



National Fire Brigades Cadet Programme

SOP Localisation Guide

Purpose

The National Fire Brigades Cadet Programme SOPs have been developed as a national template. Each participating brigade must review and amend sections identified by square brackets [] to ensure the document accurately describes their operating practices.

Important

All safeguarding, child and youth protection, conduct, supervision, and safety requirements contained within the SOPs must remain unchanged. Brigades should only amend the sections identified below and add local information where appropriate.

Step 1 – Update Brigade Details

Front Cover

Replace: [Brigade Name]

With: Your brigade's full official name.

Step 2 – Update the Introduction

Replace all references to: [Brigade Name]

With: Your brigade's full official name.

This occurs in:

- Programme title
- Opening paragraph
- References to the associated Volunteer Fire Brigade

Step 3 – Insert Cadet Programme Training Night

Section 2.1 states: The [Brigade Name] Cadet Programme is held on [day of the week between time and time].

Replace with your brigade's details.

Step 4 – Insert Brigade Training Night

Section 2.2 states: Brigade training activities are held on [day of the week between time and time].

Replace with your brigade's operational training schedule.

Step 5 – Review Local Facilities and Operational Procedures

Although not specifically identified by square brackets, brigades should review the document and determine whether any local operating instructions should be added, including:

Station Access

- Entry procedures
- Restricted areas
- Security arrangements

Emergency Evacuation

- Local evacuation assembly point
- Alarm procedures
- Emergency contacts

First Aid

- Location of first aid kits
- Names of qualified first aiders
- Incident reporting process

Equipment and PPE

- Local PPE requirements
- Equipment storage procedures
- Workshop or appliance bay access restrictions

Any additional local procedures should be added as supplementary sections and must not replace the existing safeguarding or safety requirements.

Final Review

Before approval, confirm:

- All instances of [Brigade Name] have been replaced (Step 1 & Step 2)
- Cadet Programme meeting day and times have been inserted (Step 3)
- Brigade training day and times have been inserted (Step 4)
- Any local station-specific procedures have been added (Step 5)
- No safeguarding, child protection, supervision, conduct, or safety requirements have been amended or removed

Approval and Distribution

Once completed:

1. Save the document with the brigade name in the title.
2. Send final SOP Document to National Working Group
3. Provide a copy to all Cadet Leaders and volunteers.
4. Make the SOP available to parents/caregivers upon request.

Reminder

The National Fire Brigades Cadet Programme Youth and Child Protection Policy, Code of Conduct, and associated safeguarding requirements remain the governing documents for all brigades participating in the Cadet Programme.