



The Boys' Brigade Leader Registration Form

Thank you for showing an interest in The Boys' Brigade.

The Brigade is the largest Christian uniformed youth organisation and currently operates in over 1400 churches and Christian organisations within the UK and Republic of Ireland. It is committed to providing a safe environment in which children and young people can develop socially and emotionally towards mature adulthood.

The requirements for each category of Leadership in the BB are listed overleaf, and all Leaders must be registered with Headquarters. All registrations are for a period of five years after which time re-registration must be completed.

You will have received guidance and information locally and it should be remembered that the Regional and National Headquarters are also there to support you with your work.

Please read through the guidance notes overleaf before completing the form and ensure that all parts are completed in full.

If you have any questions regarding the completion of this form or your registration as a Leader in The Boys' Brigade please contact the Membership Team at BB Headquarters.

We wish you every blessing and joy in your work with young people and thank you for your ongoing commitment.

Steve Dickinson
Brigade Secretary

Information on The Boys' Brigade

The Object of The Boys' Brigade:

The advancement of Christ's kingdom among boys and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect and all that tends towards a true Christian manliness.

The Motto is '**Sure & Steadfast**' (taken from Hebrews Chapter 6, verse 19)

www.boys-brigade.org.uk

Contact Information and Return Address

Got a question? Contact the Membership Team at BB Headquarters:

- ☎ 01442 231 681 (Option '4')
- ✉ membership@boys-brigade.org.uk

Return this form to:

Membership Team, The Boys' Brigade, Felden Lodge, Hemel Hempstead, Hertfordshire, HP3 0BL.

Leader Categories

The regulations governing the registration of leaders and officials is available on the BB website at: www.boys-brigade.org.uk

The Boys' Brigade has the following categories of leader for those working in a Battalion or District (who do NOT have a Company appointment):

Helper

Those people over 18 years of age who are in sympathy with the objectives of The Boys' Brigade may be registered as Helpers. Typically, Helpers might assist with parts of the Battalion/District programme of activities. Helpers should NOT be given any responsibility for children and young people unless they have completed a Child Protection & Safety Module (through BB or an equivalent church course). After completion of this training, they may be given responsibility for children and young people at the discretion of Battalion/District Officials.

Residential Activity Helper

Those people over 18 years of age who only assist with residential activities in the session (*such as camps, holidays & expeditions*). Residential Activity Helpers should NOT be given any responsibility for children and young people unless they have completed a Child Protection & Safety Module (through BB or an equivalent church course). After completion of this training, they may be given responsibility for children and young people at the discretion of Battalion/District Officials.

Reserve Officer

Those people over 18 years of age who work within the Battalion/District in organising activities/events or supporting work at a Company level.

Battalion/District Official

Those taking up official positions within a Battalion or District including Secretary, Treasurer, Vice President or President.

Battalion/District Chaplain

A person with pastoral oversight of the working of the Battalion or District.

Administration Only

For individuals whose role with the Battalion or District will not involve unsupervised contact with or responsibility for children & young people and therefore will not be subject to a disclosure check. This category of appointment is only applicable to those registering as a Helper, Reserve Officer or Official.

Please Note:

- This form should NOT be completed where an individual holds a Company appointment. For those Leaders with a Company appointment that are also a Battalion/District Official (i.e. President, Vice President, Treasurer, Secretary) please inform BB Headquarters in writing of the Battalion/District appointment, the completion of a Leader Registration Form is NOT required.
- Forms for Regional appointments are issued by Regional Headquarters.

Guidance on completion

Please ensure that:

- you use **BLACK** ink only
- you write in **BLOCK CAPITALS**
- ALL writing is within boxes, a continuation sheet (blank A4 sheet attached to the form) should be used if required.
- you complete **ALL boxes** (unless indicated optional)

Guidance to the Applicant:

1. ALL parts of section 1 'About You' MUST be completed.
2. Section 2 'Appointment' MUST be completed. Tick the appropriate box to indicate which category of Leader you are registering for; and complete the Battalion/District name as appropriate.
3. Section 3 'Administration Only' MUST be completed with the declaration duly signed and dated where the applicant wishes to register for this category.
4. Section 4 'Declaration' MUST be completed by ALL applicants, and duly signed & dated.
5. Section 5 'Referees' MUST be completed by the Applicant to provide the Battalion/District with two people to whom reference can be made in support of your application.
6. Please pass on the form to your Battalion/District Secretary so that they can complete Section 6 'Nomination'.

Guidance to the Battalion/District Secretary:

1. Please check that ALL sections (as appropriate for the appointment) have been completed.
2. Please sign and date the form in Section 6 'Nomination'.
3. Please send the form on to BB Headquarters (see address details on the front of this form).

Important Notes

1. No Leader may be given responsibility for Children or Young People until he/she has received confirmation of appointment from BB Headquarters.
2. The Brigade is **registered under the Data Protection Act**. Any leader may request a copy of information held by the Brigade. Please contact BB Headquarters. Information may also be held at Regional, District, Battalion or Company level and is also subject to the requirements of the Data Protection Act. Enquiries should be directed to BB Headquarters.
3. The Brigade **does not permit access to mailing lists** or leaders Information by third parties (except where an authorised service provider to The Boys' Brigade).

Leader Registration Form (Battalion/District)

HQ Reference

PLEASE READ GUIDANCE NOTES BEFORE COMPLETING THIS FORM
All parts of this form MUST be completed - Use Black Ink & Capital Letters

1 About You TO BE COMPLETED BY APPLICANT

Leader Registration Number (if previously a Leader)

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---

Surname

First name(s)

Title

Initials

Honours etc

Current Address

Town

County

Postcode

Country

England (Inc C.I) Scotland Republic of Ireland

Wales Northern Ireland

Telephone (daytime)

Telephone (evening)

E-mail Address

Previous appointments in The Boys' Brigade (if applicable)

2 Appointment TO BE COMPLETED BY APPLICANT

This form should NOT be used for change of Appointment or Transfer.

Battalion / District:

Appointment (please tick box as applicable):

- Reserve Officer Helper
 Chaplain Residential Activity Helper
 Official (President, Vice President, Secretary, Treasurer)

Current Position(s) in Battalion/District e.g. Battalion Secretary

3 Administration Only TO BE COMPLETED BY APPLICANT

- My appointment is for 'Administration Only'**
(only for appointments as a Helper, Reserve Officer, Official)

If you have ticked the box above you MUST sign the declaration below.

Declaration for those registering as 'Administration Only':
I recognise that by registering in an "Administration Only" category my role will not involve unsupervised contact with or responsibility for children & young people, as determined by the definition of regulated activity laid down by legislation. Therefore this role will not be subject to a disclosure check.

I understand that if my role changes and is to involve unsupervised contact with children & young people I must change my category of leadership and undertake a disclosure check.

Signed (by Applicant)

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

4 Declaration

TO BE COMPLETED
BY APPLICANT

Because of the nature of the work for which you are applying, The Boys' Brigade may undertake a Disclosure check prior to your appointment as a Leader. The purpose of the check is to make sure that people are not appointed who might be a risk to children & young people. The Boys' Brigade complies with the Disclosure agencies' Codes of Good practice, copies of which are available upon request. The check will tell us whether you have a criminal record and whether statutory authorities hold any information about you that might have a bearing on your suitability to work with children. Any information we receive will be treated confidentially, and will be discussed with you before we make a final decision. Having a criminal record will not necessarily be a bar to a position in The Boys' Brigade.

Have you ever been convicted of a criminal offence, or are you at present subject to criminal charges?

No Yes (see below)

If you ticked 'yes' above, please give details:

(Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within The Boys' Brigade. The act relates to England and Wales but leaders in Scotland, Northern Ireland and the Republic of Ireland are subject to similar legislation and must declare any spent convictions.

I give my permission for the necessary checks to be undertaken. I declare the information I have given on this application form is correct to the best of my knowledge and I will inform Brigade Headquarters immediately if any future charges, convictions or investigations are brought against me.

Understanding the object of The Boys' Brigade and recognising the responsibilities this carries, I wish to become a leader in The Boys' Brigade. I promise to carry out my role in accordance with Brigade Regulations**.

DBS Update Service (only applies to leaders registering in England & Wales)

I give permission for the BB to check against the information held (where registered with DBS Update Service) for the period of my registration.

Data Protection: I understand that information provided on this form may be shared within the organisation or with authorised service providers.

Signed (by Applicant)

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

** Brigade Regulations can be found online at: www.boys-brigade.org.uk

5 Referees

TO BE COMPLETED
BY APPLICANT

Please supply the name, address, telephone number and position or relationship of two people to whom reference can be made in support of your application. Referees should NOT be related to the applicant.

Referee 1

Full Name

Position / Relationship

Address

Telephone

Referee 2

Full Name

Position / Relationship

Address

Telephone

6 Nomination

TO BE COMPLETED BY
BATTALION / DISTRICT

Battalion/District Name

We (the above named Battalion/District) consider the applicant to be suitable for appointment as a Leader in The Boys' Brigade. We understand that if required a Disclosure check will be carried out by The Boys' Brigade.

References were: **Taken up & Retained**
 NOT taken up (please give reasons)

Please state reasons for not checking references (if applicable):

Please note: **References should be retained by the Battalion/District**

Signed (by Battalion/District Secretary)

Print Name:

Date

D	D	M	M	Y	Y
---	---	---	---	---	---