



The Boys' Brigade

Leader Change of Appointment Form

Thank you for the service you give to The Boys' Brigade. The Brigade is grateful for the countless hours given by devoted volunteers throughout the United Kingdom and Republic of Ireland to ensure the smooth running of Companies and that the gospel message is presented to today's children and young people.

The Brigade is committed to providing a safe environment in which children and young people can develop socially & emotionally towards mature adulthood. You will be aware that as part of this commitment it is a requirement that all Leaders are registered with BB Headquarters.

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 change of appointment as a Leader in The Boys' Brigade please contact BB Headquarters as below.

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

Bill Stevenson

Bill Stevenson
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 BB Headquarters:

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

Return this form to:

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

Leader Categories

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

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

The Boys' Brigade has the following categories of leader:

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 Battalion/District Secretary's discretion.

Residential Activity Helper

Those people over 18 years of age who only assist with residential activities in the Battalion/District (*such as camps, holidays & expeditions*).

Reserve Officer & Battalion/District Official

Officers not working in a Company.

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:

- Battalion/District Chaplains are NOT required to complete re-registration.
- 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 changing from and to; and complete the Battalion/District name as appropriate. Where this form is being completed to change appointment to 'Administration Only' then both the 'Current' and 'New' appointments above should be the same, and section 3 should be completed.
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. Please pass on the form to your Battalion/District Secretary.

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 5 'Battalion/District Nomination'.
3. Please send the form on to BB Headquarters (see address on the front of this form).

Important Notes

1. 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.

2. 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).

4 Declaration

TO BE COMPLETED
BY APPLICANT

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.

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

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** Constitution/Regulations can be found at: www.boys-brigade.org.uk

5 Batt/Dist Nomination

TO BE COMPLETED BY
BATTALION / DISTRICT

We 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)

Date

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