

**APPLICATION FOR APPROVAL TO WORK WITH 4 YEAR OLDS
 IN THE _____ COMPANY**



To _____ Regional Headquarters. Application is hereby made for permission for the _____ Company to work with 4 year olds, subject to the regulations and requirements of The Boys' Brigade. This application has the full approval of the Church of which the Company forms a part.

Company & Church Approval (To be signed by the Captain of the Company and the Minister of the Church)

Signed > _____ > (Company Captain) Date: _____

Signed > _____ > (Minister/Head of Christian Organisation) Date: _____

Names and leader registration numbers of those Officers who have completed the BB training course, "Working with 4 Year Olds." A minimum of two nominated officers are required:

Name _____ Leader Registration Number _____

Name _____ Leader Registration Number _____

Name _____ Leader Registration Number _____

(Add additional names on a separate sheet if necessary).

Anticipated numbers of 4 year olds _____

Working with 4 Year Olds:

Subject to Regional approval, the minimum age for boys to join Anchor Boys will be the beginning of the school year following his 4th birthday and to give the option to companies if they wish to work with this younger age group.

Brigade Regulations are as follows:

A boy will be eligible for membership of the Brigade at the beginning of the school year on or after his 4th 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

Applications:

Companies wishing to apply for permission to work with 4 year olds should take the following steps:

1. 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)*
2. When the Company has agreed, the Captain should then get permission from the Church.
3. The Captain should identify the registered officers who will have primary responsibility for this age group and arrange attendance on the BB training course "Working With 4 Year Olds". All officers completing this training will be issued with a certificate of attendance, and details added to their officer records on the HQ database.
4. 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.
5. Completed form to be sent to the appropriate Regional HQ (see addresses over), who will confirm approval and record details on the HQ's database.

See overleaf for questions for companies considering working with 4 year olds

Regional Approval (To be signed 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 _____ Region by:

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 year 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 not work with boys prior to their 5th birthday until the R6 form has been completed and permission obtained from the appropriate region.

Regional Headquarters:

England	Scotland	Northern Ireland	Wales	Republic of Ireland
The Boys Brigade Felden Lodge Hemel Hempstead Herts HP3 0BL	The Boys Brigade Carronvale House Carronvale Road Larbert Stirlingshire FK5 3LH	The Boys Brigade Rathmore House 126 Glenarm Road, Larne, County Antrim BT40 1DZ	The Boys Brigade Brigade House 80 Woodville Road Cathays Cardiff CF24 4ED	The Boys Brigade The Scots Centre Lower Abbey Street Dublin 1 Republic of Ireland

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 Officers listed overleaf have undertaken the BB 'Working with 4 Year Olds' training	
Letter of approval sent to Company Captain	
Details recorded on the Headquarters database/sent to BBHQ for them to record the details	