**MINORS UNDER THE AGE OF 18**

**SAMPLE POLICY**

1. **Scope**

It is the policy of (Organization) that all members adhere to the requirements of the policy below, approved by (the membership, Board, Commissioners, etc.) on DATE.

1. This organization operates in a fast paced, dangerous environment. While the department encourages strong family commitment and bonds and promotes the encouragement of our families to be future members, we must be mindful of the dangerous environment we operate in. Each year minors are injured and or killed in this environment. It is the responsibility of the (organization) to maintain a safe environment for our family members and children.
2. This policy does not pertain to members of the department 18 years of age and under, as they are covered under the department rules and regulations and under our department insurance policies.
3. Responsible party for care, hereafter referred to as RPFC is defined as a parent, step parent, member of same household or extend member of family whom is a member in good standings of the (Organization). In all instances the RPFC must be 18 years of age or older.
4. **Policy**
5. No child under the age of 18 is to be left unsupervised anywhere in the fire station(s) on department grounds or at department functions.
6. While in the fire station and / or fire district grounds or at a department function children must be in direct contact with their RFPC.
7. During an alarm, children must be in direct supervision of their RPFC.
8. No children may be left with a friend, babysitter or another member unless said member is related to the children on any or within any part of the (Organization) grounds and property.
9. Children are not permitted to participate or be present for any trainings or work details, where the RFOC is actively participating.
10. At no time when apparatus is in motion will children be allowed in the apparatus bays of our fire stations. The only time children will be allowed in the apparatus bays of our fire stations is when all trucks are parked and shut off and they are in direct supervision of their RFPC.
11. Children under the age of 18 shall not be left unattended in a personal vehicle (non- district owned) at the scene of any emergency scene in which the (Organization) is engaged. Attended shall mean in direct supervision of their RPFC.
12. At no time are children permitted to touch any controls whatsoever on any of our apparatus. Children are also not permitted to touch or use any portable equipment (hoses, power equipment, hand tools etc.) unless it is part of a public relations event and they are under the direct supervision of the RFPC and a member of the department assigned to that event.
13. At no time will any minor under the age of 18 be allowed in (list applicable areas of the building such as a kitchen, bay area, compressor room, equipment room, etc.) for any reason.
14. Any and all violations of said policy will be investigated by the Administrative Committee of the Fire District who will in turn report their findings to the Board of Fire Commissioners to determine if disciplinary measures are warranted.



***For further information on formulation of your business policies and procedures, please contact the Risk Management Department at 1-800-822-3747 Ext. 176.***