

ONLY FOR USE IN ENGLAND & WALES

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 Company Captain 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/

CONTACT INFORMATION & RETURN DETAILS

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

☎ 0300 303 4454

✉ support@boys-brigade.org.uk

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

LEADERSHIP CATEGORIES

The Church or other Christian organisation of which the Company is a part will affirm the nomination for registration of all leaders in the Company.

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 regardless of category 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/.

The category of leadership you are applying for should have been agreed with your Company Captain and local Church.

CATEGORIES OF LEADERSHIP

The Boys' Brigade has the following categories of leadership and the training requirements are set out below:

Captain

Youth Leader Training (or KGVI) must be completed before appointment, and Captains must also complete Company Management Training module.

Lieutenant or Amicus Leader

Youth Leader Training (or KGVI) must be completed before appointment.

Warrant Officer

Youth Leader Training (or KGVI) must be completed within 12 months of appointment.

Helper or Staff Sergeant

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

Residential Activity Helper

This category is for those only assisting with residential activities such as camps, holidays & expeditions. Youth Leader Training may be completed but is not mandatory for this category.

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 as 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 (this should already have been agreed with your Company Captain and local Church); and complete the Company name as appropriate.
3. Section 3 'Declaration' **MUST** be completed by ALL applicants, and duly signed & dated.
4. Section 4 'Referees' **MUST** be completed by the Applicant to provide the Church with two people to whom references can be made in support of your application. Referees **MUST NOT** be related to you and at least one must be independent of The Boys' Brigade and local Church.
5. Please pass on the form to your Company Captain.

Guidance to the Company Captain

1. Please check that the applicant has completed ALL boxes (unless indicated as optional) in Sections 1 to 4.
2. Please check to ensure that any training requirements have been met and complete the training box accordingly. **THIS MUST BE COMPLETED FOR ALL APPOINTMENTS AS A LIEUTENANT/CAPTAIN.**
3. Please sign and date the form in Section 5 'Company Nomination'.
4. Please pass on the form to the Company Chaplain or appropriate Church official.

Guidance to the Chaplain or Church Official

1. Please check that the applicant has completed ALL boxes (unless indicated as optional) in Sections 1 to 4.
2. Please check that the Company Captain has completed Section 5 including the training requirements box (if applicable).
3. Please complete Section 6, ensuring ALL parts are Completed.
4. Please ensure the form is signed and dated.
5. References taken up **MUST** be retained (references should not be sent on to BB Headquarters), if not taken up please provide reasons.
6. Please submit the registration form online or send to BB Headquarters (see address on the front of this form) or return to the Company Captain for them to send on.

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/

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

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

1 ABOUT YOUTO BE COMPLETED
BY APPLICANT

Leader Registration Number (if previously a Leader)

Date of birth

Surname

First name(s)

Title

Initials

Honours etc

Current Address

Town

County

Postcode

Country

☐

England (Inc C.I.)

☐

Scotland

☐

Wales

☐

Republic of Ireland

Telephone

Mobile

E-mail Address

Previous appointments in The Boys' Brigade (if applicable)

Please include dates/appointment/company/etc

Ethnicity

This additional information will assist us in understanding the makeup of the membership and support our aims and policies on inclusion. Please tick the appropriate box below.

☐

White

☐

Black/African/Caribbean/Black British

☐

Asian/Asian British

☐

Mixed/Multiple Ethnic Group

☐

Prefer not to say

Disabilities/Additional Needs

This additional information will assist us in understanding the makeup of the membership and enable us to provide the support you need to carry out your role. Please provide details of any disabilities/additional needs below.

2 APPOINTMENTTO BE COMPLETED
BY APPLICANT

Company Name:

Appointment (please tick box as applicable):

☐

Helper

☐

Amicus Leader

☐

Staff Sergeant

☐

Lieutenant

☐

Warrant Officer

☐

Captain

☐

Residential Activity Helper

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

3 DECLARATIONTO 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/). I agree to follow the Leaders Code of Conduct (see boys-brigade.org.uk/leaders-code-of-conduct/).

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. See boys-brigade.org.uk/downloads/privacynotice.pdf

Signed (by Applicant)

Date

4 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 and local Church.

Referee 1

Full Name

Position / Relationship

Address

Telephone

Email

Referee 2

Full Name

Position / Relationship

Address

Telephone

Email

Please note: References should be retained by the Church

5 COMPANY NOMINATION

TO BE COMPLETED
BY CAPTAIN

I consider the applicant to be suitable for appointment as a Leader in The Boys' Brigade.

Warrant Officers are required to complete **Youth Leader Training** (or KGV1) within 12 months of appointment.

Lieutenants/Captains are required to complete **Youth Leader Training** (or KGV1) before appointment. In addition **Captains** must complete **Company Management Training** module.

I confirm that the relevant training requirements have been met, and give details below (This box **MUST** be completed for appointments as a **Lieutenant/Captain**):

Provide details of course attended, date and venue:

Signed (by Company Captain)

Print Name:

Date

6 CHURCH NOMINATION

TO BE COMPLETED
BY CHURCH

Church name

We consider the applicant to be suitable for appointment as a Leader in The Boys' Brigade. This nomination is granted by the Governing Body of the Church (as above).

References were:

- ☐ Taken up & Retained by Church
☐ NOT taken up (please give reasons)

Please state reasons for not taking up references:

Please note: References should be retained by the Church

Disclosure checks for applicants are MANDATORY for all those working with children and young people.

Disclosure Check

Please tick ONE box as applicable:

- ☐ A Disclosure check (DBS) has been received (within 6 months), and indicated there is nothing that would deem the applicant unsuitable to work with children and young people.

Date of Issue:

MUST BE COMPLETED

Disclosure Number:

MUST BE COMPLETED

- ☐ Already a member of the DBS Update Service

Date of Issue:

MUST BE COMPLETED

Disclosure Number:

MUST BE COMPLETED

- ☐ BB Headquarters are requested to undertake the disclosure check.

Signed (by Minister or appropriate Church official)

Print Name:

Position

Date