



St John Youth Handbook



St John Youth Core Aims



First Aid



Community



Service

St John Youth Core Values



Commitment



Compassion



Competence



Confidence



This book belongs to:

I am a member of (division):



A word from our Chancellor, *Cameron Oxley*

Welcome to the Centenary year of young people in St John – a milestone worth celebrating!

As we celebrate the Centenary of Youth in 2025, we reflect on 100 remarkable years of service, dedication, and of course fun! Our Youth Members are a vital part of our organisation, embodying the core areas of the program in first aid, service, and community spirit. Critically, they represent a rich source of future leaders for St John. So many of our current leaders, like the Lord Prior Mark Compton, began with St John as Cadets. This milestone is a commemoration of the past and a celebration of the present but also an exciting opportunity to look toward the future.

The Centenary of Youth is a testament to the significant contribution and enduring legacy of our young members and their leaders, who have continually stepped up to serve their communities, embrace challenges with confidence, and inspire positive change. It reminds us of

the resilience and strength of youth, their capacity to adapt, and their boundless potential to lead.

I hope that this handbook will provide the knowledge and inspiration you need to continue this proud tradition. Whether you're new to the program or a seasoned member, the Centenary is a moment to celebrate your contributions and reaffirm the values that unite us as one St John family.

Together, we honour the past, embrace the present, and eagerly look toward to a future shaped by the next generation of St John Leaders.

Enjoy your celebrations and thank you for your commitment to St John.



**Mr Cameron Oxley GCStJ
Chancellor of St John
Ambulance Australia**

Welcome

St John Youth Member!

Welcome to the St John Ambulance Youth Program Handbook, your essential companion on the journey to becoming a compassionate and skilled youth first responder. As a member of our Youth Program, you are embarking on a rewarding adventure dedicated to learning lifesaving skills, serving your community, and developing the best version of yourself. This handbook is designed to be your go-to resource, providing you with the knowledge, tools, and support you need to excel in your role as a St John Ambulance Youth Member.

St John Youth Program's core aims are to empower you in first aid, community and service; through our core values of commitment, competence, compassion and confidence.

Within these pages, you will discover a wealth of information tailored specifically to your journey within our organisation. From mastering first aid techniques and understanding emergency protocols

to developing leadership skills and fostering teamwork, each chapter is carefully crafted to empower you to make a meaningful difference in the lives of others. As you immerse yourself in the contents of this handbook, remember that you are now part of a dedicated community of volunteers committed to making a positive impact in times of need not only in Australia but worldwide!

St John brings you many opportunities. We hope you will take on the opportunities that are presented to you. Whether you're preparing for a First Aid Competition, volunteering at community events, or pursuing advanced training opportunities, this handbook will serve as your trusted guide every step of the way. Embrace the journey ahead with confidence, knowing that you have the support of your fellow members and the resources of St John Ambulance at your disposal. Together, we can build a safer, healthier, and more resilient community for all.

Thank you for choosing the St John Ambulance Youth Program! We are thrilled to have you on the team. I hope you enjoy your time with St John.

2025 marks the St John Centenary of Youth and Cadets in Australia. Since our humble beginnings on 9 December 1925 with the establishment of the Glebe Ambulance Cadet Division, you now join over 100 years of past, present and emerging Youth and Cadet Members to serve our community!

Felix Ho
National Youth Officer

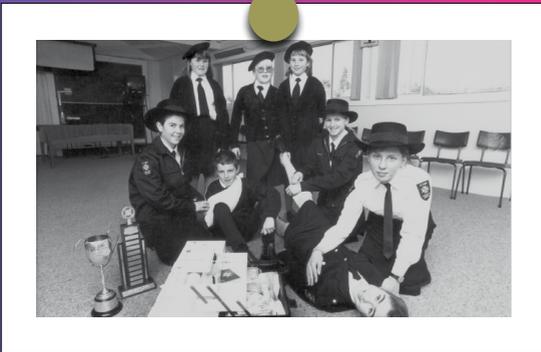
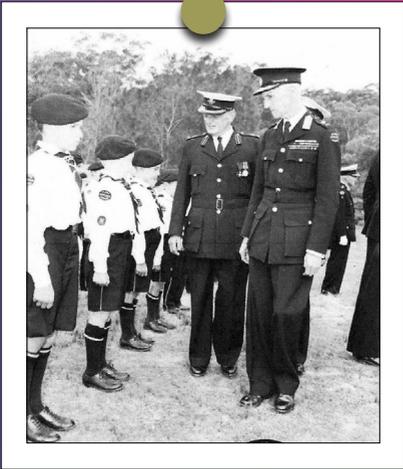
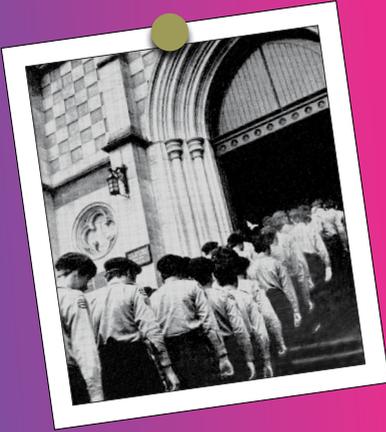


Centenary of Youth

It's been an incredible **100 years** since the Australian Priory of St John registered its very first Cadet Division in Glebe, NSW! How amazing is it that this program has thrived for so long? And the best part? We're just getting started—imagine what we can achieve in the next century!

As we celebrate this huge milestone, flip the page to check out the timeline and explore the big moments that have shaped St John Youth into what it is today. Understanding our history is so important—it helps us appreciate how far we've come and inspires us to build an even better future. Every milestone tells a story about the dedication and passion of young people, just like you, who have helped shape this incredible journey.





St John

Youth Timeline

■ **1925**
Glebe Cadet Division formed (NSW – first in Australia)

■ **1930**
North Sydney Nursing Cadet Division (NSW) and Richmond Ambulance Cadet Division (VIC) formed

■ **1936**
Fremantle Ambulance Cadet Division formed (WA)

Prospect Ambulance, Norwood-St Peters Ambulance, Port Adelaide Ambulance Cadet Divisions formed (SA)

Hobart No.1 Ambulance, Hobart No.1 Nursing Cadet Divisions formed (TAS)

■ **1941**
Launceston Nursing Cadet Division formed (TAS)

1925

1930

1940



■ **1937**
Adelaide No. 1 Nursing, Woodville Ambulance Cadet Division formed (SA)

■ **1933**
Marion Higgins from the Marrickville Cadet Nursing Division was awarded the first ever Grand Prior's Award (along with two Cadets from Slough, England)

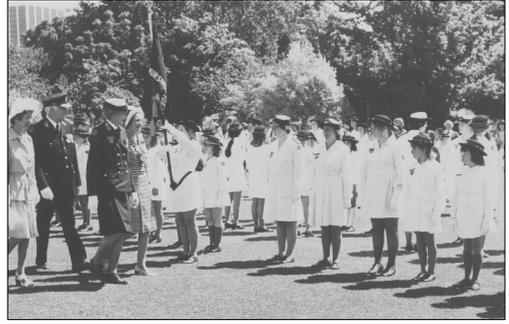
Williamstown Ambulance Cadet Division formed (VIC)

■ **1931**
Grand Prior's Award is introduced to give incentive to Cadets to achieve excellence across a broad range of endeavours

Marrickville Nursing, Darlington Nursing, and Balmain Nursing Cadet Divisions formed (NSW)



SOUTH AUSTRALIAN CADETS, ADELAIDE
(In foreground, Dr. S. L. Dawkins, F.St.7., Commandery Commissioner)



1943

Geelong Ambulance Cadet Division formed (VIC)

1947

Sunshine Cadet Division formed (VIC)

1953

Milton Ambulance, Milton Nursing, Mt Isa Nursing Cadet Divisions formed (QLD)

1954

Nundah Nursing, South Brisbane Nursing Cadet Divisions formed (QLD)

1950

1960

1949

Osborne Park Ambulance Cadet Division formed (WA)

1945

Footscray Ambulance Cadet Division formed (VIC)

1944

Perth Metropolitan Nursing & New Norfolk Cadet Division formed (WA)

1942

Launceston No. 2 Nursing Cadet Division formed (TAS)

Early 1960s

Canberra-Reid Ambulance, Canberra-Lyneham Nursing Cadet Divisions formed (ACT)
 Darwin, Casuarina Cadet Divisions formed (NT)

1961

First Ambulance Cadet camp

1950

Perth No. 1 Ambulance Cadet Division formed (WA)





1968

Cadet Competitions commenced (Ambulance and Nursing Divisions competed on alternate years)

1975

International First Aid competition held in Australia for the first time

1979

Adelaide River Cadet Division formed (NT)

1985

Combined Cadet competitions commenced

1970

1980

1977

First combined cadet camp (boys and girls) held in Swanleigh WA

1981

Katherine, Sanderson, Howard Springs Cadet Divisions formed (NT)

1978

Kerry Anne Clarkson of the South Australian District was the first cadet to be awarded the special service certificate for 1000 hours of duty.





2002

International
Cadet Camp
takes place in
New Zealand

1990

2000

1992

The first
Sovereign's Award
was presented
by the Prior,
Governor-General
Bill Hayden to
Carol Crass from
Perth in June.

1998

The first official
Australian Youth
Council meeting was
held at Cadet Camp
in Sydney

2005

International Cadet
Camp takes place in
Perth, Australia.

St John Youth Timeline

■ **2010**

International Cadet Camp takes place in New Zealand.

■ **2013**

The first Norma Bell Youth Leadership Award was received. Due to the generous support of the Norma Bell bequest, this award supports our young people aged 18-25 to pursue leadership and personal development opportunities.

The first Southern Cross Award Gold level was awarded to Nadine Banna from Victoria.

■ **2014**

International Cadet Camp takes place in Sydney, Australia.

2010

2020

■ **2012**

The Southern Cross Award was introduced in Australia to recognise outstanding achievement of young members aged 16-25.



2024

Australian Team competes in the Asia Pacific Youth Competitions in Hong Kong.

2025

100 years of St John Youth!



2025

St John Youth doesn't stop at 100!

Our journey has been a century of resilience, learning, and growth—and we're only getting started. Here's to the next chapter of St John Youth: a century of service and beyond!

2023

Australian Youth Members are invited to join the Asia Pacific Youth Competitions in Singapore.

Launch of the newly refreshed proficiency courses following a comprehensive review of their content and format.

Introduction of the Welcome Course as a new and compulsory course in the series of proficiencies available to Youth and Junior Members.

St John Youth Timeline

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01

Welcome to St John

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.

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!

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 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.

In St John you might help someone who is unwell or injured. One day you may even save someone's life.



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.



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.

Importantly, you will receive an induction, such as the Welcome proficiency course, so you can learn about St John and to keep you safe.

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.



Scan the code to sign up to Spotlight, the St John national newsletter.

Not all about **First Aid**

There are several proficiency badges you can earn. To receive a Proficiency badge you have to work through the course work – but don't worry, you get to do some fun activities at the same time. Each course has flexibility in the way you can 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. You can also complete some Proficiency courses outside of your Division (e.g. through school). For more information go to page 55.

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 wellbeing 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 respectful to the Sovereign Head of the Order (King) and St John Officers
- ▶ observing the mottoes which mean 'for faith' and 'for service of humanity'
- ▶ 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 care 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 Youth Promise

"I promise

To do my best

To be true to myself and develop my beliefs

To assist and support my community

To take pride in my service to others

To be inclusive and value diversity

To be truthful and just in all things and

To encourage those around me to uphold these values

And to observe the mottoes of the order which are:

Pro Fide and Pro Utilitate Hominum."

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.

It is a good idea for Youth Members to discuss their rights and responsibilities at the beginning of each year, semester or term— it can establish some common understandings and can avoid unnecessary hiccups in the running of the division. These understandings are often called an Agreed Code of Behaviour.



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.

Drill and ceremony

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 or Youth Promise (in some places) and announcing upcoming first aid events.

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.

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



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. The process will depend on your state/territory but it is always an exciting time and an important part of your St John journey.

You will complete a “Welcome Proficiency course” which introduces you to St John, First Aid and your youth team. This proficiency course is the first step in working towards the Grand Prior’s Award (Find out more about this on page 58).

As a Youth Member, you will become eligible for a uniform and service recognition (in line with St John’s Guidelines for formal service recognition). Ask your local leader what the requirements are for you to receive your uniform – it differs from state to state.

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.

To become a Youth Member you:

- ▶ have reached the age of 8 for a Junior member, or 11 years old for a Youth Member
- ▶ have obtained written consent of your parent or guardian
- ▶ have completed KEY TOPICS in the Youth First Aid curriculum, such as: DRABCD Action Plan, Resuscitation, etc.
- ▶ have completed the Welcome proficiency course within 3 months of becoming a member
- ▶ have met any state/territory specific requirements; and
- ▶ be enjoying St John and are happy to continue!!





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

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, the Youth Code of Chivalry or the Youth Promise?

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.

Take pride in your Youth Division and in your uniform.

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 or Youth Promise 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 25)!



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).

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 pages 90-93.

Go to our Child Safeguarding chapter on page 80 to learn more about what we expect from adults to keep you safe

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

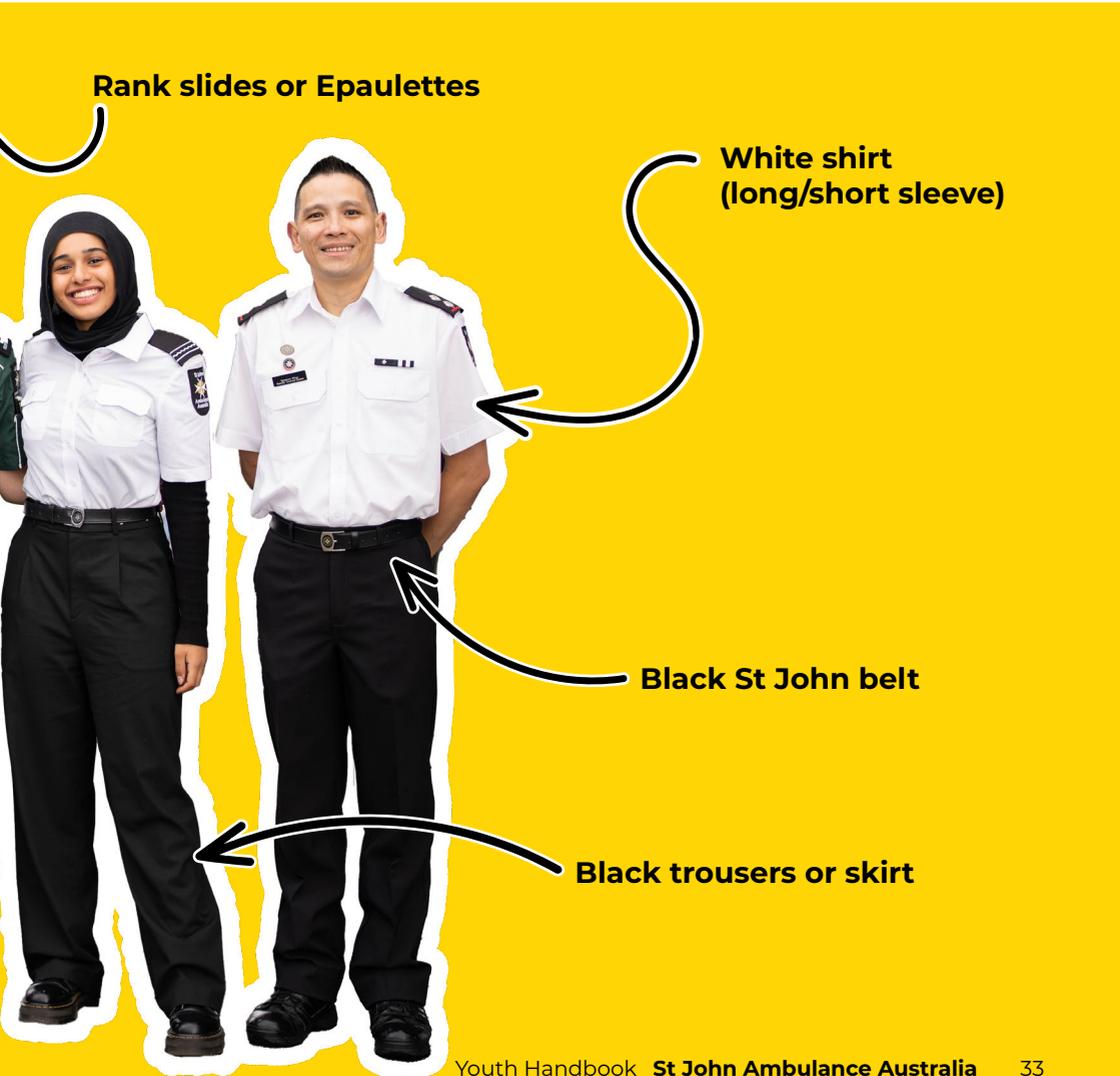
Uniforms bring us together, give a sense of pride and identity. Whilst there is some variation in the uniforms across borders, they all have something in common – the St John cross. Wear your uniform with pride and make sure you look after it.

In St John there is a Ceremonial Uniform (black and white) and an Operational Uniform (green).



The **Ceremonial Uniform** is worn in some states and is used for ceremony and formal occasions where ceremonial uniform is stated as part of the dress code.

Your **Operational Uniform** is what you will wear whenever you are providing first aid, taking part in St John events and any other time your Leaders tell you to wear it. This will vary, so make sure you ask your Leader.



Rank slides or Epaulettes

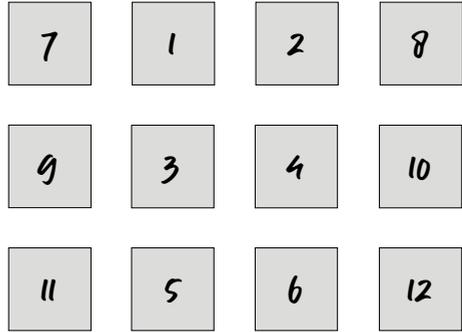
**White shirt
(long/short sleeve)**

Black St John belt

Black trousers or skirt

Wearing Your Badges

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



Epaulettes

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



Shoulder Flash

On the right side.



Awards

Duke of Edinburgh's International Award.

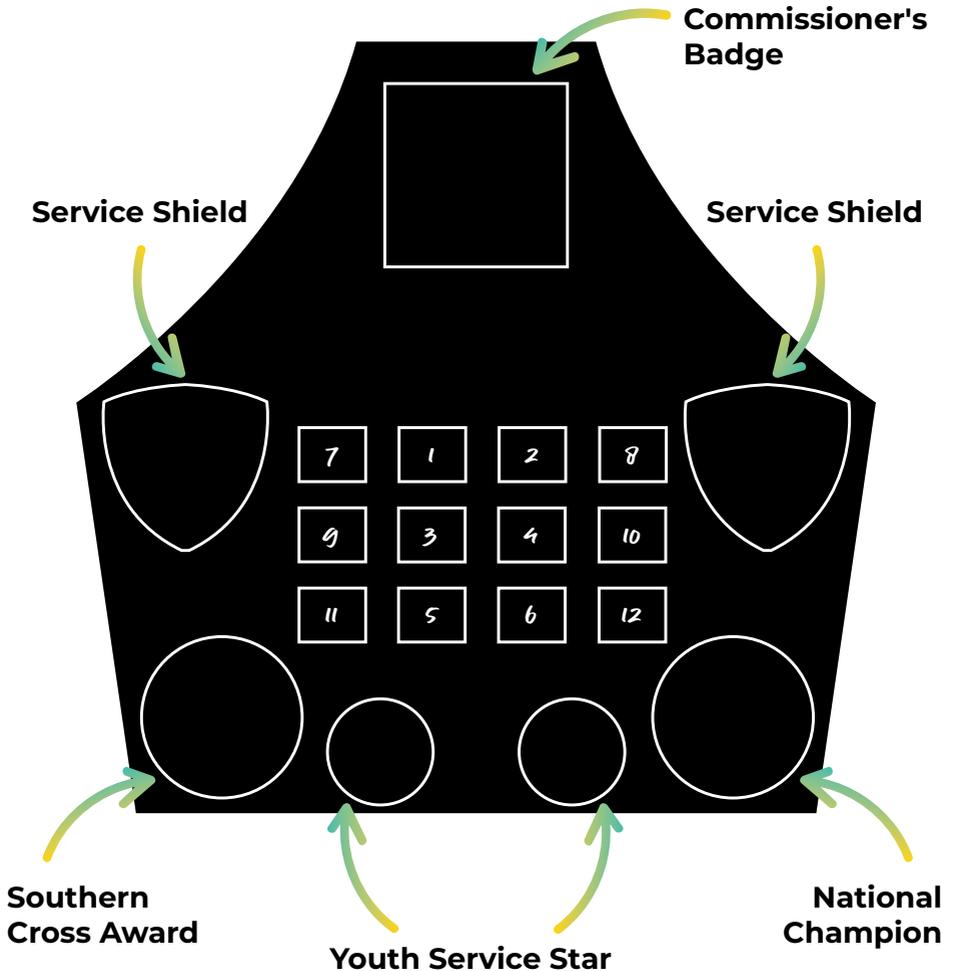


Brassard

On the left side.

Brassards

Position of Badges on Brassards



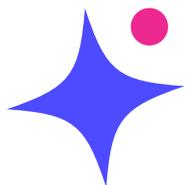
02

Who are we?

The St John Heritage

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 Priories**:

- ▶ Australia
- ▶ Canada
- ▶ England and the Islands
- ▶ Hong Kong
- ▶ Kenya
- ▶ New Zealand
- ▶ Scotland
- ▶ Singapore
- ▶ South Africa
- ▶ USA
- ▶ Wales

There are **5 Commandries**:

- ▶ Bailiwick of Guernsey
- ▶ Bailiwick of Jersey
- ▶ Isle of Man
- ▶ Northern Ireland
- ▶ Western Australia.



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 King Charles III is the Sovereign Head of our Order

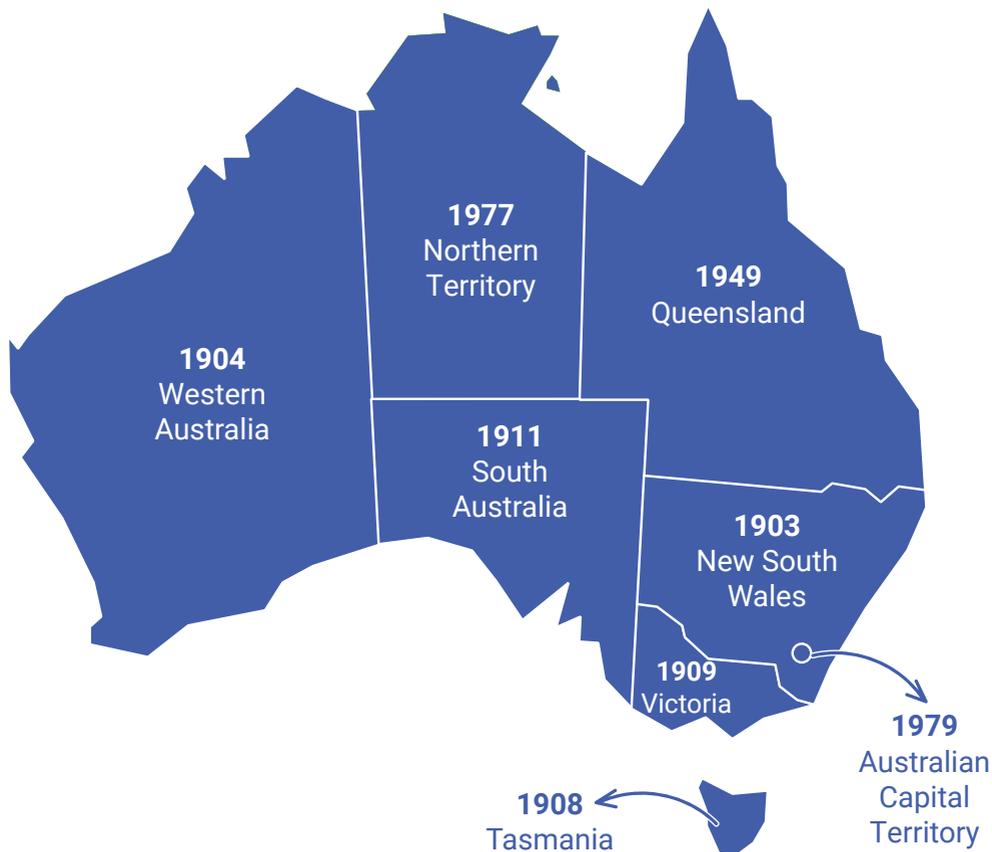
St John started in Australia in 1883 with the establishment of a training centre in Victoria. The first Operations Branch (now called Event Health Services) was established in New South Wales with the opening of the Glebe Division in 1903.

Our very first Cadet Division started in Glebe in 1925!





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

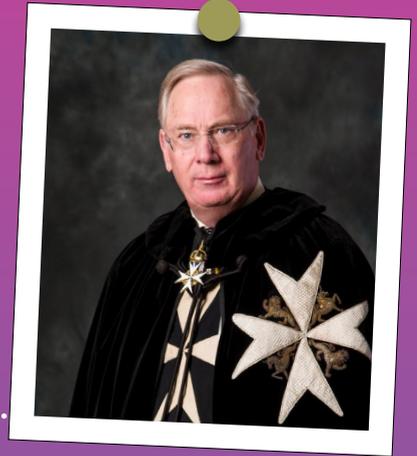


Check out the St John Youth website for more interesting St John history



His Majesty King Charles III, is the seventh Sovereign Head of the Order since our Royal Charter was granted by Queen Victoria in 1888.

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. They are the Prior of St John in Australia.

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) lets you be part of the action by providing First Aid at exciting events like sports games, concerts, festivals, and even during emergencies like bushfires and floods.

Through the St John Junior and Youth Programs, you can learn awesome new skills while making a real difference by supporting your community at selected EHS events. It's a chance to meet new people, gain hands-on experience, and be where the excitement happens!



Training

St John is Australia's go-to for First Aid training.

Our St John trainers teach First Aid to the public, help run training sessions for other St John volunteers, and even create new courses to keep everyone's skills sharp. They are a great source of knowledge and you never know, one day you might decide to work as a trainer!



Ophthalmic

St John Ambulance Australia's Ophthalmic Program raises funds to continue support of the St John of Jerusalem Eye Hospital Group (SJEHG), and ophthalmic activities in remote and regional Australia.

The SJEHG is the only charitable provider of eye care in the West Bank, Gaza and East Jerusalem, treating patients regardless of ethnicity, religion or ability to pay.



Check out the SJEHG website to find out more about their programs.

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 youth.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

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 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 a Level 3 Youth Leader when they turn 18. To become an Officer or Youth Leader, you are required to complete special training courses.



Youth Leaders (Levels 1 and 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 pages 90-93 to learn more.





03

What we're all about

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.

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!

What is 'Service'?

On page 24, you will have seen the Youth Promise. This page tells you all about our organisational motto: *pro fide et pro utilitate hominum*. These words are Latin and translate to mean 'for the faith' and 'for the service of humanity'. These days, we say 'for the faith and for the service of humanity'. Service to our community goes right to the heart of being a member of St John.

Service generally means 'helping people in the community'. Assisting in the provision of first aid services at public events such as sporting carnivals, music festivals and even major emergencies, is a great way to provide service.

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 achieved | Uniform |
|---|---|--|
| Youth Member (without Provide First Aid cert.) | When key topics have been completed. You will have completed one year of the Youth First Aid program. | In some state/territories, you are issued with black epaulettes. You can attend events and practice within the scope of your training under supervision. |
| Youth First Aider | You will have completed the Provide First Aid program. | You will be presented with epaulettes appropriate to your qualification level, the colour may differ in each State/Territory. |
| Youth First Responder | You will have completed the Certificate II or Event Responder or equivalent qualification. | You will be presented with epaulettes appropriate to your qualification level, the colour may differ in each State/Territory. In most states/territories, you will have a green uniform to recognise your qualification. |



What comes next?

When you have completed the key topics of the Youth First Aid Program you will be known as a Youth First Aider. You can now give first aid at public events (where your State/Territory allows it) but always under the supervision of an Adult Member of St John. Your Officers or Managers and Adult Youth Leaders will decide which events are suitable for you to attend, but you will need approval from your parent or carer.



Learning and practising First Aid

One of the best parts of the St John Youth Program is that you learn first aid skills, that could one day save a life!

The First Aid curriculum works on a three year cycle. You will learn about all sorts of different First Aid topics. Over the three years, you will cover all the First Aid topics that you need to provide first aid at events.

Another opportunity you have to practise your First Aid skills is to take part in first aid competitions. That's right – there is a First Aid competition! And they are great fun and a unique opportunity to work in a team. First Aid competitions are held locally, in your own State/ Territory, annually at a national event and sometimes, even internationally! Your Youth Leader can tell you all about First Aid competitions.



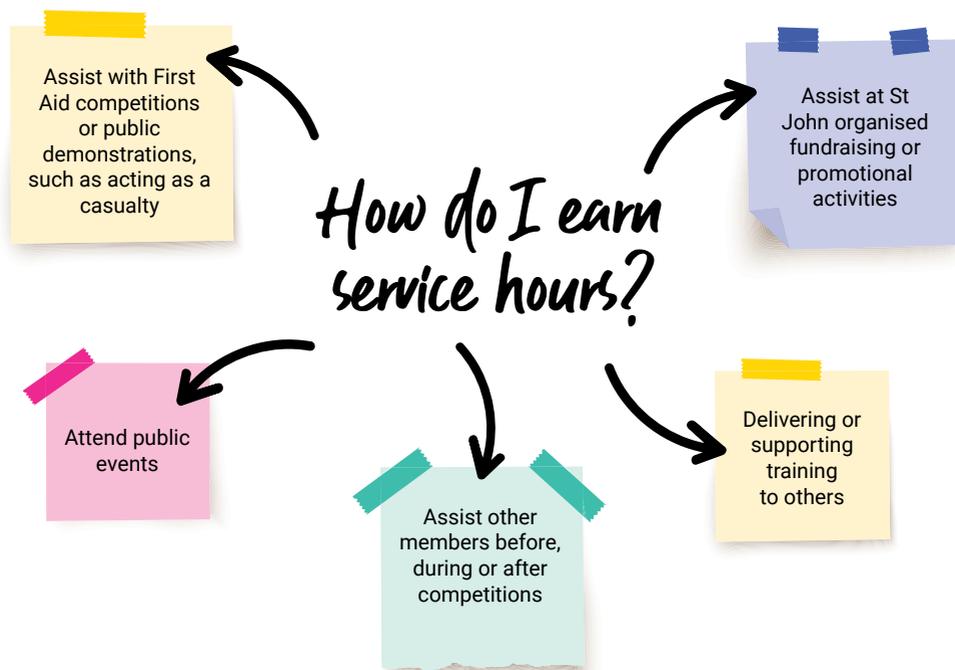
The Special Service Shield

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 hours of service to the community around you. There are many ways you can gain service hours where you are in support of others, such as events, supporting training, delivering training and supporting competitions.

You cannot gain service hours when you are the only recipient of the benefit, such as receiving training, completing proficiency courses or participating in competitions. Remember, service to others goes to the heart of being a member of St John.

There are several ways you can do hours of service to community as a St John Youth member, under adult supervision.

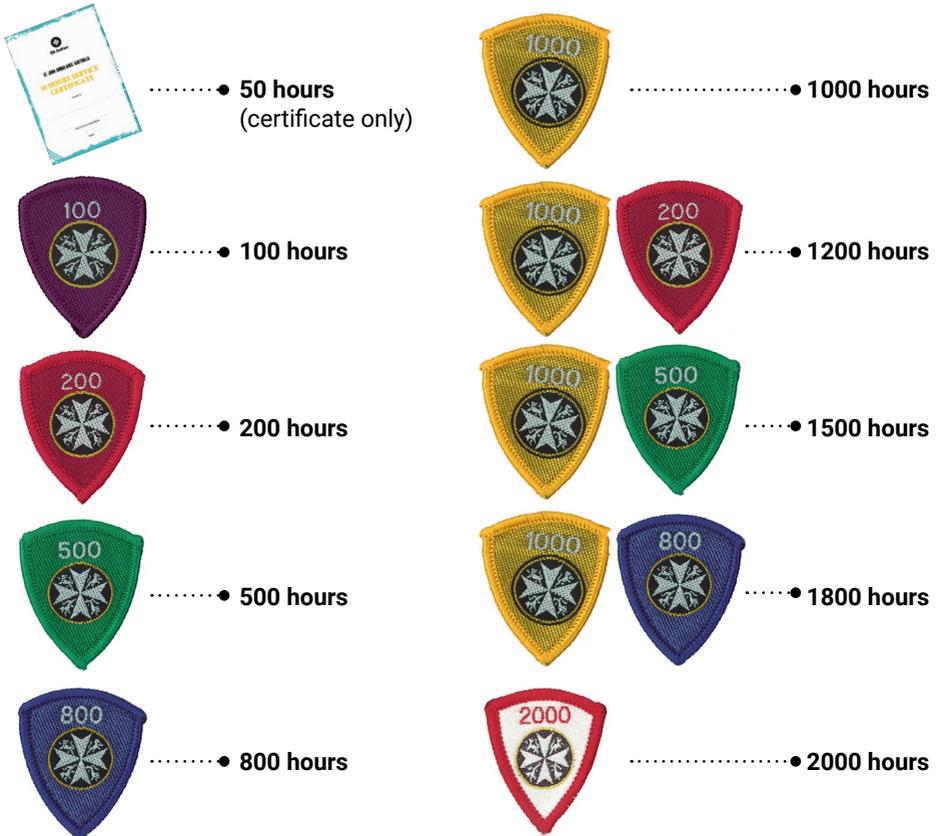


Note: Travel time does not normally count as service time.

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.

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 really are good fun and provide you with opportunities to work in a team, practise your First Aid skills and even show leadership! You may even get the chance to travel to other parts of Australia.

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





What are the benefits of participating in competitions?

- ▶ Gain valuable pre-competition experience.
- ▶ Work in a team.
- ▶ Showcase your clinical skills in a competitive, but fun and exciting environment.
- ▶ Highlight your non-clinical skills and personal attributes.
- ▶ Connect with other participants of similar age and shared interests.
- ▶ Build confidence, courage, and competence.
- ▶ Enjoy the thrill of success and celebrate your achievements.
- ▶ Learn from the experience and grow from it.
- ▶ Appreciate and acknowledge the skills of fellow competitors.
- ▶ Competitions can help you to demonstrate and practise First Aid skills to the public and between each other.

Competitions also teach the importance of fair play and help participants develop resilience in adversity.

Interested in First Aid Competitions?

Ask your division for more information. It could just be the thing for you!

04

Your life, Your future

Get a head start with St John!

Joining St John Youth isn't just about learning first aid—it's about gaining an edge in your personal and professional life while being part of a community that feels like

family! From boosting your skills and confidence to getting ahead at school, uni, or work, being a Youth Member gives you a sense of belonging and opens doors for your future. It's your chance to grow, connect, and stand out!



The Proficiency Course Program

Youth Members don't just do First Aid!

Proficiency Courses provide you with an opportunity to learn about all sorts of areas of interest. Each Proficiency Course is 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's Award (see page 58 for details of this award).

Knowledge of the Order Prize



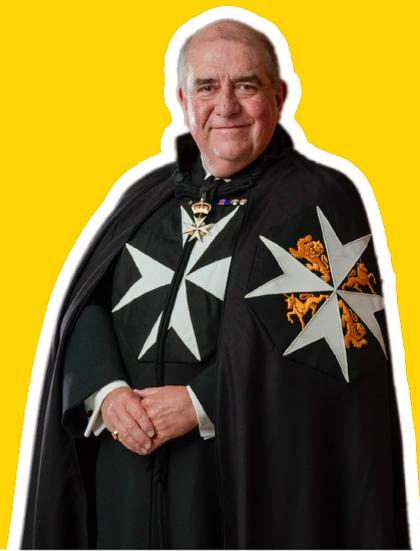
Also known as the '**KOTO course**', this Proficiency Course is a study of the history of the Order of St John. The St John Ambulance Historical Society awards prizes to the Youth Member or a group of Youth Members in each State or Territory who have done the best KOTO project work annually. Youth Members or groups who win a KOTO prize receive a framed

certificate and a gift voucher. The Order of St John started thousands of years ago, so there are plenty of options for an amazing KOTO prize!

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

Our Lord Prior Professor Mark Compton's journey with St John began when he was just 13 years old, joining as a Cadet in Sydney in 1974. Since then, he's taken on many important roles, starting with NSW state apportionments of Divisional Superintendent, State Officer, and then Chairperson of the St John NSW Board. Mark then went on to serve as the Receiver-General, and then Chancellor on the National Board of St John Ambulance Australia, until 2019, when he was appointed as our Lord Prior, becoming the head and leader of St John worldwide. Our Lord Prior Mark Compton is a Bailiff Grand Cross in the Order of St John which is the highest rank you can be promoted to.

Mark also sponsors the annual KOTO prize, which encourages Youth Members to understand the importance and history of our Order.



Proficiency Courses

There's a wide range of Proficiency Courses to explore! In 2022, we took a deep dive into our Proficiency Course offerings and revamped the entire curriculum to make it even better. Each course is crafted to be engaging and enjoyable, providing hands-on experiences in new and exciting areas you may not have discovered before. Some of our badges were even designed by our very own youth members!



Adventure



Anatomy



Animals



ANZAC



Casualty Simulation



Communications



Cultural Awareness



Emergency Management



Eye Health



First Aid Competitions



First Nations



Food



Healthcare



Humanitarian



International Friendship



Knowledge of the Order (KOTO)



Languages



Leadership



Project Management



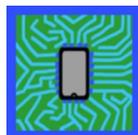
Road Safety



Situational First Aid



Sport



Technology



Welcome



Wellbeing

The Grand Prior's Award

Right up there with our Sovereign Head, King Charles III, stands the Grand Prior—Prince Richard, the Duke of Gloucester. And guess what? One of the biggest achievements for St John Youth Members around the world is the prestigious Grand Prior's Award! This international award recognises your hard work, dedication, and skills, putting you on the global stage with fellow Youth Members. It's not just a badge—it's a symbol of excellence!

**The Grand Prior's
Award Badge**



**Knowledge
of the Order**

Welcome Badge



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

- ▶ Complete 12 Proficiency Courses including the two core courses: Welcome course and Knowledge of the Order (KOTO)
- ▶ Complete no more than 5 Proficiency Courses in a calendar year
- ▶ A minimum of 3 years duration
- ▶ No more than one Proficiency Course is obtained through an external structured learning program (eg. School, School-like environment, College or University) each year (with a maximum of three in total)
- ▶ Proficiency Courses can be earned for youth members from the age of 11 years
- ▶ Working towards Proficiency Courses commenced after your 11th birthday and before your 21st birthday
- ▶ A minimum of 4 Proficiency Courses achieved whilst a member of the Youth Program as a youth Member
- ▶ You have successfully achieved your 100 hour Special Service Shield OR 100 hours of service (as defined by the Formal Service Recognition Guidelines)
- ▶ 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.
- ▶ In exceptional circumstances, the Grand Prior's Award may be completed until your 25th birthday. Talk to your state or Territory youth lead for further details.

Once you have completed your 12th Proficiency Course and have met all the other requirements of the Award, your Leader or Manager will apply for your Grand Prior's Award on your behalf. The Grand Prior's 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.

Get ready to pack your bags and head out for some epic

St John Youth camps!

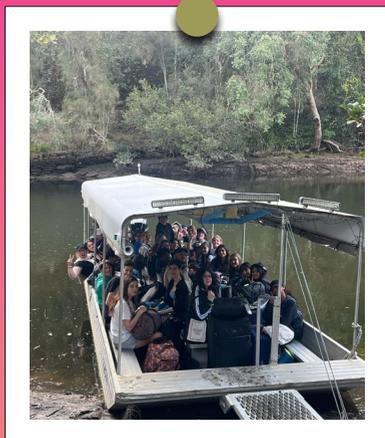
As a Youth Member, you'll have the chance to join a variety of camps where you can:

- ▶ practice your camping skills;
- ▶ complete Proficiency Courses;
- ▶ train for Youth First Aid Competitions;
- ▶ take on adventures like bushwalking and ropes courses;
- ▶ or just enjoy a fun-filled getaway.

Whether you're there to compete or just chill with your friends, every camp is an exciting opportunity to explore new places and grow as a person.

But it's not just about camping! These camps are packed with opportunities to make lifelong friends, pick up new skills, and boost your confidence. You'll tackle challenges, build your leadership and teamwork abilities, and even get to sight-see and try things you've never done before. It's all about having fun, finding your independence, and renewing your passion as a St John Member—all while creating memories that will last a lifetime!





Sometimes, you'll get the chance to attend even bigger camps—at **regional, state, national**, or even **international** levels! These massive camps often feature Youth First Aid Competitions and give you the chance to meet St John Members from all over the country and sometimes the world! It's an awesome opportunity to make lifelong friends and create unforgettable memories. Plus, camps are always packed with fun and excitement! Youth Members often say that camps are the best part of being a St John Youth Member.

To make sure everyone has a great time, St John has a few expectations for Youth Members at these camps. Before heading off, you'll need to agree to some **important rules** to keep everyone safe and ensure the camp is a positive experience for all.

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.

National Youth Camp (NatCamp)

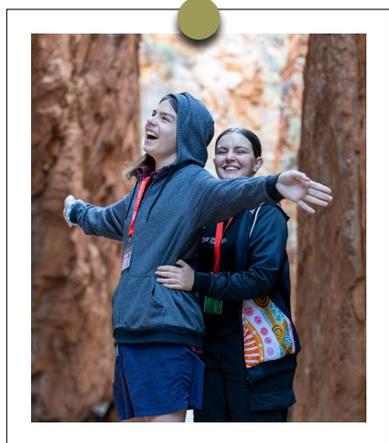
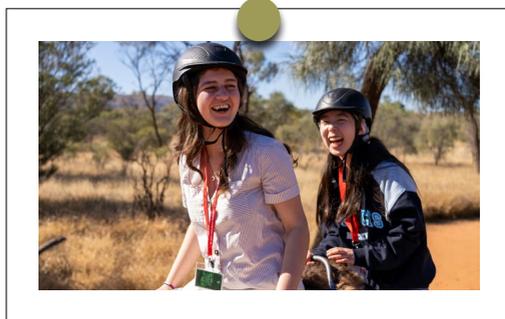
National Camp, more affectionately known as 'NATCAMP', is the place to be for an unforgettable adventure! Usually hosted near a capital city, this event brings together Youth Members from all over Australia for an epic experience that's all about friendship, fun, and friendly competition. One of the highlights is the National Youth First Aid Championships—a thrilling day where teams from every corner of the country go head-to-head to claim the spot as National First Aid Champions! There are other awards to receive too – such as the Spirit of St John Award that goes to the team who look after each other and show the true spirit of our values.

But that's not all—NatCamp also features challenging activities that push you to become more confident in yourself, along with awesome sightseeing adventures that let you explore new places. It's the perfect mix of competition, discovery, and making lifelong friends. If you get the chance to go, don't miss out—NATCAMP is an absolute blast!



The best part of camp has definitely been meeting people from all over and sharing what we're learning in each state!

NATCAMP 2024 attendee



International Camps

Being part of St John means you're connected to a global community of people who live by the motto: "For the service of humanity." As a Youth Member, you could have the chance to attend international camps hosted by St John Ambulance in other countries! Imagine meeting fellow Youth Members from places like Malaysia, Singapore, Hong Kong, New Zealand, and Canada during events like the Asia-Pacific Youth Competitions. Your First Aid skills can save a life in any part of the World!

If you ever get the opportunity to take part in an overseas St John camp, grab it—it's a once-in-a-lifetime experience you'll never forget! Get ready to make new friends, share incredible experiences, and see the world like never before!



Your Journey With St John

| Age | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------------------------------|---|---|----|----|--|----|--------------------------------|----|
| First Aid | Junior First Aider Preliminary First Aider | | | | Youth Member | | Youth First Aider | |
| Leadership | | | | | | | Level 1 Youth Level 2 Youth | |
| Awards | Junior Interest Courses Commissioner's Badge | | | | Proficiency | | | |
| | | | | | State/Territory Youth Member KOTO Prize | | | |
| | | | | | | | | |
| Event Health Services | Attend events as observers | | | | Attend events and assist with | | | |
| Competitions | Junior competitions | | | | Competitions and | | | |
| Career opportunities in St John | | | | | | | | |

Did you know?

There's a "Youth Mental Health Awareness" course that's free? Check out this course, as well as many others at memberslearning.stjohn.org.au, select your state/territory and enrol with the enrolment key 'YMHA'!

| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25+ |
|---|----|--|----|----|----|----|----|----|-----|
| Youth First Responder | | First Responder Advanced Responder Health Care Professional Opportunities | | | | | | | |
| Youth Leader Youth Leader | | Level 3 Youth Leader Divisional Officer Divisional Superintendent/Manager | | | | | | | |
| Courses Grand Prior's Award | | | | | | | | | |
| Youth Leader of the Year | | State/Territory Youth Leader of the Year Southern Cross Award St John Norma Bell National Youth Leadership Award Sovereign's Award | | | | | | | |
| Duke of Edinburgh's International Award | | | | | | | | | |
| Youth first aid | | Manage events, respond to emergency situations | | | | | | | |
| at divisional, regional, state/territory, national and international levels | | | | | | | | | |
| | | Become a first aid trainer. Explore community education, patient transport, paramedicine, operations support, administration. | | | | | | | |

Did you know?

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

Unlocking Your Leadership Potential

Youth Leadership Training

As a Senior Youth member, you may be ready to step up and become a leader in your division! St John's got your back! We offer awesome Youth Leadership courses that help you build the skills you need to take on the challenge. It's the perfect way for Senior Youth Members to show what they're made of and make a real impact!

Below are topics you will cover in the Youth Leadership Training Courses:

Level 1

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

Level 2

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

Level 3

- ▶ 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

Awards

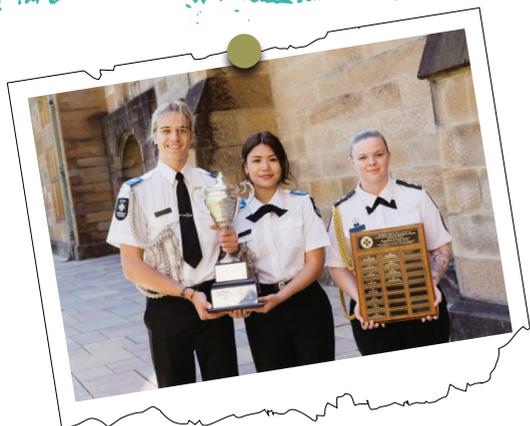
The Youth Member and Peter Falkland Youth Leader of the Year Awards

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, most of the States and Territories present 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.



The seventh Chief Commissioner, Peter Falkland, in Tasmania to help promote the St John Week appeal, late 1960s.

Are you between

16 and 25 years old?

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 by the Sovereign Head of the Order (King Charles III).

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



Awards

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.

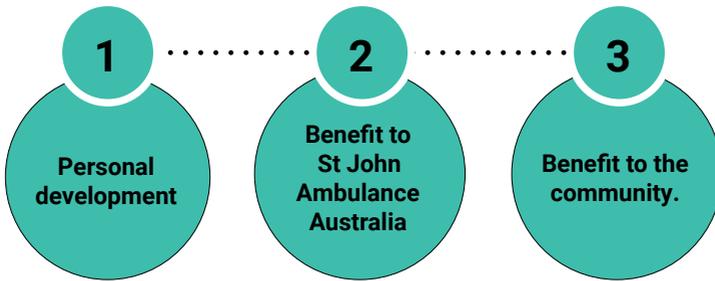
Awards

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's Award.

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



The candidate may choose their format for the final work, but it must follow the below criteria:

- ▶ 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
- ▶ for non-written submissions, include a brief explanation of the project's purpose, its inspiration, development, and how it will 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

- ▶ You must be between your 16th and 25th birthdays at the start and finish, respectively.
- ▶ Have completed The Grand Prior's Award or the Gold Level Southern Cross Award or 1000 hours of service.
- ▶ Have completed five consecutive years of recognised service as a Youth or Adult Member by the completion of the Award.
- ▶ To participate in the Awards, submit your application to the St John Australian Office.
- ▶ The project is to be completed within a three-year period.
- ▶ 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.
- ▶ A Mentor (who is an Officer or Manager) is appointed to monitor the candidate's progress.

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 1959.

There are three separate awards – *Bronze, Silver and Gold.*

You can enter the award that matches your age.
The minimum starting ages are:

Bronze Award

Age 14 (around 6 months to complete)



Silver Award

Age 15 (around 12 months to complete)



Gold Award

Age 16 (at least 18 months to complete)



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

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

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 Norma Bell National Youth Leadership Award provides a national platform for young members aged 18 to 25 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 18–25 years nationally, and from any service area of the organisation



To find out more ask your State/Territory Youth Manager or follow the St John Ambulance Youth Instagram page @stjohnyouthau.

05

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.

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.



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're an adult? As an Adult Member of St John, you'll have countless opportunities to grow your skills and personal qualities. By the end, you'll have made a valuable contribution to your community and feel proud of your dedication as a St John member.

Did you know?



There's a "Turning 18: Becoming an Adult in St John" course that can help you move from being a Youth Member to an Adult? Head to memberslearning.stjohn.org.au, select your state/territory and with the enrolment key T18!

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
- ▶ work, 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 pages 90-93.



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.

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.



Awards

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/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, usually at Government House in their home state or territory. The Grand Prior’s Award badge may also be presented at this time.

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. The medal is in the shape of the eightpointed cross of St John. The ribbon is black and features a miniature cross of St John.

Some 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.

06

Child Safeguarding

Your Safety with St John

Keeping children and young people safe is really important for St John. We want you, and other children and young people, to be able to join activities, programs and events, and be safe. We believe that all children have the right to dignity and respect, and to be free from danger, abuse and neglect.

We have zero tolerance for child abuse and neglect. If someone tells us they think a child or young person is being abused or neglected we take it seriously. We have processes to follow up concerns people have for children and young people.



St John also have rules and boundaries for all adult members to keep you safe in your involvement with us. Some of these include:

- ▶ Respect the rights, dignity, diversity and worth of all children
- ▶ Speak with children and young people respectfully
- ▶ Not being one-to-one with a young person or child, in person, online or in messages
- ▶ Always be able to be seen by others when with young people
- ▶ Not giving personal gifts to children or young people
- ▶ Having a child and their parents permission to take their photo
- ▶ Not having an intimate or sexual relationship with a child or young person.

The rules and boundaries for adult members, or code of conduct, is on our websites, you can also ask us to give you a copy. Your leaders will stay in contact with your parents, they might do this over social media, texts, or with a newsletter.

St John have other ways we keep children and young people safe too, including:

- ▶ Child Safeguarding Officers who get extra training and you can speak to if you have concerns
- ▶ providing personal safety training to children and young people
- ▶ screening new adult members with police checks and in interviews and reference checks.

The personal safety training is so you know what is ok and what is not. It will also help you to look out for your friends. As well as how you can let us know if you don't feel safe or are feeling uncomfortable.

If you are not sure who the Child Safeguarding Officers in your state or territory are ask your leaders.

If you are on a camp it might feel like there are more rules, or the rules are stricter. This is because camps have more risks than some of our usual activities. On camps we think about things such as:

- ▶ the number and gender of leaders,
- ▶ how to make sure everyone has privacy at times they need it
- ▶ to make sure there isn't bullying and everyone can enjoy themselves.

When you are doing any activities with St John, if we think you have been using alcohol or other drugs we will ask you to leave. This is because it can be unsafe for you and for others.

Child Safety

Code of Conduct

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.



If you would like to read the National Child Safety Code of Conduct, head to our website.

In performing their work, all adult members must abide by the National or State or Territory Child Safety Code of Conduct. These Codes of Conduct set out the behaviours expected of all St John adults when working with, or around, children. You can read the National Child Safety Code of Conduct on our website. 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.

We also have codes of conduct for parents and children. Ask your child's leader about these.

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 Courses 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

Parents and 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/ Youth Promise (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 St John, the youth member, 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.



Father and son

Mother and daughter



3 generations of St John vollies



Expectations

Youth Members

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
- ▶ 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!

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.

Divisional meetings

Some divisional meetings are all about having fun! Whether it's a trip to the local bowling alley, catching a movie, or even trying out go-karting, there's always something exciting happening. Other times, we get together for special events, like hearing from guest speakers, celebrating achievements, or hosting demonstrations for parents, carers, and friends.

And don't forget our First Aid nights—they're not only educational but fun too! Most of the time, our meetings follow a familiar routine, keeping everything on track while we learn and have a good time.

Uniforms

The St John uniform serves as a recognisable symbol to the public, identifying our volunteers as trained First Aid Responders. Your local division leaders can provide guidance on uniform distribution and any related costs.

For our young members, the uniform instils a sense of pride and accomplishment, offering them the opportunity to display badges and awards they have earned through dedication and hard work. Beyond recognition, the uniform fosters a sense of belonging, teamwork, and responsibility, reinforcing their commitment to the values of St John. Parents and guardians are encouraged to support their child in looking after their uniform and taking responsibility for it.



Help build confidence

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

- ▶ 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.
- ▶ Ask them about their activities with St John – with open questions so they can expand.
- ▶ Volunteer to help out with the division by becoming an adult leader.
- ▶ Assist with transport for visits, excursions and camps.

Any questions or concerns?

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

07

What Youth Leaders do

Our Youth Leaders are the heart and soul of this program, ensuring its success and lasting impact! Being a Youth Leader is not just a role—it's a rewarding opportunity to make a lasting difference in the lives of young people during one of their most formative stages. While it may come with its challenges, the experience of guiding and nurturing

young minds is deeply fulfilling for adults who are passionate about empowering the next generation. The role is outlined below, though specific details may vary across States and Territories. If you're inspired to become a Youth Leader, reach out to your State or Territory office to explore the unique possibilities and requirements.



Volunteer Role Description

| | |
|-----------------------------|-------------------|
| Position Title: | Youth Leader |
| Department/Function: | Youth Operations |
| Reports to: | Youth Team Leader |

Position Summary

Youth Leaders supports the division in the administration, management, leadership, and future development of Youth Team Members. You will be instrumental in the development of the leaders of tomorrow, whilst motivating, engaging and mentoring current leaders within the team.

This role requires strong time management and interpersonal skills, along with the ability to engage and motivate team members. You will develop a robust understanding of St John child protection policies and procedures.

Key Internal Relationships

- ▶ Youth Members
- ▶ Other Youth Leaders
- ▶ Divisional Superintendent and Team Leader
- ▶ Volunteers

Key Responsibilities

Providing team support

- | | |
|---|--|
| <ul style="list-style-type: none"> ▶ Assist the Youth Leadership team with training Youth Members at Divisional meetings and competitions trainings ▶ Role model appropriate behaviours in line with organisational values ▶ Mentor and coach youth as required ▶ Provide on the job support, coaching and guidance at events and other relevant public and operations related activities ▶ Ensure all youth remain safe from harm (be it physical or psychological) | <ul style="list-style-type: none"> ▶ Assist with team administration as may be required ▶ Assist the Youth Team Leader with ordering uniforms and stores ▶ Attend First Aid events and encourage Youth to attend events ▶ Support a child-safe environment and foster an open team culture ▶ Attend State and Area / Hub events as required, including but not limited to; competitions, camps, vigils and professional development workshops |
|---|--|

Team work

- ▶ Make a positive contribution to the team environment
- ▶ Promote the St John values and a positive culture
- ▶ Work in a collaborative manner

Work, Health & Safety

- ▶ Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to the Senior Adviser, WHS.
- ▶ Encourage all members to report any WHS incidents including near-misses.
- ▶ Proactively address safety and child protection matters

| Special Conditions | Knowledge, Experience & Capabilities |
|---|--|
| <ul style="list-style-type: none"> ▶ Youth Leaders aged over 18 is required to hold a National Police Certificate (NPC) prior to commencement of employment with St John. Continued employment is subject to the maintenance of a satisfactory NPC. ▶ Youth Leaders may be required to undertake and provide a satisfactory Working with Children Check with a “not prohibited” result subject to your state/territory legislation. ▶ Youth Leader Level 1 and 2 must be under 18 years of age ▶ Youth Leader Level 3 must be aged 18-25. By age 26 the member would have either moved into a merit selected Youth Leadership position or transitioned to an adult team. ▶ Must be familiar with and abide by the Code of Conduct. | <ul style="list-style-type: none"> ▶ Experience in use of a range of Microsoft Office software packages ▶ Understanding and ability to interpret policies and procedures ▶ Excellent written and verbal communication skills ▶ Ability to coordinate and liaise with team members <div data-bbox="543 555 1008 635" style="background-color: #4CAF50; color: white; padding: 5px;">Personal Attributes</div> <ul style="list-style-type: none"> ▶ Able to prioritise tasks, problem solve and ask questions if clarification required ▶ Self-motivated and flexible ▶ Have a high level of personal accountability ▶ Ability to lead a team ▶ Strong relationship building skills ▶ Ability to influence others to achieve goals |

Desirable Qualifications / Certifications

- ▶ Youth Members aged 18 years or young will complete Level 1 Leadership Training. You may be selected to undertake further development by completing the Level 2 youth leadership Training.
- ▶ Adult Members aged 18 to 25 will complete the Level 3 Leadership Training.

| Essential Requirements | General Position Information |
|--|---|
| <ul style="list-style-type: none"> ▶ Acquire (if not already held) and maintain First Aid certification. ▶ For those aged over 18 years, a current National Police Certificate. The role is subject to the maintenance of satisfactory checks. ▶ For those aged over 18 years, the 1hr St John Child online course must be completed prior to attending the youth team. ▶ Current Vaccination requirements as per St John Policy | <ul style="list-style-type: none"> ▶ Youth Leaders Level 1 and 2 is for members aged less than 18 years ▶ Youth Leaders Level 3 is for members up to their 26th birthday and will be reviewed after 3 years in the role. ▶ This is a voluntary position which involves a moderate requirement for work outside of business hours. ▶ Reimbursement for out of pocket expenses will be paid, as documented in the Reimbursement Policy and Procedure. ▶ Must be prepared to attend a number of training programs ▶ All Youth Leader positions will be advertised, interviews will occur and all appointments will be merit based. |



**ST JOHN
AMBULANCE**

**ST JOHN
AMBULANCE**

St John
Ambulance
Australia



Do you understand the 'NO, GO, TELL' APPROACH?

NO

'NO' can be said in many ways.

GO

GO or move away if 'NO!' does not work.

GO can mean hanging back or running away from unsafe people and situations.

TELL

TELL someone you trust about your safety concerns. If the matter is serious or unresolved, **TELL** a St John CSO/CWOs, or use external help lines.

**In an emergency,
CALL TRIPLE ZERO (000).**