



## The Boys' Brigade Leader Transfer 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 Leader 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 registration 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 in your new Company 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](http://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](mailto: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](http://www.boys-brigade.org.uk)*

The Boys' Brigade has the following categories of leader:

### Lieutenant

Those people over 18 years of age who desire to work with the Church or other Christian Organisation, to promote the Object of The Boys' Brigade. Before appointment Lieutenants must have completed Youth Leader Training or KGV1.

### Amicus Leader

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

### Captain

All of the above regulations for Lieutenants will also apply to Captains. Captains MUST have completed Captain's Training prior to Appointment.

### Warrant Officer

Those people over 18 years of age 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. Warrant Officers who have not completed Youth Leader Training 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.

### 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 Company 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 Captain's discretion.

### Residential Activity Helper

Those people over 18 years of age who only assist with residential activities in the session (*such as camps, holidays & expeditions*). Residential Activity 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 Captain's discretion.

### Staff Sergeant

This role is age specific. A young person can be appointed to this leadership category from their 17th birthday until the end of the BB session (31st August) in which the person attains their 19th birthday. The individual must then transfer to one of the other categories of leadership if wishing to remain a leader in The Boys' Brigade.

## 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. Section 2 'Appointment' MUST be completed.
2. Tick the appropriate box to indicate which category of Leader you are registering for; and complete the Company name.
3. Section 3 'Transfer' MUST be completed. Please indicate which Company you are transferring from and to and the date of transfer.
4. Section 4 'Declaration' MUST be completed by ALL applicants, and duly signed & dated. Do NOT forget to tick the box 'Have you ever been convicted of a criminal offence?'
5. Section 5 '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.
6. Please pass on the form to your new Company Captain.

### Guidance to the Company Captain (of new Company):

1. Please check that the applicant has completed ALL boxes (unless indicated as optional) in Sections 1 to 5.
2. Please check to ensure that if required for appointment training has been completed.
2. Please sign and date the form in Section 6 'Company Nomination'.
3. Please pass on the form to the Company Chaplain or appropriate Church official.

### Guidance to the Chaplain or Church Official (of new Company):

1. Please check that the applicant has completed ALL boxes (unless indicated as optional) in Sections 1 to 5.
2. Please check that the Company Captain has completed Section 6.
3. If references have been submitted please attach these to this registration form.
4. Please complete Section 7, ensuring ALL parts are completed; indicating whether a disclosure check has been completed.
5. Please ensure the form is duly signed and dated.
6. Please send the form on 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. No Leader may be given responsibility for Children or Young People until he/she has received confirmation of appointment from BB Headquarters.

2. 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.

3. 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).

# Leader Transfer Form (Company)

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

Date of birth

Surname

First name(s)

Title                      Initials                      Honours etc

                                            

Address

Town

County    Postcode

    

Country:    England    Scotland    Republic of Ireland  
                  Wales            Northern Ireland

Telephone (daytime)

Telephone (evening)

E-mail Address

## 2 Appointment TO BE COMPLETED BY APPLICANT

Please indicate your current appointment and the new appointment for which you are registering below.

**Current appointment:**

<input type="checkbox"/> Helper	<input type="checkbox"/> Staff Sergeant
<input type="checkbox"/> Warrant Officer	<input type="checkbox"/> Residential Activity Helper
<input type="checkbox"/> Lieutenant	<input type="checkbox"/> Amicus Leader
<input type="checkbox"/> Captain	<input type="checkbox"/> Chaplain

**New appointment:**

<input type="checkbox"/> Helper	<input type="checkbox"/> Staff Sergeant
<input type="checkbox"/> Warrant Officer	<input type="checkbox"/> Residential Activity Helper
<input type="checkbox"/> Lieutenant	<input type="checkbox"/> Amicus Leader
<input type="checkbox"/> Captain	<input type="checkbox"/> Chaplain

Other Current Position(s)

## 3 Transfer TO BE COMPLETED BY APPLICANT

Please indicate the Company with which you are currently working, and the new Company with which you will be working. The date which you will transfer MUST also be inputted below.

Current Company:

New Company:

Date of Transfer:  
(Date from which you will be working in the new company)

## 4 Declaration TO BE COMPLETED BY APPLICANT

Because of the nature of the work for which you are applying, The Boys' Brigade may 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. 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.

**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. 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\*\*.

**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.

Signed (by Applicant)

Date

\*\* Brigade Regulations can be found at: [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)

## 5 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

### ! NOT APPLICABLE FOR TRANSFER TO APPOINTMENT AS CAPTAIN

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

**Helpers and Residential Activity Helpers** 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. In addition Captain's must have completed **Captain's Training** prior to appointment.

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)

<input type="text"/>	
Print Name:	<input type="text"/>

Date

## 7 Church Nomination

TO BE COMPLETED BY  
NEW 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 checking 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.**

### ENGLAND & WALES AND NORTHERN IRELAND

Please tick ONE box as applicable:

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

Disclosure Date of Issue:  
MUST BE COMPLETED

Disclosure Number:  
MUST BE COMPLETED

- A Disclosure application (DBS/AccessNI) 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:  
MUST BE COMPLETED

Name of agency undertaking the check:  
MUST BE COMPLETED

- Already a member of the DBS Update Service

Disclosure Date of Issue:  
MUST BE COMPLETED

Disclosure Number:  
MUST BE COMPLETED

- No Disclosure application (DBS/AccessNI) has been made, BB Headquarters are requested to carry out a check.

### SCOTLAND

Please tick ONE box as applicable:

- The applicant is already a member of the PVG scheme through local church.

PVG Scheme Number:  
MUST BE COMPLETED

Date joined scheme:  
MUST BE COMPLETED

- The applicant has applied to become a member of the PVG Scheme.

Date of application:  
MUST BE COMPLETED

Signed (by Minister or appropriate Church official)

<input type="text"/>	
Print Name:	<input type="text"/>

Position

Date