

To				nereby made for permission		
The Boy	/s' Brigade (see below). T	his application has the appro		o the regulations & requirem which the Company forms a		
Compan	y & Church Approval (To b	e signed by the Captain of the C	Company and the Minist	er of the Church)		
Signed >		> (Company Captain) Date:				
Signed :	>	> (Minister/Head of	> (Minister/Head of Christian Organisation) Date:			
		mbers of Leaders who have one deaders are required (Date			4 Year	
Name		Reg Number	Date	Venue		
Name		Reg Number	Date	Venue		
Name _		Reg Number	Date	Venue		
(Add addit	tional names on a separate she	et if necessary).				
Anticipated numbers of 4 year olds						
Working with 4 Year Olds: Subject to Regional approval, the minimum age for children to join Anchor Section will be the beginning of the school year following his 4 th birthday and to give the option to Companies if they wish to work with this younger age group. Brigade Regulations are as follows: A child will be eligible for membership of the Brigade at the beginning of the school year on or after his 4 th birthday and: 1. the boy has commenced statutory education 2. the Company has gained prior permission from Headquarters or the appropriate Region for its Company to work with this age group 3. a minimum of two nominated leaders have undertaken the necessary training linked to play work standards 4. separate provision is made for elements of the programme including games and crafts						
 Companies wishing to apply for permission to work with 4 year olds should take the following steps: Companies will first need to discuss the implications of working with 4 year olds within their staff team and gain agreement for the change. Discussions should involve issues in connection with premises, staffing, skills, resources, programme. (See overleaf) When the Company has agreed, the Captain should then get permission from the Church. The Captain should identify the registered leaders who will have primary responsibility for this age group and arrange attendance on the BB training course "Working With 4 Year Olds". All leaders completing this training will be issued with a certificate of attendance, and details added to their leader records on the Brigade's database. The Captain should complete the application form, which will ask for details of the trained leaders including registration numbers, signature of Church representative and predicted numbers of 4 year olds. Completed form to be sent to the appropriate Regional HQ (see addresses over), who will confirm approval and record details on the Brigade's database. 						
See overleaf for questions for companies considering working with 4 year olds						
Regiona	al Approval (To be signe	d by Regional Headquarters)				
The application form must be checked and countersigned on behalf of the Region. The above application form has been approved on behalf of the					n by:	

February 2013 *Delete as necessary

Signed: > ______ > Name: _____ Position: _____ Date: ___

Questions for companies considering working with 4 year olds

Introduction:

The following questions are designed to help Companies in their discussions when considering admitting 4 year olds into membership.

Companies should first refer to:

- □ R6 form (Application form for companies wishing to work with 4 year olds). This form shows the Brigade regulations for work with 4 year olds.
- □ Safety Handbook. Companies should do a risk assessment for this new work (See section 3 "Safety Awareness" and section 5 "Staffing ratios"

In addition to the above, the following questions will help companies to decide whether they have all the necessary requirements.

- Are the premises suitable for younger children? E.g. are there any specific hazards that you have identified? Do the premises need to be adapted in any way to accommodate 4 year olds?
- □ Will the Church and/or Company have access to any extra equipment needed? E.g. small tables, chairs, play equipment
- □ Has the Company thought through how they will provide separate provision for games and crafts for the 4 to 5 vear olds?
- Will the section require additional staff?
- □ What level of skills and knowledge already exist within the current team, and how will the company decide who will attend the training module "Working With 4 Year Olds"?
- ☐ Has the Company got a policy on how to cope with a child who may not yet be ready for BB and how this will be communicated to parents?

A Company must <u>not</u> work with children prior to their 5th birthday until the R6 form has been competed and permission obtained from the appropriate region.

Regional Headquarters:

England

The Boys Brigade Felden Lodge Hemel Hempstead Herts HP3 0BL

Scotland

The Boys Brigade Carronvale House Carronvale Road Larbert Stirlingshire FK5 3LH

Northern Ireland

The Boys' Brigade C2 Kilbegs Business Park Ferguson Way Antrim BT41 4LZ

Wales

The Boys Brigade 58 Richmond Road Roath Cardiff CF24 3AT

Republic of Ireland

The Boys' Brigade Unit C1 Nutgrove Office Park Nutgrove Avenue Rathfarnham Dublin 14

Next Step

Once the Company staff team has reached a decision, then return to the steps outlined on the front of the R6 form, which tells you how to continue with your application.

For Regional Use ONLY:

	Initial / Date			
Checked that leaders listed overleaf have undertaken the BB 'Working with 4 Year Olds' training				
Letter of approval sent to Company Captain				
Details recorded on the Brigade's database/sent to BBHQ for them to record the details				