



## 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 1500 churches and Christian organisations within the UK and Republic of Ireland. It is committed to providing a safe environment in which boys 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 listed below 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 appropriate regional headquarters as below.

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](http://www.boys-brigade.org.uk)

### Contact Information

#### UK Headquarters / England & Wales:

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

Tel: 01442 231 681 (Option '4')  
Fax: 01442 235 391  
Email:  
[enquiries@boys-brigade.org.uk](mailto:enquiries@boys-brigade.org.uk)

#### Scotland:

The Boys' Brigade  
Carronvale House,  
Carronvale Road,  
Larbert, Stirlingshire,  
FK5 3LH.

Tel: 01324 562 008  
Fax: 01324 552 323  
Email:  
[scottishhq@boys-brigade.org.uk](mailto:scottishhq@boys-brigade.org.uk)

#### Northern Ireland:

The Boys' Brigade  
Rathmore House,  
126 Glenarm Road,  
Larne, Northern Ireland,  
BT40 1DZ.

Tel: 028 2827 2794  
Fax: 028 2827 5150  
Email:  
[nihq@boys-brigade.org.uk](mailto:nihq@boys-brigade.org.uk)

#### Republic of Ireland:

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

Tel: +353 1296 4622  
Fax: +353 1296 2079  
Email:  
[boysbrigade@eircom.net](mailto:boysbrigade@eircom.net)

## Leader Categories

The regulations governing the registration of leaders and officials is available on the BBUK Website at [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)

The Boys' Brigade has the following categories of adult leader for those aged 18 and over:

### Helper / Instructor

Men or women who are in sympathy with the objectives of The Boys' Brigade may be registered as Helpers or Instructors. Typically, Helpers and Instructors might assist with parts of the Company/Battalion programme of activities. Helpers and Instructors 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 Captain's discretion.

### Warrant Officers

Men or Women who are in sympathy with the objectives of the Brigade. Warrant Officers must complete Youth Leader Training by 31st August of the first complete session after registration.

### Lieutenants

Men or women who are members or adherents of a Church or other Christian Organisation, and shall be desirous of promoting the Object of The Boys' Brigade. Before appointment Lieutenants must have completed Youth Leader Training or KGV1.

### Captain

All of the above regulations for Lieutenants will also apply to Captains. Captains MUST be at least 20 years of age and have completed Captain's Training prior to appointment.

### Amicus Leader

All of the above regulations for Lieutenants will also apply to Amicus Leaders.

### Reserve Officer & Battalion/District Official

All Reserve Officers & Battalion/District Officials must be at least 18 years of age; and appointment is subject to the approval of the Battalion/District.

**Please Note: Forms for Regional appointments are issued by Regional Headquarters.**

## Important Notes

1. The Brigade is **registered under the Data Protection Act**. Any leader may request a copy of information held by the Brigade on payment of an administration fee. 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 BBUK Headquarters.

2. The Brigade **does not permit access to mailing lists** or leaders information by third parties.

3. No Leader may be given responsibility for Children or Young People until he/she has received confirmation of appointment from BBUK 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 Company/Battalion/District name as appropriate.
3. Section 3 'Declaration' MUST be completed by ALL applicants, and duly signed & dated. For appointment as a Lieutenant, Youth Leader Training MUST be completed before the appointment is made. Warrant Officers must complete Youth Leader Training by 31st August of the first complete session after registration.
4. Section 4 'Referees' MUST be completed by the Applicant to provide the Church with two people to whom reference can be made in support of your application.
5. Please pass on the form to your Company Captain (Company appointments only) or your Battalion/District Secretary (Battalion/District appointments).

### Guidance to the Company Captain

*(Company Appointments only):*

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.**
3. Please sign and date the form in Section 5 'Company Approval'.
4. Please pass on the form to the Company Chaplain or appropriate Church official.

### Guidance to the Chaplain or Church Official

*(Company appointments only):*

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; indicating whether an enhanced disclosure check has been completed or if the Church are requesting BB Headquarters to carryout a check.
4. Please ensure the form is duly signed and dated.
5. If references have been submitted please attach these to this registration form.
6. Please pass on the form to the Battalion Secretary (this may be done through the Company Captain or directly).

### Guidance to the Battalion/District Secretary:

1. Please check that ALL sections (as appropriate for the appointment) have been completed.
2. Please forward the completed form to your regional headquarters within 14 days of receipt and subsequently report the recommendation at your next meeting.

## 1 About You TO BE COMPLETED BY APPLICANT

Date of birth

D	D	M	M	Y	Y
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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

Leader Registration Number (if previously Leader)

Previous appointments in The Boys' Brigade (if applicable)

For appointment as a Officer in the BB Youth Leader Training is to be completed before appointment.

Details of YLT attended (Course, Date and place of Completion):

## 2 Appointment TO BE COMPLETED BY APPLICANT

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

Company / Battalion / District:

Appointment (please tick box as applicable):

- |                       |  |   |
|-----------------------|--|---|
| Company               | <input type="checkbox"/> Helper                  | <input type="checkbox"/> Instructor           |
|                       | <input type="checkbox"/> Lieutenant              | <input type="checkbox"/> Warrant Officer      |
|                       | <input type="checkbox"/> Captain                 | <input type="checkbox"/> Amicus Leader        |
| Battalion or District | <input type="checkbox"/> Reserve Officer         | <input type="checkbox"/> Battalion Helper     |
|                       | <input type="checkbox"/> Battalion/Dist Official | <input type="checkbox"/> Battalion Instructor |

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

## 3 Declaration TO BE COMPLETED BY APPLICANT

Because of the nature of the work for which you are applying, Headquarters may undertake a Disclosure check (criminal record 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. Headquarters 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 organisations 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. A copy of our policy on the recruitment of ex-offenders is available upon request.

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. Having read the **constitution\*\* of The Boys' Brigade**, fully approving of its object and recognising the responsibility of the duties involved, I wish to become a Leader in The Boys' Brigade. I promise to carry out my duties in accordance with the Constitution and regulations of the Brigade.

Signed (by Applicant)

Date

D	D	M	M	Y	Y
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## 4 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

## 5 Company Nomination

TO BE COMPLETED BY  
COMPANY CAPTAIN

### ! ONLY FOR COMPLETION IF THIS IS A COMPANY APPOINTMENT

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

**Helpers and Instructors** should NOT be given any responsibility for children and young people unless they have completed a **Child Protection and Safety Module**. After training, they may be given responsibility for young people at the Captain's discretion.

**Warrant Officers** are required to complete **Youth Leader Training** (or KGVI) by 31st August of the first complete session after registration.

**Lieutenants/Captains** are required to complete **Youth Leader Training** (or KGVI) before appointment.

*Please provide details of course attended, date and venue below.*

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

Signed (by Company Captain)

Print Name:

Date

D	D	M	M	Y	Y
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### OFFICE USE ONLY

Received Regional HQ (Date)	Disclosure Complete (Date)	Added to Database (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 approval is granted by the Governing Body of the Church (as above).

References were:  Taken up & copies enclosed

NOT taken up (please give reasons)

Please state reasons for not checking references:

Enhanced Disclosure checks for applicants are **MANDATORY** for all Brigade appointments in England, Wales, Scotland & Northern Ireland.

**Has the Church obtained a Disclosure check for the applicant in the past six months?**

Please tick ONE box as applicable:

An Enhanced Disclosure check has been received, and indicated there is nothing that would deem the applicant unsuitable to work with children and young people.

Disclosure issue date:

D	D	M	M	Y	Y
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A Disclosure application has been made and we are awaiting a response. As soon as a response is received, BB Headquarters will be informed accordingly.

Date Disclosure application applied for:

D	D	M	M	Y	Y
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Name of agency undertaking the check:

Republic of Ireland ONLY - A Garda Vetting Application form has been completed and returned with this form.

No Disclosure application has been made, BB Headquarters are requested to carryout a check (*not applicable in Scotland*)

Signed (by Minister or appropriate Church official)

Print Name:

Position

Date

D	D	M	M	Y	Y
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## 7 Battalion / District Recommendation

TO BE COMPLETED BY  
BATTALION / DISTRICT

This registration form must be checked and countersigned on behalf of the Battalion/District (as appropriate), and forwarded to the Regional Headquarters **within 14 days** of receipt and subsequently reported to your next meeting. If a Battalion does not recommend the registration the reasons for not doing so should be reported to Brigade Headquarters.

The above application has been recommended on behalf of

**Battalion**

Signed (by Battalion Secretary)

Print Name:

Date

D	D	M	M	Y	Y
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