

# COMMUNITY FIRE (Prevention) VOLUNTEER APPLICATION PACK



Thank you for showing an interest in becoming a Community Fire (Prevention) Volunteer (CFV) with Suffolk Fire and Rescue Service (SFRS).

This application pack will tell you about our activities and ways in which you can become involved.

After reading the pack, if you are still interested in joining and you are aged 18 or over, please complete the application form.

**If you have any queries please do not hesitate to contact Fire Admin on 01473 260588.**

## INTRODUCTION AND OBJECTIVES

SFRS is committed to ensuring that the County of Suffolk is a safe place in which to live, work and travel through.

Supported by SFRS staff you will help to deliver a wide range of prevention advice and education at various events in your local area.

### ***The objectives of the CFV's are:***

- Provide a friendly and accessible focal point of contact between the local community and SFRS.
- Help raise fire and safety awareness within all sections of the community.
- Embrace equality and diversity within Suffolk.
- Promote community cohesion and wellbeing.
- Facilitate community capacity building.
- Enhance the Prevention activities.

SFRS engages and trains CFV's to provide them with new skills and perspectives, whilst enhancing and meeting the needs of local communities and helping build closer links.

## **COMMUNITY FIRE (Prevention) VOLUNTEER ROLE PROFILE & PERSON SPECIFICATION**

### **Role Profile**

#### **CFV**

The role of the volunteer is intended to be complementary to other prevention services provided by the SFRS. The role will include providing advice and information to local communities and supporting the Prevention Team in ensuring a safer community.

### **ACTIVITIES MAY INCLUDE**

#### Safer Home Visits

A service aimed at the more vulnerable members of the Community. A visit is arranged at the clients home whereby we deliver safety advice which covers doorstep etiquette, night time routines, escape plans and we offer to replace or fit smoke alarms.

#### Admin & IT tasks

Currently only our Lead CFV's have IT access however if you have skills and experience in this area we would identify tasks to suit you.

#### Driving vehicles (Non-emergency)

Helping to move vehicles and equipment around the County to help support the delivery of a range of services.

#### Giving talks to Community groups

We often receive requests for talks from various Community groups such as W.I or School visits.

#### Delivering leaflets

This is one way we promote the Safer Home Visit by delivering leaflets inviting people to receive the service. Where appropriate we may follow up the leaflets with a door knock at a later date to speak to the occupier as we have found this to be a more successful way of engaging with members of the public.

#### Youth development

- Crucial Crew – A multi-agency day aimed at school children raising their awareness of personal safety issues. Prevention take along a mobile unit called the Fire Education Unit (FEU). The inside of the FEU is set up to look like a child's bedroom with staged fire hazards that we discuss with the children. We also create a fire scenario and talk the children through what they should do if a fire occurs.
- Fire Break – A five day course aimed at students aged between 13 and 17 who are given an opportunity to take part in a learning experience outside of the school environment. The course aims to develop team building skills, self-confidence, self-discipline and respect for themselves and others.

#### Representing SFRS at events

There are various events we deliver or attend. Such as the Suffolk Show where we have a large stand. SFRS are regularly invited to attend multi-agency events which gives us the opportunity to engage with the public and promote our services.

#### Community engagement

We are often invited to attend events in the heart of the community these can often be triggered by issues affecting that area, such as anti-social behaviour.

**LENGTH OF COMMITMENT**

Ongoing – including regular reviews with the CFV co-ordinator.

**EXPENSES**

SFRS will reimburse reasonable expenses incurred whilst volunteering.

**VALUING DIVERSITY**

SFRS undertakes to embrace equality and diversity and to create and sustain an environment that values and celebrates the diversity of its CFV's

**INSURANCE**

All CFV's are covered by SFRS insurance policy whilst they are on any Fire Service property or engaged on any task on behalf of SFRS. It is your responsibility to ensure that you have adequate insurance cover prior to using your own vehicle to undertake CFV activities. You must advise your insurer of your occasional volunteer business use which should be free of charge.

**HEALTH AND SAFETY**

SFRS acknowledge that people are its most important asset. We are therefore committed to the effective control of safety matters and believe that this can only be achieved through co-operative effort by all people within SFRS.

**ESTIMATED HOURS**

A minimum of 12 hours per month (2 days) at times to suit the CFV (Dependant on workloads).

**SCHEDULING**

Flexible - taking into consideration the needs of the organisation and the individual CFV.

**RESPONSIBLE TO**

CFV co-ordinator.

**SKILLS / QUALITIES:**

- Ability to communicate effectively.
- Sensitivity and empathy.
- Willingness to participate in the ongoing training.
- Adhere to confidentiality guidelines.

**BENEFITS TO THE VOLUNTEER**

- Interesting and rewarding tasks.
- An opportunity to meet new people.
- Chance to build on existing skills and to develop new ones.
- The opportunity to attend CFV social events.
- Experience working in your local community
- Reasonable out of pocket expenses
- Increased confidence and team working
- A sense of achievement in ensuring the safety of others.

## COMMUNITY FIRE VOLUNTEER PERSON SPECIFICATION

<b>Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<p style="text-align: center;"><b><u>Knowledge and Education</u></b></p> <p>The ability to acquire and develop a good understanding of prevention issues.</p>	<p style="text-align: center;"><b><u>Knowledge and Education</u></b></p> <p>Previous experience of dealing with the general public.</p>
<p style="text-align: center;"><b><u>Abilities, aptitudes and skills</u></b></p> <p>Good communication skills</p> <p>Good interpersonal skills</p> <p>Ability to work well within a team</p> <p>Ability to respond to queries clearly and confidently.</p>	<p style="text-align: center;"><b><u>Abilities, aptitudes and skills</u></b></p> <p>Good presentation skills</p> <p>I.T skills</p> <p>DIY skills</p> <p>Full driving licence</p>
<p style="text-align: center;"><b><u>Personal Qualities</u></b></p> <p>Integrity, sensitivity, empathy, commitment, reliability and respecting confidentiality.</p>	

## **SFRS COMMUNITY FIRE VOLUNTEER CHARTER**

**This Charter sets out the commitment SFRS makes to CFV's, it also sets out key expectations of the CFV's within the service.**

### **SUFFOLK FIRE & RESCUE SERVICE WILL:**

- Treat all CFV's with respect and dignity.
- Provide appropriate training and support relevant to the roles CFV's are requested to carry out on behalf of the Service.
- Provide uniform and ID card.
- Provide public liability insurance to cover CFV's whilst on volunteering duties.
- Provide ongoing training and development opportunities for CFV's.

### **CFV'S WILL:**

- Offer a minimum of twelve hours volunteering a month in addition to training requirements.
- Conduct themselves at all times in a professional and appropriate manner in accordance with SFRS policy and standards.
- Attend ongoing training sessions.
- Wear the supplied uniform only whilst carrying out volunteer duties.

## **CODE OF CONDUCT FOR CFV'S (CFV COPY)**

### **INTRODUCTION**

This code of conduct for CFV's outlines the SFRS expectations relating to how to conduct themselves whilst on duty.

### **EXPECTATIONS**

1. Treat all members of the community, fellow CFV's and employees of the SFRS with dignity and respect at all times.
2. Follow SFRS guidance and H&S procedures at all times.
3. Understand SFRS mission statement and always behave in a way that presents the Service in the most positive way.
4. Report any changes in your circumstances that may have implications on your role and which may prevent you continuing to be a CFV or that impact on the hours that you are currently volunteering.
5. Respect and maintain confidentiality at all times.
6. Adhere to health and safety procedures at all times.
7. You must not undertake volunteer duties whilst under the influence of non-prescription drugs or alcohol or other substances that could adversely affect or incapacitate you.
8. Recognise that CFV's are in a position of trust within the community and must uphold that trust at all times.
9. Attend training and support sessions as appropriate.

I have read and understood and agree to the code of conduct that I am expected to adhere to whilst volunteering for SFRS.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

This agreement is not a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created, either now or at any time in the future.

On your successful application to become a Community Fire volunteer you will be asked to agree and sign the above code of conduct at your Induction Session.

## **THE APPLICATION PROCESS**

### **If you are interested in joining SFRS**

- Please complete and return the application form.
- You will be invited for an informal discussion.
- References will be requested.
- If your application is successful you will be required to complete induction training.
- On completion of your training you will be formally accepted as a CFV for a 3 month trial period with SFRS.