



## The Boys' Brigade Leader Registration Form

Thank you for your interest in registering as a leader in The Boys' Brigade.

The Boys' Brigade is one of the largest Christian youth organisations in the UK, partnering with over 700 Churches and working with over 20,000 children & young people every week. Our hope and prayer is that children and young people experience 'Life to the Full' (John 10:10) through coming to know Jesus for themselves.

The requirements for each category of leadership are listed overleaf, and all leaders must be registered with BB Headquarters. All leaders are required to complete training relevant to their role and a disclosure check will be undertaken as part of the registration process.

You will have received guidance and information locally and remember that your Battalion Secretary is the first point of contact for any support you require.

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 Support Team at BB Headquarters.

We wish you every blessing and joy in your work with children & young people and look forward to supporting you in your role.

Jonathan Eales  
Chief Executive

### Information on The Boys' Brigade

**Our Vision:** Is that children and young people experience "life to the full." (John 10:10).

**Mission:** The Boys' Brigade has faith in young people and provides them with opportunities to learn, grow and discover in a safe, fun and caring environment which is rooted in the Christian faith.

Find out more at [boys-brigade.org.uk/ourvision/](https://boys-brigade.org.uk/ourvision/)

### Contact Information and Return Address

**Got a question? Contact the Support Team at BB Headquarters:**

☎ 0300 303 4454

✉ [support@boys-brigade.org.uk](mailto:support@boys-brigade.org.uk)

Submit your form online (scan and upload) at: [boys-brigade.org.uk/submit-forms-online/](https://boys-brigade.org.uk/submit-forms-online/)  
or by post to **The Boys' Brigade, Adeyfield Free Church, Maylands Avenue, Hemel Hempstead, HP2 4GZ**

## Leader Categories

The minimum age for leadership in The Boys' Brigade is 18 years old. All leaders will be required to complete our safer recruitment process and mandatory e-learning training prior to appointment.

All leaders will also be required to complete the **Safeguarding** and **Managing Risk** modules of Youth Leader Training **within 12 months** of appointment.

Leaders are expected to be aware of and support The Boys' Brigade's Object, vision, mission and values. See [boys-brigade.org.uk/ourvision/](http://boys-brigade.org.uk/ourvision/).

The category of leadership you are applying for should have been agreed with your Battalion/District before completing this form.

### CATEGORIES OF LEADERSHIP

The Boys' Brigade has the following categories of leadership for those working in a Battalion or District (who do NOT already have a Company appointment) and the training requirements are set out below:

#### Helper

Youth Leader Training may be completed but is not mandatory for this category.

#### Residential Activity Helper

Youth Leader Training may be completed but is not mandatory for this category.

#### Reserve Officer

Youth Leader Training (or KGV1) must be completed prior to appointment.

#### Battalion/District Official

Those taking up official positions within a Battalion or District including Secretary, Treasurer, Vice President or President. Youth Leader Training (or KGV1) must be completed prior to appointment.

#### Battalion/District Chaplain

Youth Leader Training may be completed but is not mandatory for this category.

#### Administration Only (NOT AVAILABLE IN SCOTLAND)

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. Those registering within this category are required to complete the Safeguarding and Managing Risk e-learning training modules prior to appointment.

Administration only roles are not required to complete Youth Leader Training modules.

#### 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 or Brigade appointments are issued by BB 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 two people to whom references can be made in support of your application. Following completion of this form the Applicant is **responsible for following up with the referees and ensuring references are submitted online**. The applicant should request referees complete the reference online at [boys-brigade.org.uk/reference-request/](http://boys-brigade.org.uk/reference-request/)
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. Individuals registering as a leader in The Boys' Brigade **MUST NOT** commence work with children or young people until their registration has been completed and confirmation has been received from BB Headquarters.

2. The Boys' Brigade is **registered under the Data Protection Act**. Any leader may request a copy of information held. 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. See our Data Protection Policy and Privacy Notice at [boys-brigade.org.uk/who-we-are/policies-and-regulations/](http://boys-brigade.org.uk/who-we-are/policies-and-regulations/)

3. The Boys' 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

|   |   |   |   |   |   |
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|---|---|---|---|---|---|

Surname

First name(s)

Title

Initials

Honours etc

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Current Address

Town

County

Postcode

Country

- ☐ England (Inc C.I.)
 ☐ Scotland
 ☐ Republic of Ireland  
☐ Wales

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 APPLICANTAdministration Only is **NOT** available in Scotland.

- ☐ **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

|  |  |  |  |  |  |
|--|--|--|--|--|--|
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## 4 Declaration

TO BE COMPLETED  
BY APPLICANT

This role includes the care and supervision of children and young people, as a result The Boys' Brigade will 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 and young people. Any information we receive will be treated fairly and 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.

*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.*

**Are you aware of anything else (other than what may be shared as part of a disclosure check) that may impact on your suitability to, or prevent you from working with children and young people?**

☐ No ☐ Yes (provide details in box below)

This does not automatically prevent you undertaking a role in The Boys' Brigade. This will be followed up with you by the Safeguarding Manager at BB Headquarters.

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 BB Headquarters immediately about any changes which may impact my suitability to work with children and young people.

Understanding the Object and Vision, Mission and Values, 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 Regulations, Policies and Procedures (see [boys-brigade.org.uk/who-we-are/policies-and-regulations/](https://boys-brigade.org.uk/who-we-are/policies-and-regulations/)).

I agree to follow the Leaders Code of Conduct (see [boys-brigade.org.uk/leaders-code-of-conduct/](https://boys-brigade.org.uk/leaders-code-of-conduct/))

**Data Protection:** I understand that information provided on this form may be shared within the organisation or with authorised service providers. See [boys-brigade.org.uk/downloads/privacynotice.pdf](https://boys-brigade.org.uk/downloads/privacynotice.pdf)

**Signed (by Applicant)**

Date

## 5 Referees

TO BE COMPLETED  
BY APPLICANT

Please supply the name, address, telephone number, email address and position or relationship of two people to whom reference can be made in support of your application.

Referees **MUST NOT** be related to the applicant and at least **ONE MUST** be independent of The Boys' Brigade.

### Referee 1

Full Name

Position / Relationship

Address

Telephone

Email

### Referee 2

Full Name

Position / Relationship

Address

Telephone

Email

References must be submitted online at [boys-brigade.org.uk/reference-request/](https://boys-brigade.org.uk/reference-request/)

## 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.

**Signed (by Battalion/District Secretary)**

Print Name:

Date