency courses commenced after your 11th birthday and before your 21st birthday
- a minimum of four Proficiency badges achieved before reaching the age of 18
- you have achieved 100 hours of service and successfully completed a program of first aid studies over a minimum period of three years since turning 11 years of age or from your day of joining.



Knowledge of the Order

Health Care and Caring



Once you have completed your 12th Proficiency course, your Superintendent or Manager will apply for your Grand Prior Award on your behalf.

The Grand Prior Award is normally presented to Youth Members by the Prior (Governor-General) or Deputy Prior (State Governors or the Northern Territory Administrator) at a special award ceremony each year.

CAMPS



As a Youth Member, you will have the chance to attend a few camps.

Camps are held:

- to practise camping skills
- to complete a Proficiency course
- to train for or compete in Youth first aid competitions
- as part of an adventure program such as an overnight hike
- for pure fun
- for a combination of any of the above.

Camps will provide you with opportunities for:

- making new friends
- learning new skills
- providing personal development opportunities such as social skills, determination and resilience
- team building
- leadership
- exchange of ideas
- sight-seeing
- new experiences
- renewing your commitment as a St John member
- challenge
- independence
- learning more about St John.





Occasionally you will have the opportunity of attending larger camps. These can be at regional, state or territory, national or even international levels!

Most regional, state/territory, national and international camps include Youth first aid competitions or championships.

Many Youth Members create life-long friendships at St John camps. Camps are a great place to meet new people and have heaps of fun!

St John has clear expectations of Youth Members at camps. Before going to camp, Youth Members must agree to some important rules to ensure that everyone stays safe.

Some of these rules include:

- having your parent or carers approval to attend (parents or carers are provided with details about the camp beforehand)
- all camps are smoke, alcohol and other drug free events
- settling down and lights out times are to be followed
- appropriate clothing and footwear are to be worn at all times
- zero tolerance of any behaviours that would be considered bullying, harassment or violence
- conditions around the use of mobile phones and other devices while on camp.

MORE ON CAMPS ...

Attending large camps

Many Youth Members also have access to more camping opportunities such as your State or Territory's annual camp, the National Youth Camp (also known as 'NatCamp'), and International camps.

NatCamp

NatCamp is normally held near one of the state or territory capital cities. It attracts Youth Members from all around Australia and is a great opportunity for you to broaden your friendship base.

NatCamp includes the National Youth First Aid Championships which is a competition day with individuals, teams and Youth Leaders from St John from other states and territories competing for national trophies. NatCamp can also include challenging activities, and sometimes a sight-seeing program.

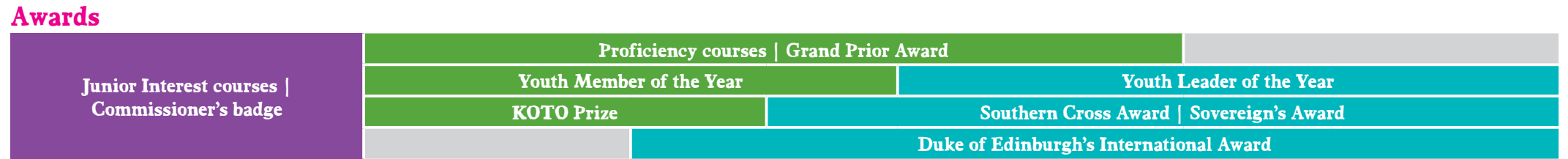
NatCamp is the best!



International camps

The International Cadet Camp (ICC) is a very special event which gives participating Youth Members from around the world great opportunities to meet one another. There are many organised activities during an ICC, such as challenge activities, a formal camp dinner, International Youth First Aid Championships, plus the opportunity to enjoy and explore the host nation.

YOUR JOURNEY WITH ST JOHN



DID YOU KNOW?

Some units in the St John First and Advanced Responder courses could contribute towards your studies in a health profession? Find out more by contacting your educational institution and asking about Recognition of Prior Learning (also called 'RPL').

BREAKING OUT INTO LEADERSHIP

YOUTH LEADERSHIP COURSES

Many senior Youth Members feel ready to take on a leadership role in their Division. St John makes this possible by offering Youth Leadership courses for young members aspiring to become leaders.

Youth Leadership (Level 1) course includes the following topics:

- time management
- awareness of behaviour management principles and practices
- role modeling
- conducting games
- demonstration skills
- leadership
- team building.

The Youth Leadership (Level 3) course includes the following topics:

- planning and conducting meetings
- planning and conducting training sessions
- handling finance
- dispute resolution
- the St John Awards system
- workplace health and safety
- policy awareness and access
- internal and external communication
- planning and staging promotional events
- presenting St John (including working with the Media)
- child safety.

The Youth Leadership (Level 2) course includes the following topics:

- leadership
- conducting training sessions
- supervision and safety requirements
- resolution and referral of disputes
- behavior management principles and strategies
- child safety
- St John's governance and services Australia-wide.

The position descriptions for Youth Leaders Levels 1, 2 and 3, can be found on **page 82**.

AWARDS

The Youth Member and Youth Leader of the Year Awards

There is always a Youth Member or Leader who stands out in the crowd—someone who has done something special or gone the extra mile. Maybe you will be that special person one day!

Each year, every State and Territory presents the St John Youth Member or Youth Leader of the Year Award to a well-deserving Youth Member or Leader.

Nominations from divisions are brought before a selection panel. The panel may require interviews of candidates and written applications.

The awardee may even accompany their State or Territory Commissioner, Youth Officer or Manager on formal or ceremonial occasions as their aide-de-camp (assistant). The awardee may wear a special aiguillette (ornament of dress worn from the shoulder) during their year of appointment.

IN SOME STATES AND TERRITORIES THIS YOUTH MEMBER IS KNOWN AS THE PETER FALKLAND AWARDEE.

Major General Peter Falkland AO KStJ was the seventh Australian Chief Commissioner, serving in that role from 1984–1989. He was also the first non-medical person to be appointed Chief Commissioner. Major General Falkland had been a career soldier, serving in Borneo in World War II and in Vietnam. He was a very warm, popular and effective leader in St John.



ARE YOU BETWEEN 16 & 25 YEARS?

The Southern Cross and Sovereign's Awards are two awards available to St John members aged between 16 and 25 years.

The Southern Cross Award is a national award undertaken in three levels: Bronze, Silver and Gold.

The Sovereign's Award is an international award with young members from St John all over the world participating in it. It's signed off by the Sovereign Head of the Order (the Queen!).

Both awards are available to young members from any service area of the organisation (not just EHS or Youth!).



SOUTHERN CROSS AWARD

The Southern Cross Award is designed to provide a flexible framework of personal development and achievement for members aged 16 to 25. The activities are not predetermined—you choose activities that are relevant to you. You also set your own goals, work within your own time-frames and make your own decisions about what activities will help you achieve your award goals.

To complete this award you are required to progress through three levels: Bronze, Silver and Gold, receiving a badge for each level completed. Each level has four subject areas. You complete one activity from each of the subject areas for each badge moving progressively from Bronze to Gold.

Participating in the Southern Cross program can benefit you by:

- giving you the opportunity to achieve self-directed goals
- motivating and encouraging you to enjoy and continue volunteering with St John
- assisting in your personal development
- offering flexibility to young people with busy lives
- providing the opportunity to use and build on existing St John Ambulance qualifications (pathways of achievement)
- recognising your valuable contribution to St John and the community.

To do the Bronze and Silver awards, you need to apply through your State or Territory (ask your Leader how). Applications for a Gold award are submitted to the St John Australian Office. To find out all about the awards and to complete the online application form visit ayan.org.au/opportunities

THE SOVEREIGN'S AWARD

The Sovereign's Award is the premier (or highest) youth award in St John internationally. This is the only award to bear the personal signature of the Sovereign Head of the Order. It ranks immediately senior to the Grand Prior Award.

The Sovereign's Award is given to young members in recognition of outstanding work in three key areas:

- 1. personal development**
- 2. benefit to St John Ambulance Australia**
- 3. benefit to the community.**

The format in which the candidate presents their final work may be of their own choice, but it must:

- demonstrate a need for the project in the community
include a written summary or equivalent portfolio of work of the project that is of a high standard
- where a written piece is submitted, include appropriate referencing/citation of any sources used
- where a creative/non-written work is submitted, include a short explanatory piece on the project's purpose, how the idea came about/the need demonstrated in the community, its development over time and how it will be used to benefit the individual, community or St John
- be finalised within a three-year period, but not less than 18 months, from the commencement date.

Specific requirements

1. You must be between your 16th and 25th birthdays at the start and finish, respectively.
2. Have completed The Grand Prior Award or the Gold Level Southern Cross Award or 1000 hours of service.
3. Have completed five consecutive years of recognised service as a Youth or Adult Member by the completion of the Award.
4. Applications to participate in the Award must be received by the St John Australian Office by 1 January each year so that commencement can start on 1 July that year.
5. The project is to be completed within a three-year period.
6. Endorsement by an Officer or Manager is required, stating that the Officer or Manager considers the attempt to be within the candidate's competence and abilities.
7. A Mentor (who is an Officer or Manager) is appointed to monitor the candidate's progress.

If you are interested, you can find more details in the Information Pack by visiting ayan.org.au/opportunities.

Thoroughly discuss the Award and the commitment required with your Leader before applying.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

The Duke of Edinburgh's International Award was initiated by His Royal Highness, Prince Phillip, in 1956. It is a prestigious award and operates in 130+ countries around the globe. It is open to young people aged from 14 to 24 years. The Award started in Australia in 1962.

There are three separate awards—Bronze, Silver and Gold.

You may enter the award which is most suited to your age.

The minimum starting ages are:

Bronze Award:

14 years (takes about six months to complete).

Silver Award:

15 years (takes about 12 months to complete).

Gold Award:

16 years (takes a minimum of 18 months to complete).

The Award scheme has four sections common to each of the awards:

- physical recreation
- skill
- voluntary service
- adventurous journey.



IT COULD
BE YOUR
ADVENTURE OF A
LIFETIME!

Ask your Leaders if your State or Territory participates in the Duke of Edinburgh's International Award.

THE NORMA BELL NATIONAL YOUTH LEADERSHIP AWARD

The Gold Award has an extra section: Gold residential project.

The Norma Bell National Youth Leader Award provides a national platform for young members to be recognised for their outstanding contributions to St John and the community. The Award intends to reward young members for their activity as leaders, while promoting their contributions on a national stage and actively providing professional development pathways. The Award is funded by the generous bequest of the late Norma Bell, friend and supporter of youth development within St John Ambulance Australia.

This Award is open to young members aged 18–26 years nationally, and from any service area of the organisation (whether in a paid or volunteer role).

The Award is (generally) awarded to two winners each year, with the winners receiving a certificate, trophy, fully funded trip to either the National Member Conference and/or Boundless and prize money.

To find out more visit ayan.org.au/opportunities



THE AUSTRALIAN YOUTH ADVISORY NETWORK



AYAN is the primary body in St John for communicating, consulting and representing the views of young members (aged 12 to 26 years).

AYAN aims to:

- communicate with young members in the places they hang out (e.g. on social media)
- consult with young people nationally and understand their point of view
- represent young peoples' views to decision-makers in St John nationally
- help St John to achieve its goal of making first aid a part of everybody's life.

How does AYAN connect with young people?

AYAN uses technology to regularly connect and engage with young people, advocating to and acting as a conduit to assist decision-makers to realise the goals of the organisation. You will find AYAN on Facebook, Instagram and at ayan.org.au

Why AYAN?

AYAN believes that young people have a great deal to offer St John. AYAN want to share young Members ideas, innovations and feedback with St John decision-makers, to promote a first aid culture in Australia and to contribute to a vibrant and sustainable St John.

Who is AYAN for?

AYAN is for all young Members and their Leaders. Whether you are an Adult Member, paramedic or other paid staff member, or involved in the Youth movement—AYAN want to hear from you.

Where do I find out more?

- Find and follow them on Facebook or Instagram (search 'St John AYAN')
- Visit their website at ayan.org.au
- Join the Network at ayan.org.au
- Become an AYAN Ambassador! Find out more on the AYAN **website**.





CHAPTER

5

**WHAT'S
NEXT?**



REACHING THE END OF THE YOUTH PROGRAM

Turning 18 is just the beginning!

Think about your experiences as a St John Youth Member—such as travel, camps and adventure activities.

Are you proud of the personal development you have achieved?

Did you:

- enjoy your time as a Youth Member?
- have plenty of fun?
- learn a lot about first aid?
- have plenty of experience helping others?
- enjoy the teamwork that operates in St John?
- develop leadership skills?

Toward the end of your time as a Youth Member, you will get together with your Leaders and have a chat about what your future may hold—including your future within St John. You will also learn about the requirements of becoming an Adult Member, such as gaining child safety clearances and participating in child safety training.

The skills and attributes you have developed during your time as a St John Youth Member will broaden your career choice options. You will be able to discuss how you can apply your skills effectively to a potential employer.

You may be suited to a Youth Leader appointment, allowing you to continue in your Division in that capacity until you turn 26 years. Youth Leaders frequently become Officers before they turn 26.

You could transfer to an Adult division to continue with event health services, or into one of the other areas of St John. Imagine being a trainer, a community care volunteer, or a volunteer to support ophthalmic fundraising projects.

The possibilities are endless!



GRADUATION

Whether you reach 18 years on your own or at the same time as other Youth Members, your Division will want to celebrate your achievements in some way. In some States and Territories, this is with a graduation ceremony. Regardless of what it is called or how it's done, it's a time for you, your colleagues, Leaders, parents or carers, other relatives and close friends to acknowledge the commitment you have shown as a volunteer.

You should not leave without assembling a personal achievement folder of all certificates gained as a Youth Member. These certificates will form part of the evidence you can present at any employment interview. The commitment you have shown and the skills and attributes you have developed will impress the prospective employer and will give you a competitive advantage in the employment stakes.

Why stop now that you are an adult?

Member development continues for those who become Adult Members in St John. You will have many opportunities to broaden your skills and improve your personal attributes as a young adult.

At the end of it all you will have been a great contributor in community service and will be proud of the commitment you showed as a Member of St John.

EVENT HEALTH SERVICES

St John continues to offer you many opportunities once you have graduated from the Youth Program.

Staying on as a member in an Event Health Services division is enjoyable and rewarding. You will be able to go to a wider variety of events, learn advanced first aid skills and meet new people who share your common interest in community service. You may also develop clinical skills and personal attributes you never dreamed you were capable of! Arrange with your Leaders to be introduced to the local Adult Members or EHS Division (preferably several months before you wish to transfer) or follow your relevant state or territory application process to become an EHS member.

YOUTH LEADERSHIP

As you approach the end of your Youth Member career, you can discuss with your Leaders whether you are suited to becoming an adult Youth Leader (Level 3) in the division. Youth Leader appointments are available to young people aged 18 to 25 years. Youth Leaders play a very significant role in the running of a Youth division. They can bring fresh ideas and initiative into the ranks of the division's leadership. Being a Youth Leader is an excellent springboard for ultimately becoming an Officer of a youth division too.

Prospective Youth Leaders undergo the Level 3 Youth Leadership course. This course has a pre-learning component as well as practical workshop over a weekend. Topics covered include:

- team goals, objectives and culture
- gathering information
- communication
- introduction to instruction
- instructional sessions (practical)
- managing meetings
- occupational health and safety responsibilities
- risk management
- structure of St John
- behaviour management
- youth engagement
- child safety.

Some Youth Leaders will also go on to undertake the Officer Leadership Training program.

As a Youth Leader you will be responsible for:

- assisting in the planning and running of the division's program
- providing support to members
- contributing to the overall functioning of the division
- maintaining divisional resources
- carrying out other duties as required.

The position description for Youth Leader (Level 3) can be found on **page 82**.



COMMUNITY CARE

In some States and Territories St John Community Care provides volunteering opportunities beyond first aid. Community Care identifies community needs in order to deliver responsive volunteer programs which foster personal independence and resilience.

Depending on the state or territory you belong to, services may be provided to the elderly and disadvantaged, people with disabilities and young people. Volunteering with community care enables you to provide help to others in need within your community while having fun and developing lasting friendships.

Community Care is flexible and can fit with your lifestyle and available time. You would be warmly welcomed as a new member.



TRAINING

St John trains nearly one million people in first aid each year. Perhaps you are wondering about becoming an accredited trainer? Training people in first aid builds the capacity of the community to respond to small and large first aid emergency situations.

St John also offer a First Aid in Schools program nationally where trained facilitators provide free first aid awareness training to school-aged children.

Trainers save lives by training others in first aid. Being a trainer is a rewarding occupation!

OPHTHALMIC

The Ophthalmic program of St John engages in fundraising for Australian and international eye health initiatives, as well as providing eye health education for St John members and the community.

Its small membership plays a vital role in supporting the international St John Eye Hospital in Jerusalem and outreach programs in the Middle East, outback Australia and Australia's near neighbours. If you make enquiries through your State or Territory head office, you might find that you can contribute as a member.

AWARDS FOR ADULT MEMBERS

Volunteer members can be eligible for a St John Service Medal after 10 years of service and a supplementary bar every following five years. The Service Medal acknowledges the work done by a member in one or more of the areas of St John and they are a big deal.

The Service Medal features the profile of Queen Victoria and the ribbon is black and white. Several requirements have to be met to qualify for full service each year.

Youth Members can start working toward the St John Service Medal as soon as they complete the *Youth first aid workbooks* and give their time in community service. Each year of service by a Youth Member counts as a full year of service for the purpose of the Service Medal.

The grades of Membership in the Order include:

- GCStJ** Bailiff Grand Cross
- KStJ or DStJ** Knight or Dame of Grace
- CStJ** Commander
- OStJ** Officer
- MStJ** Member

Members may also be recognised for their services by being 'admitted to' or 'promoted within' the Order of St John.



Members who are admitted or promoted are invested by the Prior or Deputy Prior normally at Government House in their home state or territory. The Grand Prior Award badge may be presented on the same occasion.

Members of the Order are presented with a medal and ribbon which are worn on the left breast on ceremonial occasions because they form part of the official Australian Honours and Awards System (see www.itsanhonour.gov.au) The medal is in the shape of the eight-pointed cross of St John. The ribbon is black and features a miniature cross of St John.

Some of your Officers may have received Service and Order awards. Look out for the different badges at ceremonial occasions such as investitures, the annual Church Parade or annual Review.

CHAPTER



WELCOME PARENTS AND CARERS





St John welcomes parents and carers into a partnership for the development of your child. We trust that you will be enthused by what St John offers its young members.

We offer youth development programs for young people between 8 and 17 years in most states and territories. St John Juniors are aged between 8 and 12 years, and Youth Members between 11 and 17 years. Not every St John organisation offers a Junior or Youth Program or they might do it in a different way to other States and Territories. We encourage you to check with your local St John head office about the availability of individual youth programs.

St John is committed to providing youth development programs that are SECOND TO NONE!

St John provides young people with opportunities to develop their social, physical, emotional, intellectual, moral and cultural skills and behaviours. We aim to promote young people as valued and vital members of the community. By combining first aid and youth-oriented activities, we aim to develop self-reliant and confident young people who take their place as responsible members of society with a developed sense of community service and self.

We hope that you will maintain a close interest in the progress of your child as a member of the worldwide family of St John. We aim to always do our best in providing opportunities for your child to develop in:

commitment
competence
compassion
confidence.

St John regards the support of parents and carers to be a key ingredient in the progress of all Junior and Youth Members.

Parents and carers are always most welcome to attend any St John youth development activity on a casual basis and to discuss any matter with Leaders. If you wish to volunteer your time with your child's Division, speak to their Leaders who can assist you in meeting membership requirements.

Thanks for taking an interest in St John as a not-for-profit provider of youth development services!



BENEFITS FOR YOUR CHILD



The benefits for young people who become St John Youth Members include:

- forming friendships
- belonging to a worldwide charitable organisation
- joining in combined team efforts and activities
- giving time to help others
- gaining a sense of achievement through personal success and community service
- accepting responsibilities
- learning useful skills and attributes and good citizenship
- being challenged mentally and physically.



ST JOHN TRAINING AND DEVELOPMENT PROGRAMS

St John is committed to promoting youth development and leadership through the St John Youth program. We aim for your child to develop many skills and personal attributes through our first aid and Proficiency course programs.

The St John Youth 'development skills and attributes' are incorporated into all course outcomes in the St John Youth program.

The following list draws heavily from the national key competencies for work placement.

Skills

- collecting, analysing and organising information
- communicating ideas and information
- planning and organising activities
- working with others in teams
- solving problems
- using mathematical ideas and techniques
- using technology
- leadership
- managing risk
- using initiative and initiating change
- artistic expression
- pursuing and promoting health and wellbeing.

Attributes

- determination
- resilience
- a sense of service
- a sense of responsibility
- an ethical outlook
- cross cultural awareness and understanding.



FIRST AID LEARNING

St John Ambulance Australia provides first aid care to the general public at events and emergencies.

All Youth Members are given the opportunity to learn first aid skills and participate in service opportunities. New Youth Members complete an annual *Youth first aid workbook*. More senior Youth Members can complete a Provide First Aid certificate and even undertake the St John First Responder accreditation program (which also applies to Adult Members). Youth Members will have opportunities to serve members of the public in this important way and in other forms of community service.

SERVICE IN ST JOHN

In meeting the requirements for service recognition, Youth Members devote a minimum of 60 hours of service each year. This is made up of attendances at a broad range of acceptable activities which can be discussed with your child's Leaders.

By combining youth development with community service opportunities, St John aims to develop self-reliant and self-confident young people with a service ethic. St John develops and promotes its young members as valued members of the community. The program is designed to complement and improve learning outcomes at school, college and university.

PERSONAL DEVELOPMENT OPPORTUNITIES

Many personal development opportunities can be obtained through the St John Proficiency program. This program recognises achievements on successful completion of many and varied subjects including recreational pursuits, challenge topics, hobby areas and community service.

Each Proficiency course has been designed to assist in the development of some of the St John Youth Development Skills and Attributes (see **page 71**). To view the list of Proficiency courses offered, see **page 42**.

The Proficiency program is fun, informative and exciting!

Proficiency courses are designed to be completed in a minimum of 10 weeks—some by their nature, such as camping, may take a little longer.

As soon as your child completes their first Proficiency, they will be on their way to meeting the requirements of the Grand Prior Award (which is obtained by achieving a minimum of 12 Proficiency badges). There are two Proficiency courses which are compulsory for earning this Award—Knowledge of the Order, and Health Care and Caring.

As well as first aid and Proficiency courses, senior Youth Members may also undertake Leadership training which can lead to promotion to Youth Leaders (Level 1 and 2).



SOCIAL EVENTS

Social events will sometimes replace training meetings. Youth Members are encouraged to make suggestions for social events. Examples might be bowling, movies, roller-skating, swimming, camps or meeting other Youth divisions.

Youth Members can attend Youth camps. These camps may be divisional, regional, State or Territory-based, national or even international. They provide a great opportunity for young people to make new friends, participate in challenges and activities not normally or easily offered at a local level, and even compete in Youth first aid competitions (see **page 45**).



CHILD SAFETY IN ST JOHN

St John Ambulance Australia is committed to the safety and wellbeing of all children and young people who participate in St John activities, programs, events or services. **St John has zero tolerance for child abuse and neglect.** We take all allegations and concerns about abuse very seriously. St John will always strive to ensure that children do not experience neglect, abuse, harm or exploitation during their involvement with us.

We believe that all children have the right to be treated with dignity and respect, and to be free from danger, abuse and neglect.

It is a national requirement that:

- all St John Adult Members are screened to ensure that they are suitable to join
- adults that work with children must obtain a valid police and working with children check, in line with state or territory legislative requirements
- all members aged 18 years and over must complete annual child safety training. Non-compliance with child safety training requirements will result in disciplinary action being taken.

The *National Child Safety Rules, Standards and Guidelines* is available at **members.stjohn.org.au** (ask your child's Leader for the username and password). To view policies specific to your State or Territory, visit the relevant St John website or ask your child's Leaders for a copy.

Within the *National Child Safety Rules and Standards* St John has several other specific requirements, including:

- the appointment and training of Child Safety Officers in each State and Territory St John entity
- members under the age of 18 must receive annual personal safety training
- States and Territories will implement procedures to screen new Adult Members, and to manage incidents, allegations and reports of child abuse.

Leaders are trained to recognise the signs of abuse in children and young people; the nature of child abuse; preventative supervisory practices and appropriate conduct; what to do if a child discloses abuse to them; and, procedures for reporting abuse in their State or Territory.

Additionally, strict rules exist for youth camps, to ensure the safety and wellbeing of children. For example:

- a reasonable ratio of male and female supervisors must attend camps
- adequate supervision ratios for all activities
- respecting the privacy needs of children
- a zero tolerance for alcohol or other drugs on camp
- dealing appropriately with bullying.

All Youth Members—especially senior Youth Members—make a significant contribution to the first aid services provided at a public event. They are well trained in first aid and can capably perform many aspects of managing patients. They can assist in rendering first aid to sick and injured patients. Leaders will not allocate Youth Members to events that are deemed inappropriate for young people (such as events that are known for heavy drug and alcohol use or violence).

Leaders are expected to keep you regularly informed about the Youth program. Information may come to parents and carers by newsletter, email or on social media platforms. An open invitation is extended to parents and carers to personally observe and make enquiries about the St John Youth program. If you would like to be a regular Adult helper at your child's Division, you will have to complete certain membership requirements (including meeting our child safety requirements).

If you would like more information about child safety in St John, speak with your child's leader or visit your state or territory St John website.

CHILD SAFETY CODE OF CONDUCT

In performing their work, all Adult Members must abide by the National, or State or Territory, *Child Safety Code of Conduct*. This Code sets out the behaviours or conduct expected of all Adult Members when working with children. You can read the *National Child Safety Code of Conduct* on our website at **www.stjohn.org.au**. If your state or territory has its own specific Code of Conduct, visit their website or ask your child's Leaders about accessing a copy.

ADULT HELPERS

Adult helpers (commonly known as non-clinical members) often bring much needed skills to the division, particularly when assisting Youth Members to achieve Proficiency badges or when raising funds. These helpers are members of St John, but don't volunteer as First Aiders—they give time to assist and support the division to function smoothly. All Adult helpers are required to undergo screening and training in relation to child safety in line with the State or Territory policy and legislative requirements. If you are interested in joining as an Adult helper, talk to your child's Leaders today!

EXPECTATIONS

... OF PARENTS & CARERS

Parents and carers are expected to show a real interest in the progress of their child and to support them in their commitment as members of St John. Parents and carers play a vital role in encouraging their child to embrace challenges and to achieve their full potential.

Prior to the enrolment ceremony you will be asked to approve your child becoming a member of St John. This will involve completing some paperwork. You may then be invited to attend the formal enrolment ceremony welcoming your child into the local division. During the ceremony, your child will promise to abide by the Youth Code of Chivalry (in some states and territories) and the St John Code of Conduct. These are outlined in this handbook on page 8.

You will also be invited to attend a number of events involving your child, such as presentation evenings, competition events and other important occasions.

If your child is unable to attend a divisional meeting, a courtesy phone call to a Leader will be appreciated.

In the event of any behavioural issues, parents and carers will be asked to discuss the matter with the division's

Leaders. The best corrective strategies are those which have the agreement and support of both St John and parents and carers. St John in your state or territory will have its own behavior management policy and procedures. These can be made available on request.

Once your child is a member, you will be asked to approve them for the following:

- **assisting in the rendering of first aid at public events**
- **participating in camps which form part of their training or program**
- **learning full cardiopulmonary resuscitation as part of the Youth first aid program**
- **being photographed for media and St John publications.**

You will also be asked about any health (or behavioural) conditions that affect your child. We ask that parents and carers provide all necessary information about any health condition that your child experiences so that Leaders can work with you in the management of these health conditions while your child is participating in St John activities. Working collaboratively with Leaders ensures that your child can thrive in St John Youth!



... OF YOUTH MEMBERS

Youth Members may help with first aid at public events once they become a Preliminary First Aider—provided they have permission from their parent or carer. At public events Adult Members will always be present to supervise Youth Members.

Youth Members are expected to:

- show respect for one another and for all leaders
- extend courtesy to fellow members and the public at large
- be responsible for their own behaviour
- keep a neat and tidy uniform
- use language that complements the image and reputation of St John
- comply with all reasonable requests of their leaders.

Youth Members are also expected to have a great time!



Divisional meetings

Some divisional meetings are devoted purely to enjoyment. For example, the division might visit the local ten pin bowling alley, enjoy a movie, or try out go-karting. Other meetings are reserved for special events such as meeting a special guest speaker, special award ceremonies, demonstrations (for parents, carers and friends) and celebrations.

But most divisional meetings follow a routine format.

Parents are free to 'pop in' from time to time to observe proceedings.

WAYS PARENTS & CARERS CAN HELP

Finance

St John Ambulance is a self-funding, not-for-profit charitable organisation. All uniformed event health services personnel (both Adult and Youth Members) are volunteers who receive no payment. Most divisions have a small weekly, term or annual financial subscription to help offset the costs of training and materials. Some States and Territories have joining fees. We ask for prompt payments of subscriptions and joining fees, which make our Youth Program possible.



Uniforms

The St John uniform allows members of the public to recognise our volunteers who are trained in first aid. The Leaders of your local division will be able to assist with information relating to uniform issue and any associated costs.

Help build confidence

Here are some ideas of how you can get involved with your child's progress as a Youth Member.



- Encourage your child when facing challenges.
- Praise them when they achieve a goal, however small.
- Help and guide them as much as possible without taking away from their initiative.
- Actively support the training and social programs of the division.
- Become a trainer for various Proficiency courses.
- Help out at divisional meeting nights.
- Assist with fundraising.
- Join Event Health Services and become a Leader.
- Assist with transport for visits, excursions and camps.
- Reinforce St John's expectations regarding behaviour.
- Become an Adult helper.

Any questions or concerns?

You are most welcome to talk to the friendly Leaders at your local division.





CHAPTER

WHAT YOUTH LEADERS

DO!

POSITION DESCRIPTIONS

DUTIES OF A YOUTH LEADER (LEVEL 1)

The promotion of a young person to Youth Leader (Level 1) is the first step towards leadership and taking on responsibility for the Junior and Youth Members.

Level 1 Youth leadership is an important role in every division as they provide leadership to young members through role modelling and the completion of tasks under direct supervision of the divisional management team. As a member of the management team, the Level 1 Youth Leader is responsible for ensuring that the views and ideas of all Youth Members are put forward to the rest of the management team, so that the planning and development of the division meets the needs of its Youth Members.

Being such an important part of the division's management structure, this position requires a serious and dedicated person to fulfil its obligations.

A divisional management team can consist of a divisional Superintendent or Manager, Officer-in-Charge, Second-in-Charge, Divisional Officer, and Youth Leaders (Levels 1, 2 and 3). This team will support the Level 1 Youth Leader's duties which can include the following tasks.

1. Understanding the leadership role required of a Youth Leader (Level 1).
2. Understand how to prioritise and allocate tasks.
3. Demonstrate competence in demonstration skills for small groups.
4. Ability to run games for small groups.

5. Support Adult Leaders in behavior management strategies.
6. Host visitors on behalf of the division.
7. Assist with attendance checks or roll call and notices.
8. Assist in monitoring a clean and safe working environment.
9. Assist in the management of uniforms and equipment.
10. Be a role model to other young members and always display good behaviour.
11. Assist in the welcoming, orientating and mentoring of new members.
12. Assist in fostering good relationships between members.
13. Carry out other duties considered appropriate.

DUTIES OF A YOUTH LEADER (LEVEL 2)

The promotion to Youth Leader (Level 2) is a further step up in leadership and carries greater responsibilities than that of a (Level 1) Youth Leader.

The Level 2 Youth Leader has an important role in every division. The (Level 2) Youth Leader provides leadership and direction to the division through role modelling and the completion of tasks with the support of the management team. As a member of the management team, the Level 2 Youth Leader is responsible for ensuring that the views and ideas of all Youth Members continue to be promoted and considered by the rest of the management team. This will help the division plan and develop to meet the needs of its Youth Members.

As an important link in the division's management structure the position requires a serious and dedicated person to fulfil its obligations. With the support of the management team (which may consist of the Divisional Superintendent or Manager, Officer-in-Charge, Second-in-Charge, Divisional Officer or Youth Leader [Level 3]), the Level 2 Youth Leader's duties may include, but are not limited to the following.

1. All duties associated with the Youth Leader (Level 1) Position Description (see **page 82**).
2. Attend and participate in planning meetings.
3. Assist in the conduct of training sessions.
4. Assist in planning and staging events.
5. Assist in coordinating Event Health Services events or duties.
6. Assist in the supervision and safety requirements of young members.
7. Assist (where appropriate) with dispute resolution.
8. Support behaviour management strategies.
9. Carry out other duties considered appropriate.



DUTIES OF A YOUTH LEADER (LEVEL 3)

Youth Leaders (Level 3) assist in the planning and running of the division's program. They have normally completed the Youth Leader (Level 3) Course.

Youth Leaders may transition into becoming Officers or Managers in the future. As Adult Members, they are expected to share the task of supervision and leadership with the Divisional Officers. They are an integral part of the supervisory role in the division.

The Level 3 Youth Leaders duties may include, but are not limited to:

1. All duties associated with the Youth Leader Level 2 role (read the position description on **page 83**).
2. Promoting a child safe culture and environment including attending to incident reporting in line with the National Child Safety Rules, Standards and Guidelines, your State or Territory child safety policy and procedures and legislation as required.
3. Communicating with members, parents and carers, Officers or Managers and Adult helpers.
4. Possess an awareness of St John and divisional policies, procedures and practices and how to access them.
5. Possess an awareness of St John's member recognition system.
6. Collaborate with other members of the management team in the development of the division's training or annual plan.
7. Financial and asset management and supervision.
8. Oversee data management within the division (e.g. member data).
9. Implement behavior management strategies where required.
10. Plan and state promotional events.
11. Promote the work of St John in Australia.
12. Other duties as required.





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7th edition revised 2021

ISBN 978 0 949569 64 6

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YOUTH HANDBOOK

St John Youth is more than just another youth development program—it empowers future generations to achieve their full potential. Today's young volunteers are tomorrow's doctors, nurses, paramedics, first aid trainers, and lifesavers.

This Handbook provides you with information about the St John Youth program in Australia.



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