

THE BOYS' BRIGADE AIRDRIE, COATBRIDGE & DISTRICT BATTALION



HANDBOOK



THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION

CODE OF GOVERNANCE HANDBOOK

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Additional material and in particular the *Brigade Safety Handbook*, (3rd Edition, published December 2009) should be read in conjunction with these policies.

This booklet will be altered, added to and reviewed annually when approved by the Battalion Council.

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The Boys' Brigade
Airdrie, Coatbridge & District Battalion



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THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION
CODE OF GOVERNANCE – BATTALION EXECUTIVE COMMITTEE

OBJECTIVE: to provide guidance for Executive Committee members on main areas of behaviour and performance.

PURPOSE:

1. Being an Executive Committee member involves important responsibilities. The Executive has ultimate responsibility for all the actions carried out in the name of Airdrie, Coatbridge and District Battalion of The Boys' Brigade. The purpose of this Code of Governance is to ensure that the Committee meets its responsibilities, acts in accordance with its legal obligations and observes high ethical standards, and to set out the standards of conduct expected of Executive members in order to achieve these results.
2. The code is designed to ensure the highest standards in the Battalion's governance arrangements. We wish to give all our Funders, Local Authorities, Brigade Headquarters, Charity Regulators, Member Companies, Officers, Boys and Parents the confidence that our affairs are properly conducted. We wish to ensure that by best practice, transparency of action and accountability protects the Battalion from any suggestion that our actions are influenced by improper motives.

CONTENTS: The Code contains the following sections:

- Mission Statement
- Roles and Responsibilities
- The Principles

MISSION STATEMENT

OBJECT: "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".

Airdrie, Coatbridge and District Battalion of the Boys' Brigade will care for and challenge Young People for life through a programme of informal education underpinned by the Christian faith. This will be achieved by:

1. Delivering Christian teaching in partnership with the Church in which the Company is based and encouraging the development of a personal Christian faith.
2. Providing opportunities for leadership, decision making and skills training.
3. Empowering Boys and Young People by involving them in decision making at all levels of the organisation and giving responsibility appropriate to their age and aptitude.
4. Raising awareness of Boys and Young People to the needs of others (especially other Young People) locally, nationally and globally and encouraging them to engage in activities and projects in which they can make a difference.
5. Being sensitive to the needs and aspirations of Boys and Young People of varying backgrounds, differing abilities and stages of development and providing appropriate support, advice and guidance.
6. Ensuring the safety of Boys and Young People through the implementation of suitable procedures for the selection, training and supervision of Leaders.

7. Equipping Leaders through the provision of high-quality training and resources.
8. Providing support to voluntary Leaders
9. Creating opportunities to develop partnerships with other appropriate Organisations and Agencies.

ROLES AND RESPONSIBILITIES

Essential Functions of Executive Committee

1. To define and regularly review the values and aims of the Battalion.
2. To control the strategy and direction of the Battalion.
3. To establish and regularly review policies and plans.
4. To recognise and take responsibility for risk and legal duties.
5. To approve budgets and ensure financial control.
6. To establish a framework of delegation to Office Bearers, Staff, Battalion Groups and working Sub-groups.
7. To recognise the Committee's principal responsibility to Companies within the Battalion and to the Boys for service excellence.
8. To monitor performance against objectives and targets.
9. To ensure the Battalion complies with and adheres to Boys' Brigade policies, procedures and guidelines.

PRINCIPLES

This Code of Governance is based on the following principles, designed to ensure that the Executive Committee's conduct contributes to effective governance.

These principles are:

- Equality
- Respect
- Transparency and Accountability
- Confidentiality
- Integrity

This section of the Code defines each of these terms and identifies the specific responsibilities of Executive Committee members.

Members are expected to use reasonable judgement in the way they apply the principles which are described. **If ever in any doubt about whether a particular action or situation is consistent with the Code of Governance, members are encouraged to seek advice before taking action.**

Equality

Airdrie, Coatbridge and District Battalion are committed to equality of opportunity in every area of its work, including the membership and operation of the Executive Committee and other aspects of its governance. Additionally, the Executive should:

1. Demonstrate when carrying out their responsibilities its commitment to equality and diversity.
2. Never abuse its power as a committee in its treatment of others.
3. Review the organisation's equal opportunities policy.
4. Identify and take action to redress imbalances, barriers and under-representation in the governance arrangements of the Battalion.

Supporting document: Equal Opportunities Policy

Respect

Executive Committee members should treat everyone with respect and consideration. They should foster mutual respect and trust between members and between committee and staff.

Transparency & Accountability

The Executive will act in an open and accountable way in relation to the Battalion and its work. As a general rule, information about the Battalion, its work, its plans and the Executive will be made available unless there are good reasons of confidentiality and practicality. The Battalion will:

1. Promote member Companies and others to be involved in its decision making.
2. Publish an Annual Report of the Battalion's activities, in the form of The President's Report, Junior Section Chairperson's Report and the Anchor Boy Co-ordinator's report.
3. Make available on request all committee papers and Minutes except those identified as confidential.
4. Ensure all documents are written in plain English.
5. Maintain its website to ensure that it provides an accurate and up to date information resource.

Integrity

It is recognised that individuals may have personal, family or Company interests which may overlap or conflict with the interests of the Battalion. It is vital that all Officers and Leaders act with integrity and ensure that their actions as Executive Members or Committee Members are kept separate from their own personal, family or Company activities.



THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION

ROLE DESCRIPTIONS FOR BATTALION OFFICE BEARERS

Battalion President

Objective

To further the aims of the Boys' Brigade within the geographical area of the Battalion and to be an ambassador for the Battalion both to other parts of the Boys' Brigade and outside the Brigade movement.

Main Tasks

- a) To agree a delegation of responsibilities with the Battalion Vice Presidents.
- b) To chair meetings of the Battalion Council.
- c) To chair the Battalion Executive Committee.
- d) To act in an advisory capacity within Battalion committees or subgroups, dealing with policy or finance.
- e) To be an ambassador for the Battalion in creating links with the business and professional communities.
- f) To encourage member Companies in their work with Boys.
- g) To be familiar with guidelines for all members working in Companies and the rules of the Battalion.
- h) To be involved and attend, where possible Battalion activities and events.
- i) To ensure that the object of the Boys' Brigade is being fulfilled.
- j) Prepare the President's annual report for AGM.

Battalion Vice Presidents

Objective

To assist the Battalion President in promoting the aims of the Boys' Brigade within the geographical area of the Battalion and to be an ambassador for the Battalion both to other parts of the Boys' Brigade and outside the Brigade movement.

Main Tasks

- a) To agree a delegation of responsibilities with the Battalion President.
- b) To deputise for the Battalion President when required.
- c) To chair where required Battalion Committees or subgroups.
- d) To support the Battalion President in entertaining guests and in other ways at Battalion functions.
- e) To assist in the visitation to Companies in order to stimulate, enthuse and establish correct relationships between the Company, its Officers and Boys and the Battalion and its Officials.

Battalion Secretary

Objective

To provide an efficient administrative support to the Battalion, thus ensuring an effective and well-run organisation. All correspondence circulation **must** go through the Battalion Secretary to ensure GDPR Compliance; he has permission to use individual e mails – all circulations will Bcc
All Competition Conveners and Office Bearers must circulate information emails through the Secretary

Main Tasks

- a) Organise Battalion Executive and Council meetings.
- b) Ensure minutes are taken of Battalion Council and Executive meetings and to ensure these minutes are circulated at the earliest opportunity.
- c) Deal with all correspondence appropriate to the Battalion, ensuring prompt action and attention.

- d) Maintain an effective filing system to encompass all aspects of the Battalion organisation.
- e) Involvement in organisation of Battalion events. (e.g., Battalion Parades, Officers Communion etc.)
- f) Be spoke-person for the Battalion.
- g) Ensure smooth running of the organisation.

Other Tasks

- Involvement in the organisation of the Battalion programme on an annual basis.
- Liaise with the Battalion Treasurer.
- Attend other Battalion meetings when necessary.
- Represent the Battalion at Brigade meetings when necessary.
- Compilation of annual Battalion statistics.
- Battalion counter signatory for disclosure applications. (or delegate to appropriate individual)
- Provide advice and guidance as required.

Battalion Treasurer

Objective

To work along with the other Battalion Office-Bearers to further the aims of the Boys' Brigade within the geographical area of the Battalion and to have specific responsibility for the financial affairs of the Battalion.

Main Tasks

- a) To maintain the accounts of the Battalion and prepare Annual Accounts.
- b) Prepare suitable financial reports for Battalion Executive and Battalion Council meetings.
- c) To set and monitor the Battalion's Budget.
- d) Oversee the Battalions investment strategy and liaise as appropriate with the various Battalion Trusts.
- e) Liaise with grant making bodies and submit appropriate grant applications.
- f) To administer funds from the Battalion on behalf of the Battalion Executive.
- g) Ensure all assets of the Battalion are kept in good order.
- h) Liaise with Battalion Committees on matters of income / expenditure.
- i) Liaise with various other agencies on behalf of the Battalion.
- j) Any other projects as delegated by the Battalion Executive.

Battalion Chaplain

Objective

To nurture and propagate the spiritual life of the Battalion. To provide a key role in the promotion of a closer relationship between the Church, and individual churches and the Battalion.

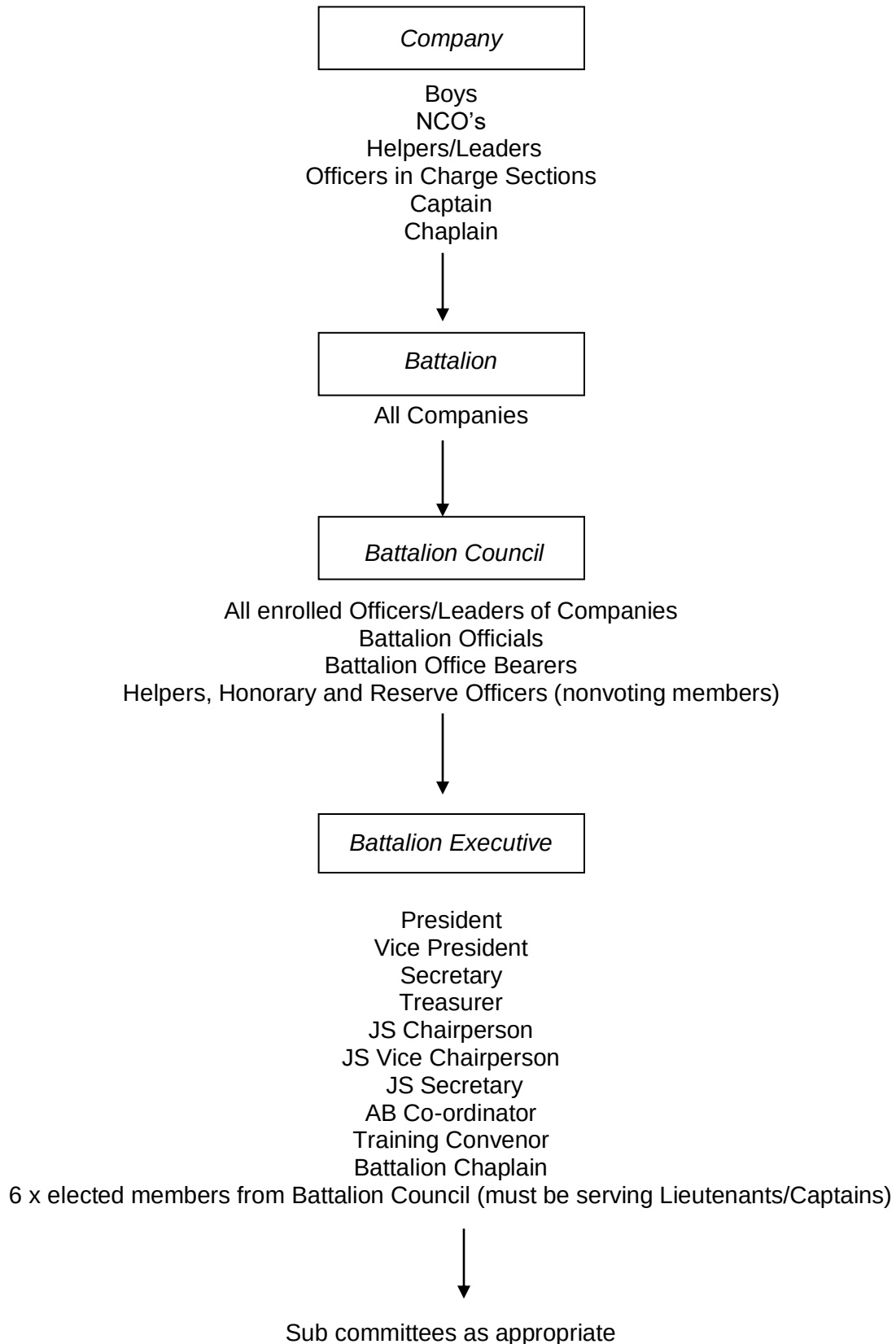
Main Tasks

- a) To ensure the parent Church's responsibility and authority for the Christian education within their Company is respected.
- b) To share information and support to Company Chaplains, new and experienced. To encourage a closer relationship with Chaplain and Captain, Church and Company.
- c) To be a contributing member of Battalion Council, Sectional Committee's and Battalion Executive, when available, and at least once a session. Initiating ideas to extend the Christian education and work of the Battalion and its member Companies.
- d) Have responsibility for Bible Quizzes, setting questions and themes, in conjunction with relevant competition Convenors.
- e) An input into training courses provided by Battalion, when available provide worship at courses or partake in devotional training opportunities.
- f) Meet with new Company Chaplains.
- g) If a requirement exists arrange a training session or get together for Chaplains and or Captains/office bearers, with the sole purpose of improving the relationship between both the Battalion and its Churches.



THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION

BATTALION STRUCTURE





THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION

BATTALION DEVELOPMENT PLAN

PRINCIPAL OBJECTIVES

The Development and Training Officer is responsible for the following:

1. Developing and assisting existing Boys' Brigade Companies.
2. Assisting the Battalion Executive as required with specific development needs and projects.
3. Provision of resource equipment.
4. Provision of Battalion Training for all adult leaders and helpers.
5. Maintaining and developing close links with Battalion Office Bearers, Officials as well as outside agencies.
6. Provision of Training in support of Companies and Boys.

TRAINING OFFICER PRINCIPAL OBJECTIVES

1. Developing & assisting existing Boys' Brigade Companies.

□ Development

Encouraging Companies to undertake an annual recruitment campaign in the local schools. This ensures there is new blood coming into the Company and at the same time raising awareness of the work the Boys' Brigade is doing in the local community. Each year Companies are asked for their plans for schools recruitment and if so required, the Company Officers will with the relevant school's permission visit the school on behalf of the Company.

Recruitment also means raising awareness of the work of the Boys' Brigade, as well as generating interest amongst young people.

Encouraging the wider use within the Battalion of the Boys' Brigade Company Development Scheme. This publication aims to help Companies develop, setting targets and then reviewing these targets to see whether they were achieved. The scheme also highlights where there are specified needs.

2. Assisting the Battalion Executive as required with specific development needs and projects.

□ Specific development needs and projects

Review the Battalion website in order to bring up to date, make more user friendly, raising awareness of the work of the Battalion and encourage greater use of this format of information.

Ensure compliance with new legislation and regulations introduced by Brigade, Scottish Executive and other bodies, where applicable compiling policies on behalf of the Battalion for approval and adoption by the Battalion Executive.

In addition to any other projects decided upon by the Battalion Executive requiring attention.

3. Provision of resource equipment.

□ Resource Room

Material or equipment, which is available for use by all adult leaders and helpers free of charge. Promoted through the Battalion mailing, Battalion Website with the option to book via email and at Battalion training and meetings.

4. Provision of Battalion Training for all adult leaders and helpers.

☐ Brigade Training

Provide a balanced programme of Brigade accredited training which is relevant to the needs of those working within Companies. The training offered is constantly reviewed with new Brigade training and this in turn is offered to members of the Battalion. Aim is to have a detailed programme of training for the whole session.

Provide Youth Leader Training in conjunction with Lanarkshire District Fellowship in order to train new leaders for the Battalion.

Facilitate accredited training on a local level where there is need, making training more readily accessible to leaders and helpers.

Ensuring the training offered by the Battalion is up to the required standard set by 'Licence to Train' and is accessible to all, including those with specific needs.

Facilitating a small group of suitably qualified trainers.

5. Maintaining and developing close links with Battalion Office Bearers, Officials, and Area Groups as well as outside agencies.

☐ Meeting and working with Battalion Officials and Battalion members

Produce regular reports, informing others of the work currently being undertaken, as well as detailed reports to the Battalion Executive and Battalion Council.

☐ Attendance at meetings outwith the Battalion

Member of the Lanarkshire District Fellowship Training Committee, which meets frequently to establish a calendar of events and responsibilities in respects of which Battalion shall host which Training courses.

☐ Closer liaison with outside agencies

Maintain regular contact with the Church of Scotland Youth Mission as well as representative bodies of Churches other than Church of Scotland.

Maintain close links also with the other uniformed youth organisations and other agencies, ensuring they know of the work of the Boys' Brigade within the Battalion area.

☐ Provide assistance and the resources to help deliver the Boys' Brigade programme.

- A point of contact to leaders and helpers wishing advice and guidance on the Boys' Brigade awards scheme.
- Issue notes of guidance and updates as directed by Brigade Headquarters to ensure Companies are working within current structures for awards.

6. Provision of Training in support of Companies and Boys.

☐ Promote and develop the Company Development Scheme.

- Would like to see more Companies involved in this scheme and will be actively promoting this scheme through Battalion mailings and meetings.

☐ Provide a detailed training programme for adult volunteers.

- Brigade accredited training should be open to all leaders and helpers within the Battalion over the whole session.
- Training will be of relevance to those working within Companies and make use of Boys' Brigade training.
- Hold accredited training out on the road at local level on a more regular basis.
- Hold Leadership training course for Senior Boys.
 - This course called '**Building Skills**' is held each year in springtime.
- Promote partnership with other agencies.
 - Maintain links with other youth work providers, uniformed and non- uniformed.



THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION

VOLUNTEER INDUCTION POLICY

Introduction

In order to ensure all new volunteers coming to work in the Battalion receive the same grounding and know what is expected of them in the role for which they have volunteered, the Battalion has implemented a formal induction policy. This policy is intended to assist Companies to ensure any potential volunteer or helper understands fully the role for which they have volunteered and will feel a valued and important member of the Company Staff.

Policy Statement

It is the aim of The Battalion to recruit the most suitable people to work with children and young people. It will do so using fair procedures that ensure that no potential volunteer receives less favourable treatment on grounds of gender, race, disability, age or sexual orientation.

The Battalion recognises that it is the commitment of its hundreds of volunteers that enables young people to find and develop their Christian faith as well as face the challenges that represent the transition from dependence to interdependence.

In recognition of this commitment, the Battalion adopted the following "charter" that defines the responsibilities of the individual and of the Boys' Brigade as an organisation.

Volunteers Charter

The Boys' Brigade will:

- Provide a welcome and induction into the role volunteered for and provide support and training to enable you to carry out your work with children and young people.
- Ensure that you know exactly what is expected of you and whom to turn to for advice and support.
- Accept that your time commitment may change from time to time and support you in saying 'no' when necessary.
- Keep you informed of the wider work of the Boys' Brigade, providing for you opportunities to participate in national and international events.
- Provide opportunities for you to develop your skills and experience in a range of areas relating to the development of the work as well as working face to face with children and young people.
- Provide training that is relevant to the work you are doing.

You are expected to:

- Accept and work within the object and the mission of the Boys' Brigade and abide by the policies that underpin the work.
- Fulfil the role you accepted when recruited and let the Company Captain know if, for any reason you cannot do so.
- Attend training or support sessions when appropriate.
- Work in a way that is fair and free from discrimination with adults and young people.
- Understand and uphold the guidelines on child protection.

- Act in a way that is not detrimental to the image of the Boys' Brigade.

As a volunteer in The Boys' Brigade, you will be making an important contribution to the lives of young people and be part of a wider movement that offers fellowship, support, training and a chance to make a difference.

Guidelines on Volunteer Recruitment

1. Identifying the need

The Battalion recognises along with others working in the voluntary youth work sector, that it is becoming more and more difficult to find people who feel they are able to commit themselves to volunteering in their local communities. As we work with children and young people, it is our responsibility to ensure that the people who volunteer do so for the right reasons, and with the attitudes that will enable them to make positive relationships with the young people and adults they work with.

2. Defining the role

Once the gaps in the staffing have been identified, Companies will need to draw up a description of the tasks involved (sample job descriptions attached to this policy) along with a list of the qualities that would be held by the person most suited to carry out those tasks. Personal qualities may include certain skills or attitudes as well as a Christian commitment. The advantage of this sort of preparation is that it is far easier to recruit new volunteers when there is a clearly defined role with a specified time commitment.

3. Barriers to volunteering

There are many people who would like to make a contribution in their communities by volunteering, but who feel unsure about how to go about it or what they could do. There are also some real and imagined barriers for people that may hold them back from offering their help. BB companies can benefit from being aware of potential barriers and be able to respond by being positive and honest about what working in the BB will entail.

4. References and disclosure checks

It is vital to take up 2 references. This can be done by phone, in writing or by email. If for any reason references are not satisfactory or there is any doubt, you should be cautious and check further in greater detail. Once satisfactory references have been received you should proceed to arranging for a disclosure check to be undertaken. When this has been undertaken, **only then can** volunteers participate in section activities in a training capacity only and should be supervised at all times by a registered officer.

(Ref: Brigade Leadership Regulations)

5. Confirmation of appointment

When disclosure checking is complete the Brigade will issue the volunteer with a Leader Registration Card. Leaders can then undertake a full and unsupervised roll as a leader or helper.

6. Rejecting potential volunteers

Very occasionally you may find you have to say "thanks, but no thanks" to a volunteer. For some people this can be quite hurtful, so be tactful and phrase your rejection so they are left with as much dignity as possible. Above all, be honest about why you cannot use them. This is where having a role description and list of desirable characteristics can be useful. If the volunteer does not correspond to what you have made clear you want, it is much easier to say no. If you think it is appropriate you can refer them to your local volunteer bureau. Their skills will very probably be able to be used elsewhere.

7. Keeping and developing volunteers

After the investment of time in recruiting new volunteers, it is important to make sure we keep them. People are likely to become committed to the Boys' Brigade if they feel welcome, valued and useful. Planning a proper induction is the best way to get someone off to a good start and to develop confidence. See the suggested induction checklist below. Remember to make clear to volunteers what training they must attend and what is optional.

To develop volunteers' skills time needs be set aside to discuss with them and have a chat about how they feel it is going and where they experience difficulties. To reflect on the way an evening has gone and to receive positive feedback about successes and achievements is probably the most developmental activity

for all of us. This, combined with the more formal learning environment of a training course will enable volunteers to grow within their role and this benefits both themselves and the young people they are working with.

Guidelines on Induction of All Volunteers

1. Why

In order to fit in and be useful, volunteers need to understand the work of the BB. An induction period helps this happen in a structured way and demonstrates that they are welcomed and valued. New volunteers have a need for information, to meet people and to get some hands-on experience. Try to balance these needs when planning someone's induction.

2. How

It is the responsibility of the company captain to plan the induction of a new volunteer, although she or he may delegate the task to another officer if that is more appropriate. The induction period should be thought of as happening over the first three sessions that a volunteer comes along.

The first session should be split between a one-to-one session to chat giving information, and a chance to work alongside an experienced officer. It is important that the new person is given something practical to do with young people and not just to "shadow" established staff.

After each of the first few evenings, time should be allocated to sit down with the Captain (or other nominated person) to reflect on how the session has gone; what went well and where there may have been difficulties.

3. Induction Checklist:

It is important to take all new helpers and leaders through the checklist attached and to book a place on the recommended Battalion Induction course. This 2-hour course takes participants through the Child Protection and Safety Issues module from Youth Leader Training, as well as a short time to learn more about the work of Airdrie, Coatbridge & District Battalion and other training opportunities available. There is also an opportunity to ask any questions they may have. If the volunteer, then goes on to undertake Youth Leader Training they will be exempt this module of the course.

If induction is carried out in an efficient and friendly way, the new volunteer is more likely to settle into the company structure with confidence



Anchor Boy Helper Description

Purpose:

To assist the Anchor Boy Officer in Charge with the delivery of the Boys' Brigade programme.

Tasks:

Help with games, crafts and other activities each week.

Time Commitment:

1½ hours weekly during school term time. If further help is required (for example to take Boys to an event) you will be advised of this in advance.

Support and Supervision:

Reporting to the Anchor Boy Officer in Charge.

Working with other leaders and helpers as required.

Programme resources will be provided.

Any problems or issues should be brought to the attention of the Anchor Boy Officer in Charge.

Skills/Attributes Required:

Ability to work with and relate to Boys of Primary 1 to Primary 3 age.

Be able to work as a member of a team.

Assist others when this is required.

To be sympathetic to the aims and objectives of the Boys' Brigade.

Be able to work in a non-judgmental and non-discriminatory manner.

Ability to plan and organise.

Any other specialist skill relating to working with Boys of Primary 1 to Primary 3 age.

Selection Procedure:

Application.

Informal interview.

2 references (1 character and other for previous youth work undertaken).

Enhanced disclosure check.

Training:

Other training relating to working with children and young people, Child Protection Course, Working with 4 Year Old's, for example. If felt appropriate.

Boys' Brigade Youth Leader Training if the individual at a later stage wishes.



Junior Section Helper Description

Purpose:

To assist the Junior Section, Officer in Charge with the delivery of the Boys' Brigade programme for Boys of Junior Section age group.

Tasks:

Help with games, crafts and other activities each week.

Time Commitment:

2 hours weekly during school term time. If further help is required (for example to take Boys to an event) you will be advised of this in advance.

Support and Supervision:

Reporting to the Junior Section Officer in Charge.

Working with other leaders and helpers as required.

Any problems or issues should be brought to the attention of the Junior Section Officer in Charge.

Skills/Attributes Required:

Ability to work with and relate to Boys of Junior section age.

Be able to work as a member of a team.

Assist others when this is required.

To be sympathetic to the aims and objectives of the Boys' Brigade.

Be able to work in a non-judgmental and non-discriminatory manner.

Ability to plan and organise.

Any other specialist skill relating to working with Boys of Junior section age.

Selection Procedure:

Application.

Informal interview.

2 references (1 character and other for previous youth work undertaken).

Enhanced disclosure check.

Training:

Other training relating to working with children and young people, Child Protection Course for example. If felt appropriate.

Boys' Brigade Youth Leader Training if the individual at a later stage wishes.



Company Section Helper Description

Purpose:

To assist the Company Section Officer in Charge with the delivery of the Boys' Brigade programme for Boys and young men of Company Section age.

Tasks:

Providing support to leaders with activities in order to deliver the Boys' Brigade programme.

Time Commitment:

2½ hours weekly during school term time. If further help is required (for example to take Boys to an event) you will be advised of this in advance.

Support and Supervision:

Reporting to the Company Section Officer in Charge.

Working with other leaders and helpers as required.

Any problems or issues should be brought to the attention of the Company Section Officer in Charge.

Skills/Attributes Required:

Ability to work with and relate to Boys and young men of Company and Senior Section age.

Have an understanding of the issues affecting Boys and young men of Company Section age.

Be able to work as a member of a team.

Assist others when this is required.

To be sympathetic to the aims and objectives of the Boys' Brigade.

Be able to work in a non-judgmental and non-discriminatory manner.

Ability to plan and organise.

Although not essential a previous knowledge of the Boys' Brigade.

Any other specialist skills or knowledge, which may be beneficial.

Selection Procedure:

Application.

Informal interview.

2 references (1 character and other for previous youth work undertaken).

Enhanced disclosure check.

Training:

Other training relating to working with children and young people, if felt appropriate.

Boys' Brigade Youth Leader Training if the individual at a later stage wishes.



Induction Checklist

What	By Whom	When & How	Completed?
The Organisation <ul style="list-style-type: none"> Aims and objectives of the movement About the age group of young people The programme Structure – Officers, Captain, Sections, Church, Battalion etc. 			
The building <ul style="list-style-type: none"> Toilets, cloakroom, parking etc Health & safety including fire exits, first aid etc. 			
The Role <ul style="list-style-type: none"> Volunteer's area of responsibility Time commitment Code of practice, policies System for reporting back any concerns/issues Practical help and suggestions 			
The Support System <ul style="list-style-type: none"> Who, where and when to find help/assistance Resources available Training available Battalion complaints procedure 			
Fellow leaders/helpers and young people <ul style="list-style-type: none"> Who are they and what do they do Section staff meetings The young people Teamwork 			
Other Information <ul style="list-style-type: none"> Disclosure checks, child protection 3-week trial period Confidentiality Book a place on Battalion Induction Course 			



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COMPANY SUPPORT

Companies are supported at a local level with each receiving visitations on an ongoing basis. The purpose of these visits is to identify any local issues the Company may have, any assistance required, maintaining fellowship, supporting each other at a local level and promoting attendance at Battalion and group meetings. Should there be major problems or cause for concern, these should be referred to the relevant Battalion Secretary.

They then report directly to the Battalion Executive. The Training Committee in conjunction with the Battalion Executive is there to assist every existing Company and to help develop new Companies. Support offered includes:

- Providing training courses for all staff and helpers working in Companies.
- Providing up to date publicity and recruitment material.
- Having resources available for use by Companies.
- Promoting the work of the Boys' Brigade.
- Helping Companies with identified problems or concerns.
- Providing any other help Companies require.



THE BOYS' BRIGADE
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EVENT PLANNING

This policy is intended to assist with the planning of events at Battalion level.

1. When an event has been decided and someone identified to take ownership of organising the event, let Battalion Secretary know in order for this event to be included in the calendar of events. This ensures there is no clash of dates with other events.
2. If needing to book a venue, try to give as much notice as possible and have an alternative date for your event as the venue might be unable to accommodate your preferred date, due to other bookings. Consideration should also be given to the cost of the event, since some venues require a deposit and full payment before the actual event takes place.
3. Consider the day and time of the event. If a mid-week event, Companies might meet on the evening chosen and not have available staff to take some of their Boys to an event. Likewise consider the start time of your event, with Companies having to travel to get to the chosen venue.
4. Entry forms and details should be issued at the Battalion Council or Website at least 2 months before the event. This is in order to allow Companies to arrange transport etc. and allows sufficient time for entry forms to be returned. A reminder of the entry date will be included in subsequent minutes and email notifications.
5. Completed entry forms should be collected at least a week before the event. This allows for any adjustment to be made to event arrangements e.g. more or less accommodation needed, equipment booked with the venue, or final numbers confirmed for invoicing.
6. In light of Child Protection Policy, it is important that event organisers do not rely on Officers bringing Boys to participate to act as officials, unless there is more than one Officer per Company. Officials for events should be known in advance and allocated duties before others arrive at the event.
7. As soon as the event is over any equipment borrowed from Battalion should be returned, together with full details of the results, including total numbers of participants for Battalion records and for publication in the Battalion Website.

Important Points to remember

The Brigade Insurers recommend if the event taking place involves any element of risk, a risk assessment is completed before the event. It is good practice for any special activity or event to have a completed "Special Event/Activity Consent Form" for each Boy taking part in the activity or event being organised.

Further guidance on risk assessment and parental consent forms can be found in the Boys' Brigade Safety Handbook [4th Edition, published January 2010].

IF YOU ARE IN ANY DOUBT ON ANY OF THESE POINTS, SEEK ADVICE



Event Checklist

What	By Whom	When & How	Completed?
<p>The Event</p> <ul style="list-style-type: none"> Identify a suitable date Identify and book a suitable venue Cost the event Consider a risk assessment 			
<p>Pre-event literature</p> <ul style="list-style-type: none"> Notification and entry details available at least 2 months prior to event to all Companies Consider a consent form Rules or any instructions 			
<p>The Event</p> <ul style="list-style-type: none"> Allocate responsibilities to officials prior to event and help prepare them Source Adjudicators Ensure safety of Boys and Officers 			
<p>Post Event</p> <ul style="list-style-type: none"> Inform all companies of results Review and appraise the event Letter of thanks to Adjudicators, hosts or relevant party 			
<p>Report to Battalion</p> <ul style="list-style-type: none"> Report outcome to Battalion, identifying any issues 			
<p>Other Information</p>			



THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION

SENIORS' POLICY / YOUTH PARTICIPATION

1. Introduction

The Battalion Executive recognises the need to support and develop seniors' work within the Battalion.

Seniors' work will be targeted at members of the Battalion from their 15th birthday to the end of the session in which they become 18 years of age.

2. Battalion Seniors' Officer

A Battalion Seniors' Officer will be appointed to promote seniors' work. If necessary, Companies would be asked to appoint a young officer to assist with this work.

It is envisaged that a number of one-off events for seniors' will be held on a regular basis and at least 1 residential event could take place each session.

3. Seniors' Group

It is envisaged the Battalion will form a seniors' Group. This will consist of two under 26 reps per group (preferably 1 of whom should be under 18 years of age). A member of the Battalion Training Committee and/or 2 other officers with experience of working with seniors, or a particular skill that could benefit the group.

Ideally the group should only meet formally 2 or 3 times per year, with casual meetings being held at events etc.

4. Group Remit

The Group shall be responsible for: -

- Coordinating seniors' events in the Battalion.
- Planning one residential event per session.
- Suggesting ideas for Company Section "fun" events.
- Nominating which seniors' and Young Officers should represent the Battalion at National events.
- Promoting attendance at Battalion meetings when appropriate.
- Form a Seniors Group for Battalion Council/Executive (e.g. Youth Council).
- Dedicated section of the Battalion website for seniors'.

The Battalion Executive will be asked to devolve certain aspects of their work to the group where it is felt appropriate. This will be in the form of "one off" pieces of work which can be easily managed and contained. For example:

- Organisation of an event for another section – Company, Junior or Anchor Boys.
- Carry out a survey of seniors' within the Battalion.

5. Communications

The group will make the best use of modern communications, establishing text, web and email contacts with seniors' throughout the Battalion.



BATTALION COMPLAINTS PROCEDURE

Airdrie, Coatbridge and District Battalion are committed to providing a safe and positive environment for all Boys within the Battalion. To support this, the following procedure is recommended where any complaints are made:

Where possible, complaints should be resolved at a local level in order to maintain a constructive relationship between parents / guardian and the staff of the company. Complaints will be initially dealt with by the appropriate Officer-in-Charge. If not then, the Company Captain, Chaplain or Church Safeguarding Co-ordinator will deal with any complaints, if appropriate in the first instance.

Any allegations or complaints of a Child Protection nature where a member of staff is involved, whether dealt with at a local Church or Battalion level, must be notified **IMMEDIATELY** to Brigade Headquarters.

If it is not possible to resolve the issue at a local level or involves a Battalion Event, then the complaint should be passed if relevant to the Convenor for that event in the first instance and if not then to the Battalion. Complaints should be made in writing, addressed for the personal attention of the Competition Convenor, Battalion Secretary or Junior Section Secretary if appropriate.

Once a letter of complaint is received, a letter of acknowledgement will be sent within 7 working days, explaining the procedure, which will be undertaken. (Exceptional circumstances may see this extended)

Investigation of a Complaint

All relevant information on the matter will be gathered, assessing information in light of the complaint, speaking to individuals concerned and deciding what action, if any is needed to remedy the situation.

Nominated individuals may be asked to assist in the process of information gathering.

At this stage we are concerned with determining all the facts from everyone involved.

If the complaint is complex / serious, advice from Brigade Headquarters may need to be sought. If there is to be a delay in responding to the complaint as a result of consulting Brigade Headquarters, this should be communicated to the person making the complaint.

Once the complaint has been fully investigated, the Battalion Secretary will send a written response to the person making the complaint. This response will be within a month of receipt of the original complaint. The response will give clear details of the course of action to be taken and the right to appeal within 21 days, if they are dissatisfied with the outcome.

Right to Appeal to the Battalion

This allows the person making the complaint to appeal to the Battalion President, if they are unhappy with the initial response received regarding their original complaint.

The person making the complaint should state why the original decision was unacceptable or unsatisfactory for an appeal to proceed.

If it is felt there is no grounds for appeal, then a letter in appropriate terms should be sent to the person making the complaint. If, however it is felt all or part of the complaint is justified, then the original complaint should be reviewed and the person making the complaint notified accordingly. Once the complaint has been fully reviewed and a decision made, the Battalion President will send a written response to the person making the complaint. This response will be within 21 days of receipt of the letter of appeal.

Company:

Parent Church:



THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE & DISTRICT BATTALION

EQUAL OPPORTUNITIES STATEMENT

On 6th October 2010, the Battalion Council approved and adopted the Brigade Equal Opportunities Statement. The statement is as follows:

Policy statement:

“Recognising the many forms of discrimination within society and within the framework of its stated Object, (“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.”) Airdrie, Coatbridge and District Battalion, The Boys’ Brigade is committed to promoting an environment for its young people, leaders and staff that is free from discrimination on the grounds of race, ethnicity and national origin, gender, disability and sexual orientation.

Airdrie, Coatbridge and District Battalion, The Boys’ Brigade will also use its youth work programme and work with children to promote attitudes that enable young people to recognise and challenge injustice in their communities and the wider world.”

From time-to-time Airdrie, Coatbridge and District Battalion, The Boys’ Brigade is asked for its policy statement on Equal Opportunities. Local Authorities often ask for such a statement when considering grant support or when hiring out Local Authority facilities, the following paragraph should be added when the above policy statement is used outside Airdrie, Coatbridge and District Battalion, The Boys’ Brigade

“Airdrie, Coatbridge and District Battalion, The Boys’ Brigade, while committed to fairness and justice, works within a framework that is aimed specifically at work with boys and young men, and at officer level of leadership with members of Christian churches. There are also regulations about retirement age for leaders. However, outside of these constraints, no one should be excluded or experience discrimination on any of the grounds listed above.”



THE BOYS' BRIGADE
AIRDRIE, COATBRIDGE AND DISTRICT BATTALION

RULES AND CONSTITUTION

BATTALION

Recommended by Battalion Executive and approved
by Battalion Council on Wednesday, 2nd May 2001

1. The Battalion is constituted as provided for in Articles 16-22 of the Constitution of the Boys' Brigade as follows: -

16. With the sanction of the Brigade Executive, a group of six or more Companies or such lesser number as may be approved by the Brigade Executive in appropriate cases; may form a Battalion to be designated by such titles as they may choose and as may also be approved by the Brigade.
The area within which such Battalion may operate shall also be approved by the Brigade Executive.
 17. Every Company shall be a member of a Battalion, except where, by reason of remoteness from a convenient administrative group or other sufficient reason such membership would not in the opinion of the Brigade Executive be of advantage to the Company. Companies not in Battalions shall be enrolled and administered under arrangements to be made by the Brigade Executive.
 18. The Brigade Executive may, at the request of any Company or Battalion, decide to which Battalion a Company shall be attached.
 19. The Officers of Companies in a Battalion shall form a Battalion Council.
The Battalion Council shall appoint a President, Vice- Presidents, a Treasurer annually and a Secretary for such term and on such conditions as they may decide. These Office-Bearers and an Executive shall be ex-officio members of the Battalion Council.
 20. The Battalion Council shall have power to enrol Companies and Officers within its own area. The Battalion Council shall have power, with the prior approval of the Brigade Executive, to cancel the enrolment of any Company after due consultation with the Church or other sponsoring body of which the Company forms a part.
 21. Each Battalion Council shall make such rules as it may deem fit for the realisation of the Object of the Brigade and the effective running of the Battalion and as may be consistent with the other provisions of this Constitution and shall ensure that the work of each age group of the Brigade is adequately represented in any administrative arrangements which it may make.
 22. The actions of all Battalion Councils shall be subject to review by the Brigade Executive which shall have the power to disband any Battalion.
- 2.** The Battalion shall consist of all Companies of the B.B. in Airdrie, Coatbridge and District and such other Companies in the immediate neighborhood as may apply for admission and as the Battalion Executive may deem it expedient to admit.
- 3.** The Battalion Council will incorporate in these rules the Constitution and Rules laid down in the current issue of the B.B. Regulations.

COUNCIL

4. The Battalion Council will appoint annually a Battalion President, Vice President, Secretary, Treasurer who shall be the Office-Bearers. The Council shall appoint six other members (who shall not be Reserve Officers) who, together with the Office Bearers, the Training Convener, the Junior Section Chairman, Junior Section Vice-Chairman, an Under Age 26 Representative and an Anchor Boy Co-ordinator shall comprise the Executive Two of the six members shall be elected to serve a three year term of Office, and preferable not be re-elected immediately at the end of their term of Office However, if there are no Officers willing to take up an elected 3-year /2 year/1 year position by September Council then an Officer who had just completed a three year's term of Office can be nominated to serve until the next AGM.
50% of the Executive *shall form a quorum*
5. All actions taken by the Battalion Executive require to be ratified by the Battalion Council. The Council annually shall review and approve the Battalion Handbook and seek approval at the AGM. A Copy will be given to all Captains and an electronic copy available on the Battalion Website
6. The Battalion will appoint annually a Training Convener who shall ex-officio be a member of the Executive to advise particularly on matters of training.
7. The Battalion Council may appoint Honorary Office Bearers.
8. The Annual Business Meeting, at which the election of Office-Bearers, Executive, and the formation of Standing Committees shall take place, will be held in the month of May at a date best suited to the Battalion Council.
A report of the attendance of all Companies at Battalion Council Meetings will be announced by the Secretary at the Annual Meeting.
9. The Battalion Council will meet monthly on a date and at a place to be determined by the Battalion Council. If the date of any monthly meeting falls on a Public Holiday, the President may fix another date. *Twelve* members of Battalion Council shall form a quorum.
All meetings of Battalion Council to be opened and closed with Prayer.
10. Special meetings shall be called by the President, or in his absence by the Vice-President on receiving a written request, stating the purpose of the Meeting, signed of Officers representing not less than three Companies. The business transacted thereat must be approved at the next regular meeting.
11. Full particulars of any "Notice of Motion" or Agenda of Special Business must be circulated to all Companies, ten days before Meeting.

"Notice of Motion" which may have been given at a previous Regular Meeting or sent to the Secretary fifteen clear days before the date of the Meeting, shall have precedence over any new business.
12. The Secretary will keep a roll of attendance at the Battalion Council Meetings. Any Company not represented at the Monthly Meetings for two consecutive such meetings without apology for absence will be specially reported on at the third, or next suitable monthly meeting and steps taken to ascertain the reason for continued absence.
13. In cases where Captains of Companies cannot find it convenient to attend the regular monthly meetings, special meetings, or the Annual Meeting, they must appoint a representative, but the Rule should not be overlooked that all Officers are expected and are to be encouraged to be present at the various meetings called.
14. The conduct of the affairs of the Junior Section and Anchor Boy shall be the responsibility of the Battalion Council and in accordance with the scheme and schedule appended hereto.

COMMITTEES

15. Standing Committees shall be created for the promotion of Religious Instruction, Training and such other agencies as the Council may consider desirable. Three ordinary members at a meeting of such Committees shall form a quorum. The Rules of the Battalion Council shall apply to all Committees.

16. All Standing Committees shall be appointed at the Annual Meeting. The Office-Bearers shall be ex-officio members of all Standing Committees. All members of Standing committees shall retire annually but shall be eligible for re-election. They will hold office immediately after the election.

17. Standing Committees shall meet within a period of three weeks, from election, and prepare a full calendar of events for the ensuing session. Convenors of all such Committees shall inform Battalion Secretary of relevant dates no later than 1st June, to allow the formulation of a Battalion Calendar.

After completion, the Calendar shall be published and issued to all members of the Battalion Council and to Honorary Office-Bearers at the September Council meeting.

18. Each Committee shall have power to co-opt a new member in place of one resigning always provided such appointment is afterwards approved at a meeting of Battalion Council.

19. The Convenor of each Standing Committee shall forward to the Battalion Secretary, a copy of the Minutes of all meetings, and submit at least seven days before the Annual Meeting, a copy of the Annual Report of each Committee.

20. Special Committees may be appointed by the Battalion Council and the Executive as may be found desirable. The body appointing such Committee shall review all arrangements made or decisions taken by them.

FINANCE

21. (a) Each company shall pay to the Battalion General Fund a minimum subscription, which shall include Company, Junior and Anchor Boy subscriptions. This subscription is to be determined by the Battalion Executive and approved by Battalion Council at the September Council meeting and will be payable on or before the 1st October for the current session.

(b) The Battalion Financial year to be from 1st September to 31st August.

22. The Treasurer shall keep a record of all financial transactions, submit a monthly report to Battalion Executive and Council, and an audited balance sheet for adoption no later than November Council meeting.

No alteration to Rules 21 and 22 is permissible unless by a two-third majority taken on a Company vote.

RULES OF PROCEDURE

23. Meetings of Council, in the absence of the President and Vice-President, the Council shall appoint to act as Chairman another member of Executive, failing whom any other Officer present.

24. A motion proposed can be accepted by the Chairman for discussion, or voted upon, which involves financial matters, or which may in any other way affect the fundamental principles of the B.B. (or the Battalion Council) unless notice of such motion has been given at the preceding Regular Meeting or sent to the Secretary fifteen clear days before the date of the Meeting.

25. Amendments which must not be a mere negative of the motion may be of four kinds:

1. To omit certain words.
2. To omit certain words and insert or add others.
3. To insert certain words.
4. To add certain words.

26. Motions and amendments shall be formally moved and seconded before they can be discussed. All motions shall be voted upon.

No motion and no amendment which has been moved and seconded shall be withdrawn without the consent of the Meeting.

DISCUSSION AT MEETINGS

27. No member shall speak more than once to any motion or amendment, unless in explanation, except that the mover of the original motion shall be entitled to reply.

A motion when moved and seconded shall be discussed.

An amendment moved and seconded, supersedes the motion for the time being.

If, on a vote, the amendment is carried, the original motion, suitably amended, shall be put to the vote as a substantive motion.

If the amendment is not carried, discussion of the original motion shall be resumed.

INTERRUPTION OF DISCUSSION

28. Discussion of any motion or amendment may be interrupted by the use of one of the following formal motions and on being moved and seconded shall be put to the vote without discussion.

If it is only obstructive in nature, the Chairman shall be justified in refusing to accept it.

1. To proceed to the next business.
2. That the question be now put.
3. To refer back for further consideration.
4. To postpone consideration of the subject.
5. That the Meeting be adjourned.

RECISSION OF RESOLUTIONS

29. No motion to rescind or alter a resolution, or inconsistent with any resolution shall be made within six calendar months of the passing of such resolution.

VOTING

30. Every question shall be determined by a show of hands except at the discretion of the Chairman, who may restrict the voting to One Company, One Vote, unless more than 50% of the members present demand a division in which case the vote may be taken by ballot if the majority of the members present so desire. Failing which the roll of the members may be called, and their votes taken for or against the motion of the amendment. In the case of an equal division of votes, the Chairman of the Meeting shall have a second or casting vote.

SUSPENSION OF STANDING ORDERS

31. No Standing Order shall be suspended except by a majority of two-thirds of those present.

OFFICER

32. Applicants for appointment as Officers are required to be aware of the Volunteer Induction Policy and complete the necessary documentation in terms of Disclosure Checks. Upon Completion of Youth Leader Training, they shall receive their appointment cards from BBHQ. All those working in Companies are welcomed to Battalion Council meetings but only those who are trained Officers may discuss or vote on any matter or be appointed to any standing committees.

33. Officers commanding Companies shall intimate in writing without delay, to the Battalion Secretary, resignation of Officers and changes in the addresses of Officers or in the place, day or hour of Meetings of their Companies.

RESERVE OF OFFICERS

34. Officers on the Reserve shall be entitled to attend Battalion Council Meetings, and with the permission of the Chairman, to take part in the discussion and vote at such Meetings. Reserve Officers may serve on Battalion Committees, except on the Battalion Executive unless as Office-Bearers.

35. Application for appointment to Officer on the Reserve shall be submitted to the Battalion Executive. The list of Officers on the Reserve shall be reviewed annually by the Executive for approval at the Annual General Meeting.

BATTALION PARADES

36. The Battalion Council shall, through the Secretary, shall inform Captains of Companies of the time and place of all Battalion Parades in sufficient time to allow the necessary arrangements to be made.

If, through any cause, a Company cannot attend such Parade, the Captain of that Company shall send a written explanation to the Secretary at least three days before the date of such Parade. Should a Company fail to attend a Parade without sufficient reason, the Battalion Executive shall have the right after due notice and consideration to debar the Company from taking part in any Battalion activity during the remainder of that session.

37. The Battalion shall have two church parades per session.

The Order of Parade shall be the rota & Churches or Ministers responsible for the Service.

BADGES

38. The Battalion Council shall, as they consider desirable, control the Standards for badges at all stages, in particular the President's Badge, the King's Badge, the Cross for Heroism and the Diploma for Gallant Conduct.

BOYS

39. No boys who are, or have been, members of one Company, shall, without the written consent of the Officer commanding such Company be admitted into any other Company unless in the cases of boys who have ceased to be members of that Company for at least two sessions, and no Boys who are, or have been, members of one Junior Section shall, without the written consent of the Officer commanding the Company, be transferred to any other Company other than the Company to which their Junior Section is attached.

The Executive shall have the power to grant a transfer where they deem such to have been unwarrantably withheld.

ADOPTION OF RULES

40. These Rules and any alterations found necessary during the year, will not officially operate until they have been submitted to each Company within the Battalion Council and ratified at the first business meeting specifically called for the purpose after at least ten days' notice has been given to consider their adoption.

ADMINISTRATION AND GENERAL RULES

1. Annual Statistical Returns: This form is sent from Brigade Headquarters and must be completed and returned to Headquarters by December of the current session. Although a copy of the form will be returned to the Battalion Secretary from Headquarters, it would be helpful if before sending the Return to Headquarters, a copy is made by each Company and sent to the Battalion Secretary.

2. Enrolment of new Companies: The Battalion Council is responsible for the enrolment of new Companies. Papers can be obtained from the Battalion Secretary on request.

3. Officers Papers: Papers can be obtained from the Battalion Secretary, or downloaded from the Boys' Brigade website, for the enrolment of a Captain, Chaplain, Lieutenant, Warrant Officer, Instructor and Helper. When completed, papers for a Captain, Chaplain, Lieutenant, Warrant Officer, Instructor and Helper should be returned to the Scottish Headquarters.

Lieutenant cards will be presented at Officers Communion and Rededication Service to Officers who have completed Youth Leader Training.

4. Battalion Competitions: Entries for all competitions should be sent to the appropriate convener. Entries should be received by the date shown on the Battalion Calendar of Events or such other date as advised. No competition will take place on a Sunday. Boys will be eligible to take part in Battalion Competitions until the end of the session in which they become 18 years of age provided they have not attained the rank of Staff Sergeant.

5. Training Courses: Entries for training courses should be sent to the Training Convener accompanied by the appropriate course fee.

6. Battalion Contributions: The Battalion Contributions for the current session will be reviewed annually by Battalion Council at the September Council meeting. This contribution is due to be paid to the Battalion Treasurer on or before October Council Meeting each session. All Captains, Chaplains, and Officers of all Sections must be included. Companies failing to pay as outlined will not be allowed to participate in Battalion competitions until the contributions have been received. All companies shall provide along with their contributions an electronic roll of their Boys, (showing Name - Date of Birth - School Year) (Junior/Company only) to allow for the Convenors of competitions to ensure they take place in a fair and transparent manner.

7. Church Parades: Church Parades are held twice per session. The Battalion shall usually parade alternately in Airdrie and Coatbridge. Companies unable to attend must notify the Secretary in writing three days before the date of the parade. Certificates for King George VI, King's Badge and Duke of Edinburgh (Gold) Awards are presented at the Church Parade each session. Companies who have certificates for presentation must advise the Battalion Secretary at least three days before the parade.

8. Battalion Council Meetings: Council meetings are held on the first Wednesday of each month from September to May, with the exception of January. All Officers and S/Sgts. may attend Battalion Council meetings but only enrolled Captains, Chaplains and Lieutenants will be allowed to vote.

9. Ages: The Brigade session runs from 1st September until 31st August. Ages as per Brigade Regulations. Each Company shall provide to the Secretary an electronic roll of all Junior and Company Section Boys no later than October Council meeting. This shall provide the Boys name, date of birth and School Year. Updates to the company roll should be provided if required throughout the year.

10. Change of Address: Officers in charge of Sections must intimate in writing without delay resignation of Officers and changes in the addresses of Officers, and any changes in the place, day or hour of meetings of their Sections. Anchor Boy and Company Section notification should be sent to the Battalion Secretary and Junior Sections should notify the Junior Section Secretary.

11. Battalion Newsletter: The Battalion Newsletter is issued during March and October with other information circulated as required.

12. Battalion Trophies: All trophies must be passed to the appropriate Secretary for engraving immediately after the competition. Company Captains are held responsible for the safekeeping of such trophies in their possession. The insurance responsibility rests with the Battalion.

SCHEME AND SCHEDULE FOR ADMINISTRATION OF JUNIOR SECTION

1. The Junior Section will be subject to the Rules and Regulations of the Airdrie, Coatbridge and District Battalion of the Boys' Brigade.
2. The affairs of the Junior Section shall be conducted by the **Junior Section Committee** which shall comprise:
 - a) The Junior Section Chairperson.
 - b) The Junior Section Vice-Chairperson.
 - c) The Junior Section Secretary.
 - d) A minimum of **8 Junior Section Officers**, not more than five of whom shall be Conveners of Special Sub-Committees.
 - e) Office-Bearers of the Battalion.
 - f) A Quorum is not required as changes cannot be made without Council ratification
3. Junior Section Officers are invited to all Battalion Council meetings where time will be allocated to Junior Section Business.
4. All members of the Junior Section Committee shall be elected annually at the Battalion Annual General Meeting.
5. Sub-Committees shall be appointed by the Junior Section Committee for the promotion of such agencies as the Junior Section Committee may desire. The Junior Section Chairman, Junior Section Secretary and Battalion shall be ex-officio members of all Committees.
6. All action taken by the Junior Section Committee will be ratified by the Battalion Council.

SCHEME AND SCHEDULE FOR ADMINISTRATION OF ANCHOR BOY SECTION

1. The Anchor Boy will be subject to the Rules and Regulations of the Airdrie, Coatbridge and District Battalion of the Boys Brigade.
2. Anchor Boy Officers are invited to all Battalion Council Meetings where time will be allocated to Anchor Boy business.
3. All action taken by the Anchor Boy Committee will be ratified by the Battalion Council. Minutes of all Anchor Boy Committee meetings will be submitted for approval by the Battalion Council. The Anchor Boy Committee shall recommend the enrolling of Anchor Boys and Officers to the Battalion Council.



JUNIOR SECTION CHALLENGE TROPHY RULES

From Session 2024/25 (amended October 2024)

The Junior Section Challenge Trophy will consist of: -

- a) Competitions:
 1. Figure Marching
 2. Physical Activities
 3. Bible Knowledge
 4. Top Team Quiz
 5. Board Games
 6. Mind & Creativity
 7. 5-a-Side Indoor Football
 8. Sports
- b) Attendance Awards - Battalion Church Parades
 - Officers at Battalion Council Meetings

GENERAL RULES

- 1 Each Section may enter only one team towards the Challenge Trophy in any competition.
 - If a Junior Section Team does not have the correct age profile stipulated for that Competition, they will receive entry points for participation but cannot gain 1st, 2nd, or 3rd place points for the JS Challenge Trophy
 - If a Section enters multiple teams only the points from their highest scoring team will count towards the Challenge Trophy
 - All Sections are requested if feasible to use boys from each age group in every competition (P4 to P6)
 - If only one Section enters a competition so it therefore can't take place, they will only be awarded entry points. Providing at least two Sections have entered the competition it will take place
2. Entering and participating in competitions - 2 points.
Additional points for gaining a place- 1st. = 6, 2nd. = 4, 3rd. = 2.
3. Battalion Church Parades: -

Section Strength -	90% and above - 10 points
	80% - 89% - 8 Points
	70% - 79% - 7 points
	60% - 69% - 6 points
	50% - 59% - 5 points
	40% - 49% - 4 points
	30% - 39% - 3 points
	29% or less - 1 point
Non-Attendance	- 0 points
4. Venues and dates of competitions will be arranged by the appropriate committee.
5. Ages: Boys can take part in Junior Section competitions from entering primary 4 through to and including Primary 6.
6. Each competing Section must be accompanied by an Officer in Regulation Uniform where specified.
7. Battalion Council Meetings - Attendance of Captain or Junior Section Serving Officer at Council Meetings receives 1 point per meeting.
8. Complaints: Any complaints regarding the conduct of persons taking part in a competition must be made in writing to the appropriate competition convener. Any Section breaking the rules

may have points deducted from the Challenge Trophy.

FIGURE MARCHING - Multiple Teams permitted.

1. A team will consist of a minimum of eight boys and a maximum of twelve boys.
2. All Boys must wear regulation uniform.
3. An officer in Regulation Uniform must accompany teams.
4. The competition paper will be set by the Convenor / Committee.

PHYSICAL ACTIVITY - Multiple Teams permitted.

1. A team will consist of a minimum of six boys and a maximum of twelve boys.
2. An officer must accompany teams.
3. The competition paper will be set by the Convenor / Committee

BIBLE KNOWLEDGE - Multiple Teams permitted.

The competition is for the boys to use their knowledge and understanding of the passage to participate in the task(s) set. The task will be set for each year of the competition and will vary on an annual basis.

1. A team shall consist of 3 boys,
2. A registration form must be completed for each team on arrival.
3. Boys and accompanying officers must be in Regulation Uniform.

Competition Rules.

a) Task.

The Bible Knowledge Convenor / Committee will set competition task.

b) Judging

This will be dependent on the type of task chosen and so will be flexible. It could comprise of an officer from each company delivering a task & choosing the places (excluding their own company) with the results then being amalgamated.

Alternatively, a committee of unbiased people could choose the winners.

Merit will be given for team working, leadership, creativity & skills employed.

TOP TEAM QUIZ - Multiple Teams permitted.

1. A team shall consist of 3 boys,
2. A registration form must be completed on arrival.
3. Boys and accompanying officers must be in Regulation Uniform.

Conduct of Quiz

- a) The questions will be made up by the committee and their decision will be final.
- b) All teams will receive the same questions.
- c) Tiebreak questions will be used in the event of a tie.

BOARD GAMES COMPETITION - Multiple Teams not permitted.

1. A team shall consist a boy per each game designated within the competition, e.g. 4 different games = 4 boys
 - Only one boy can be entered per game.
 - A boy can only compete in one type of game.
2. A registration form must be completed on arrival.
3. Boys and accompanying officers must be in Regulation Uniform.

Conduct of Competition

- a) Games shall be decided by the committee and notified to Sections prior to the competition.
- b) Competition shall be played on a Section Team basis.
- c) Depending on number of entries sections shall be drawn into mini league groups playing against each other. Winners of each section shall compete in semi-finals and then the final.

MIND AND CREATIVITY COMPETITION - Multiple Teams not permitted.

The competition is for the boys to use their minds to be creative and as free as possible to explore ideas or to solve particular mind problems for the given task.

The task will be set for each year of the competition and will vary on an annual basis.

The organizational aspects will be the responsibility of a Junior Section Committee to set and organise the competition for the following year. The only stipulation would be that it must engage boys in the Junior Section to use their mind, their creativity or both.

Competition Rules.

a) Team and Age.

Companies can enter with one boy or a maximum of four. There is no aggregate primary age limit. Boys and accompanying officer must be in Regulation Uniform.

b) Task.

The chosen Junior Section Committee will set competition task.

c) Judging

This will be dependent on the type of task chosen so again it will be flexible to suit. Merit should be given for team working, leadership, creativity, new ideas, skills employed, etc.

On a chosen night, an officer from each company would deliver the task and could choose 1st, 2nd and 3rd place (except for their own of course) and the results are then tabled for the places.

Alternatively have a committee of unbiased people chose the winners.

2. Possible Task Ideas.

Set puzzles, logic style problems or problems solving tasks. For example, the Tower of Hanoi, which is rearranging a set of rings on poles into an order. Each company has a group of boys 1-4 and gets presented on the night with the puzzle task. Say 5 minutes discussion, 5 minutes practice and 5 minutes to demo. In this case a committee would judge each performance.

Or

Similar to the Anchor Boys competition. A theme is given, and company creates something based on the theme. It could be a poster, sculpture, costume, whatever, there should be no limits!

JS FIVE A SIDE INDOOR FOOTBALL- Multiple Teams permitted.

1. Entries

Entry fees must be paid to the convener with the entry form.

On making entries companies must submit: -

A list of members from which the Team will be selected detailing:

Names (in full), Dates of Birth, ages, and primary school year.

2 Ages: There is no aggregate primary age limit

3 Conduct of Games:

a) Each game will consist of two 5-minute periods

b) The ball will be supplied by the Football Committee.

c) Referees will be arranged by the Committee.

d) The draw for playing will be made prior to the start of the competition

e) Teams will consist of a minimum of 5 and a maximum of 9 boys

f) Rolling substitutes will be allowed at any time during the game with referee's permission.

g) If a player is sent off no substitute can take his place.

h) The ball must not be played above shoulder height or played with the hand by any player other than the goalkeeper.

i) No "body contact" between players will be allowed.

j) A goal can only be scored by an attacking player if the ball was last played in the defending team's half, and outside the semi-circle goal area.

k) Only the goalkeeper may remain within the semi-circular goal area.

On all occasions he must ROLL the ball out of the circle.

4. Infringements:

4.1. Any infringement of h, i, or j above will be penalized by a free kick being awarded against the offending team at the place of the infringement.

4.2. A penalty kick will be awarded to the attacking side if a defending player other than the goalkeeper enters the goal area and if the goalkeeper deliberately kicks the ball into play rather than roll the ball.

4.3. If an attacker enters the goal area a non-scoring free kick will be awarded to the defending team.

4.4 If the Goalkeeper deliberately leaves his Goal Area a Penalty Kick shall be awarded to the opposing team

4.5 If the ball strikes the goalkeeper or the goalpost and rises above shoulder height, a roll out from the goal area will be taken by the goalkeeper.

4.6. The advantage rule will apply only in Nos. 2 and 3 above.

4.7 In the event of a drawn game 5 penalty kicks will be taken by each team alternately by different players and, if still equal, one penalty kick per team will be taken alternately until a winner is decided.

4.8 All free kicks out with the penalty area are indirect.

JUNIOR SECTION SPORTS

1. The venue will be arranged by the sports committee.
 2. Ages will be as at date of competition.
Three age groups: - Primary 4
Primary 5
Primary 6
 3. All boys participating must be registered. Boys' names and dates of birth must be given to the convener or his/her representative before the start of the competition.
 4. Each section must be accompanied by an officer.
 5. Points: - Points will be awarded for the first three places in each final event.

Win: - 3 points 2nd. - 2 points 3rd.: - 1 point
 6. The section with the highest points totals at the end of the sports will be declared winners. In the event of a tie the section with the highest number of first places will be declared the winning section.
 7. Competitors will not be allowed to wear spikes.
 8. Officers accompanying teams are responsible for ensuring that boys are competing in their correct age group.
 9. The committee's decision on all results in the overall competition will be deemed final.
- Penalties: - 5 penalty points will be deducted from a section's overall total and the offending boy will be disqualified from the competition as follows:
- a. Any boy non-registered.
 - b. Any boy overage for the events in which he is participating.
 - c. Any boy wearing spikes.

FORMER CHALLENGE TROPHY COMPETITIONS

SWIMMING GALA

1. Entry forms, duly completed, must be submitted to the convener with the fee, as agreed by Battalion Council, by the Council meeting prior to the gala. Full name and date of birth of each boy must be given on the entry form.
2. No maximum number of entries for boys per Company in each individual race.
3. Programme:
 - (a) Relay (4x1 length Freestyle) – Primaries 4, 5 & 6.
 - (b) 1 length Breaststroke for primaries 4, 5 & 6.
 - (c) 1 length Freestyle for primary 6.
 - (d) 1 length Freestyle for primaries 4 & 5.
4. On no account will late entries be accepted.
5. **Each Section must be accompanied by an officer.**
6. Each boy can enter individual races and the relay.
7. A Section cannot alter the participants of their team between races in the relay.
8. On all matters, the decision of the judges will be final.
9. The prizes will be decided annually.
10. Championship Points will be allocated as follows: -
 - 1st. Place = 3 points
 - 2nd. Place = 2 points
 - 3rd. Place = 1 point

All finals are included in the overall points for the championship

FOOTBALL – WATSON TOWERS KNOCK OUT CUP

1. **Age:** Average primary groupings must be based on primary 5 e. g. a team of 11 boys the teams total primary aggregate must be equal to or less than 55 (11 x primary 5)
2. **Fees:** All fees must be paid on or before the date of first the game. Failure to do so will result in points being forfeited until fees are paid.
3. **Conduct of Games: -**
 - a) Each game will consist of two halves of 30-minute duration
 - b) The home team will provide the park and the ball.
 - c) The away team will provide a competent referee.
 - d) The ball must be a regulation size 4.
 - e) Team lines must be completed in duplicate, showing name, address, date of birth and age (as at start of competition) of each boy and given to the football committee representative before the start of the game.

Referees will sign the team lines after the game and record the result of the game.

One team line will be given to each team and a copy sent to the football convener.

Referees must report any breach of discipline on the part of players, spectators, team officers or any other B.B. officers.

- f) The team lines must be in the hands of the convener within 5 days after the date of the game.
 - g) A team failing to arrive on time will be allowed 10 minutes after the stated time of kick-off before forfeiting the match
 - h) Each team must be accompanied by an officer.
 - i) Five substitutes will be allowed providing the total age must be equal to or less than 55. (11 x primary 5)
4. **Conduct of Sections: -**

A register of all boys participating in the competition must be supplied to the convener by each Section entering, prior to the starting date of their first match showing name, address and date of birth of each boy.

If a match is drawn extra time of 10 minutes each way will be played. If still undecided, 5 penalty kicks per team will be taken by 5 different boys and will continue to be taken until a decision are reached. Only the players on the field of play can participate in taking penalties. All players must take a penalty before players can take a second penalty
5. **Discipline: -**
 - a) Any Section playing unregistered players will lose the match hence be knocked out of the competition
 - b) Any boy sent off will be automatically suspended for the next game and the committee if deemed necessary may take further action.
 - c) Any boy receiving 2 cautions will be automatically suspended for the next game.
 - d) Any team playing a suspended player will be disqualified from the competition

SEVEN A SIDE FOOTBALL- HUGH MURRAY KNOCK OUT CUP

Entries

1. Entries together with Entry Fees must be in the hands of the Football Convener by the stated Council meeting in the Calendar of Events.
2. No late entries or verbal entries will be accepted.
3. On making entries companies must submit: -
 - a) A list of members from which the Company Team will be selected detailing:
Names (in full), Dates of Birth, primary attended. (No additions can be made to this registration.)
 - b) Name, Address, Telephone Number of Officer in charge of team.
 - c) Company team colours.
4. **Ages:**
No aggregate primary age limit.
Team shall consist of up to 10 players of whom only 7 will be on the field of play at any time. A team may take the field with a minimum of 5 players.
5. **Conduct of Games**
 - a) Each game will consist of two halves of 10-minute duration.
 - b) The ball must be a regulation size 4.
 - c) Rolling Substitutions can be made during the game
 - d) There will be no offside rule.
 - e) When the ball is out of play the game will restart with a kick-in, not a throw-in.
 - f) Goal kicks may be taken from anywhere within the goalkeepers area.
 - g) A player sent off will be suspended for the next game.
 - h) All free kicks out with the penalty area are indirect.

SEVEN A SIDE WINTER FOOTBALL LEAGUE

Entries

1. Entries together with Entry Fees must be in the hands of the Football Convener by the stated Council meeting in the Calendar of Events.
2. No late entries or verbal entries will be accepted.
3. On making entries companies must submit: -
 - a) A list of members from which the Company Team will be selected detailing:
Names (in full), Dates of Birth, and primary attended.
 - b) Name, Address, Telephone Number of Officer in charge of team.
 - c) Company team colours.
4. **Ages:**
Team shall consist of up to 10 players of whom only 7 will be on the field of play at any time. Aggregate of team in play must not exceed 35 primary aggregate. A team may take the field of play with a minimum of 5 players providing the total primary aggregate does not exceed 25.
5. **Conduct of Games**
 - a) Each game will consist of two halves of 10-minute duration.
 - b) The ball must be a regulation size 4.
 - c) Rolling Substitutions can be made during the game
 - d) There will be no offside rule.
 - e) When the ball is out of play the game will restart with a kick-in, not a throw-in.
 - f) Goal kicks may be taken from anywhere within the goalkeepers area.
 - g) A player sent off will be suspended for the next game.
 - h) All free kicks out with the penalty area are indirect.
6. **Competition**
This shall be played on a league basis from October to March. Convenor will notify companies on the dates of their fixtures, if sections do not attend then the match will be forfeited. A list of referees will be issued by the Convenor based on the team's taking part.



COMPANY SECTION

BATTALION CHALLENGE TROPHY RULES

The Battalion Challenge Trophy consists of:

a) Competitions:	Entry	1st. Place	2nd. Place	3rd. Place
	Points	points	points	points
1. Cross Country	5	6	4	2
2. P.T.	5	6	4	2
3. Scripture Knowledge	5	6	4	2
4. Football Five-a-sides	5	6	4	2
5. Squad Drill	5	6	4	2
6. Top Team Quiz	5	6	4	2
7. Elementary Drill	5	6	4	2
8. Vaulting	5	6	4	2

b) **Badge Work: 1. President's Badge.**

A Company is awarded 1 point for each boy who gains a President's Badge Award during that session, up to a maximum of 5 points per Company.

2. King's Badge .

A Company is awarded 2 points for each boy who gains a King's Badge Award during that session up to a maximum of 10 points per Company.

c) **Battalion Council Meetings.**

Attendance of Captain or Company Section Officer at the monthly Council meeting gains 1 point per meeting.

d) **Battalion Church Parades.**

Attendance of Company Strength:

90% and above	10 points per parade
80% - 89%	8 " " "
70% - 79%	7 " " "
60% - 69%	6 " " "
50% - 59%	5 " " "
40% - 49%	4 " " "
30% - 39%	3 " " "
01% - 29%	1 " " "
Non-Attendance	0 points

GENERAL RULES

1. Ages as per Competition Rules
2. Each Company may enter only one team in any competition. If their team does not meet the competition requirements, they may participate but they cannot be placed, and no entry points will be awarded towards the Challenge Trophy
3. Every Company participating in a competition must be accompanied by an officer.
4. Any amendments to rules of any competition must be approved by Battalion Council, printed in loose leaf form, and issued to all Companies for replacement.
5. Any complaints regarding the competition / results should in the first instance be sent in writing to the convenor. A written response will be given and if the answer is not satisfactory a second letter should be sent to the secretary for discussion at the Executive.
6. If only one Section enters a competition so it therefore can't take place, they will only be awarded entry points. Providing at least two Sections have entered the competition it will take place

INTER-COMPANY CROSS-COUNTRY RULES

1. The competition shall consist of three races.
 - a) **JUNIOR RACE** – Ages will be in accordance with those set by the National Cross-Country Committee, convenor will provide these on a yearly basis.
Team to consist of a minimum of three boys. First three boys to count as team.
Distance not more than 3200 metres (2 miles) and not less than 2400 metres (1.5 miles).
 - b) **INTERMEDIATE RACE** - Ages will be in accordance with those set by the National Cross-Country Committee, convenor will provide these on a yearly basis.
Team to consist of minimum of three boys. First three boys to count as team.
Distance not more than 4000 metres (2.5 miles) and not less than 3200 metres (2 miles).
 - c) **SENIOR RACE** - Ages will be in accordance with those set by the National Cross-Country Committee, convenor will provide these on a yearly basis.
Team to consist of minimum of three boys. First three boys to count as team.
Distance not more than 5600 metres (3.5 miles) and not less than 4800 metres (3 miles).
2. Ages for the competition shall be taken as those attained at the time of the National Races.
3. All boys shall be entered as individuals for their race.
4. A team shall consist of a minimum of three boys with no maximum number. The first three boys will count towards the team place in each race.
5. The winning team in each race will be awarded the appropriate trophy for that race and will hold this for one year.
6. a) Points for the Inter-Company Competition will be awarded as follows:
1st. Team - 3 points, 2nd. Team - 2 Points, 3rd. Team - 1 Point.
 b) Team entry and participation in competition - 3 Points per company per race.
 (Individual entries do not qualify for points.)
7. Challenge Trophy points shall be awarded on overall team competition placings. The overall team placings are determined by the combined team placings from each race.
8. Entry Fees will be determined annually by Cross-Country Committee and approved by Battalion Council.
9. Any other prizes to be awarded will be determined by the Cross-Country Committee.
10. An officer or helper must report immediately on arrival and place themselves at the disposal of the Cross-Country Convener or his appointed representative for such duties as are considered necessary. This officer or helper **CANNOT** be the same person who will be responsible for the boys who will be competing on behalf of his company. Failure to have an officer or helper available will result in the company not being allowed to compete.

P. T.

1. A team shall consist of 8 boys, who shall be of primary 7 (seven) school year and above.
(Teams with less than 8 boys may take part, although they will be marked as if they had a full team). It is **a requirement** that each Company who participates in the Company Section PT Competition must have an Officer as part of their team who attended the PT/Vaulting Course ran by the Battalion or hold an appropriate recognised qualification.
2. Points:
10 points per exercise per boy.
40 points for each pyramid
5 points for entry
10 points for general bearing
5 points for exit of team
TOTAL : 580 points.
3. All teams will be dressed in P.T. kit, preferably boys dressed alike. **Shorts must be worn.** Instructors must be suitably dressed in appropriate clothing (PT Clothing)
4. Instructors will report to the Adjudicator before the entry of their team.
5. Boys will be judged on Start, Performance (poise) and Finish, and return to their starting position.
6. There will be four compulsory exercises plus two voluntary exercises (of team choice), and two pyramid exercises. Each boy will perform the same exercise, and all exercises must be done in correct order, as intimated in advance of the competition.
6. On completion of each exercise by the team, the instructor will await the Adjudicator's signal before proceeding to the next exercise.
7. In the interests of safety, the instructors (minimum two), although not taking part or leading the team, should be suitably positioned adjacent to the equipment to provide appropriate support to the boys to prevent accidents.
9. The Committee reserves the right to stop a team's performance in the interests of safety.
10. All team members must attempt all exercises.
11. Penalties:
Boy will be awarded 1 point only for exercise out of order. If the first two boys perform an exercise out of order, the Adjudicator will intervene.
4 points per pyramid out of order.
12. The instructor can announce each exercise.
13. The Adjudicator's decision will be final.
14. The Committee will nominate the necessary Adjudicators.

Scripture Knowledge Competition

This will be a written competition which will take the following format:

A team shall consist of 4 boys as follows:

2 Boys from Primary 7 to Secondary 2 years,

2 Boys from Secondary 3 and above,

A younger Boy may take part in the older age group.

Each Company can enter as many teams as they wish but only their top scoring team will be listed in the results for the Challenge Trophy

2. The quiz will consist of five rounds
All teams will be asked the questions at the same time
The scripture passage will be taken from the Good News version by the Committee and intimated prior to the competition.
3. **Scoring**
Each boy will be asked **two questions** in each round
If questions are answered correctly each answer will receive 2 points. At the discretion of the question master a partial answer may receive 1 point.
A wrong answer will gain 0 points.
If a Company does not have a complete team the question which would have been asked to that boy will receive 0 points

The team with the highest number of points is the winner. Maximum team score: 80 points

4. Each question will be given 30 seconds to answer with the answer written in the correct place on answer grid before the next question The question master will commence the next question after 30 seconds have elapsed. The answer sheets will be collected at the end of each round
5. The team should be seated oldest to youngest/left to right; this will allow control over the answers. The paper will be passed along from Boy to Boy with no conferring. A Boy must not complete an answer for another Boy if left Blank.
Ideally each boy will have a different coloured pen, consistent between teams
6. 'If boys are seen conferring on boy's individual question answers the Company(s) will be given a warning, if repeated a second warning will be given and all points from that round forfeited. If this continues resulting in a third warning the Company is disqualified from the competition'
7. The papers will be marked after the competition, checked then the results issued by the secretary
8. Uniform will be worn by **both Officers and Boys.**
- 8 The Adjudicator's decision will be final.

FIVE - A - SIDE INDOOR FOOTBALL

1. Entries, together with Entry Fees, must be in the hands of the Football Convener by the date requested by the Convenor
2. No late entries or verbal entries will be accepted.
3. On making entries Companies must submit:-
 - a) Company must have submitted an up-to-date Company Competition Registration Form to the Battalion Secretary
 - b) Name and Contact Details of the Officer in charge of team.
 - c) Company Team Colours.

AGE GROUPS:

- a) JUNIOR: Ages P7 - S2 school year.
- b) SENIOR: Ages S3 and above
- c) Only an S2 boy can move up to be part of a Senior Team and can only be part of that team in the competition.

COMPETITION FORMAT

Depending on the number of Entries the Competition within each age group will be run on either a League or Knock Out basis

1. The draw will be at the start of the Competition
2. A Team List stating: name, Date of Birth and Age of each player will be submitted to the Convenor prior to the start of the Competition
3. Teams must be ready for play 5 minutes before kick-off time
4. Games will be played to 'National Five-a-Side Rules'. Any alteration or additions to these rules (to suit the playing conditions -i.e. playing area; time available; etc.) must be agreed by the Committee and Officers at the Competition
- 5.1 **Knock Out Format** – Drawn at start of Competition and played in a knock basis
 Challenge Trophy Points will be awarded on overall team competition placings.
 The overall team placings are determined by the combined team placings from each competition.
 Points for Inter-Company Competition will be awarded as follows:

Winners in each Section	- 3 points
Beaten Finalists	- 2 points
Semi-finalists	- 1 point
- 5.2 **League Basis-** Drawn at start of Competition with each Company playing each other in a league basis
 Challenge Trophy Points will be awarded on overall team competition placings
 The overall team placings are determined by the combined team placings from each competition.
 Points for Inter-Company Competition will be awarded as follows:

Winners	- 3 points
Second	- 2 points
Third	- 1 point
- 6 The overall winners and positions will be determined by adding the place points and those with the highest will be the winners, etc.

Amended September 2018

Updated November 2024 V2

SQUAD DRILL

1. A company shall consist of 10 to 12 boys, who shall be of primary 7 (seven) school year and above.
2. Points: Inspection 10 points
 Drill 90 points
3. Instructors will be allowed to refer to notes between movements.
4. The instructor in charge will receive comments on "Correct words of command and bearing".
 No points are awarded to the instructor.
5. (a) The Instructor will report to the appropriate Adjudicator.
 (b) Inspection, uniform will be marked as per BB regulations.
 (c) Judging of Drill movements will commence after inspection.
 (d) At the end of each section the instructor will await the Adjudicator's signal before proceeding to the next section.
6. Penalties:
 (a) Any movement performed out of sequence will collect 1 penalty point.
 (b) Any movement missed out of the programme will collect 2 penalty points.
 (c) All movements must be performed as stated in the competition paper
 (i.e. a section in "Quick time or Slow time").
 3 penalty points will be deducted for any section performed in the wrong time.
7. Squads will drill in three's.
8. The Adjudicator's decision will be final.
8. The Committee will nominate the necessary Adjudicators.

TOP TEAM

This will be a written competition which will take the following format:

A team shall consist of 4 boys as follows:

- 2 Boys from Primary 7 to Secondary 2 years,
- 2 Boys from Secondary 3 and above,

A younger Boy may take part in the older age group.

Each Company can enter as many teams as they wish but only their top scoring team will be listed in the results for the Challenge Trophy

2. The quiz will consist of six rounds, the rounds will consist of both team and individual questions, and round 5 will be an observation round and round 6 BB Knowledge
All teams will be asked the questions at the same time
The categories of questions will be selected annually by the Committee and intimated prior to the competition.
3. **Scoring**
Rounds 1-5 Each boy will be asked **two questions** in each round and then the team will be asked **6 questions** and may confer.
Round 6 Each boy will be asked **two questions**, No Team questions
If questions are answered correctly each answer will receive 2 points. At the discretion of the question master a partial answer may receive 1 point.
A wrong answer will gain 0 points.

The team with the highest number of points is the winner.

Maximum team score:

Rounds 1 to 5 = 28 points (+ Joker double one round score)

Round 6 = 16-point

TOTAL 184

4. Each question will be given 30 seconds to answer, and the answer written in the correct place on answer grid before the answer sheet is collected at the end of each round. The question master will commence the next question after 30 seconds have elapsed. *In round 5 notes are NOT permitted.*
5. Each team can opt to play a 'Joker' for any one round, (rounds 1-4 only) which will double the team's score for that round. The round selected must be nominated prior to the beginning of the competition.
5. The team answers can be written by any member, on commencement of the individual questions the team should be seated oldest to youngest/left to right, this will allow control over the answers. The paper will be passed along from Boy to Boy with no conferring. A Boy must not complete an answer for another Boy if left Blank.
6. 'If boys are seen conferring on boy's individual question answers the Company(s) will be given a warning, if repeated a second warning will be given and all points from that round forfeited. If this continues resulting in a third warning the Company is disqualified from the competition'
8. Uniform will be worn by **both Officers and Boys.**
9. The Adjudicator's decision will be final.

The Committee will nominate the necessary Adjudicators and convenors decision is final

Amended September 2022

Updated November 2024 V2

ELEMENTARY DRILL

1. A squad shall consist of six boys, who shall be of Primary 7 (seven) school year and above. A serving boy (P7 to S6 or equivalent) from the Company or Senior section will act as instructor.
2. The programme will be a basic squad drill programme of a less difficult nature to the normal Squad Drill. Programme will have the format of: Inspection; Fall-in; Part 1 (slow time) Part 2 (quick time) and Fall-out
3. Instructors will be allowed to refer to notes between movements. He will be judged on bearing and the ability to deliver commands (tone, volume and timing). The judging of drill movements will commence after the inspection.
4. Age range of the squad of six participants will be: a **maximum** of 4 boys in Senior Section (S3-6) Squads with fewer than 6 boys will have points deducted in proportion.
5. (a) The Instructor will report to the appropriate Senior Adjudicator.
 (b) Inspection, uniform will be marked as per BB regulations.
 (c) Judging drill movements will commence after the inspection.
 (d) At the end of each section the instructor will await the Adjudicator's signal before proceeding to the next section.
6. The Instructor will report and salute to the Senior Adjudicator prior to starting the programme then take a step back and salute again. At the end of Part 1 await his instruction to carry on. The instructor will report to the senior adjudicator and salute him again at the end of Part 2 then take a step back and salute again. The adjudicator will give permission for the fall out. The instructor will return to his squad and then fall out his squad.
7. Each squad will consist of six boys formed up in two's, i.e. 'Frontage' of 3 boys and 'Depth' of 2 boys. In terms of movements, it will be without a rear rank were the squad marching in 3's. This is important in terms of, say, a change of direction movement, where the second rank will incline.
8. Points
 - Points for Inspection = 10
 - Points for Instructor = 10
 - Points for Fall-in = 20
 - Points for Part 1 (slow time) = 30
 - Points for Part 2 and Fall-out (quick time) = 30
 - Penalties for parts missing from programme will be determined by the Adjudicating Team.
 - 5 points will be deducted for any part performed in wrong time (i.e. doing part 1 in quick time instead of slow time or doing part 2 in slow time instead of quick time)
9. The Adjudicator's decision will be final. The Battalion will nominate the necessary Adjudicators.
10. **The Programme will show that Section 1 will be in slow time and Section 2 in quick time.**
 The programme should therefore start in the middle of hall and be finished in the middle of the hall. Therefore, the squad should fall-in to be positioned in the middle of the hall. The instructor will be allowed to re-position his squad in the middle without penalty.

VAULTING

1. A team shall consist of 8 boys, who shall be of Primary 7 (seven) school year and above. (Teams with less than 8 boys may take part, although they will be marked as if they had a full team). "It is a **requirement** that each Company who participates in the Company Section Vaulting Competition must have an Officer as part of their team who attended the PT/Vaulting Course ran by the Battalion or hold an appropriate recognised qualification"

2. **Points:**
 - 10 points per exercise per boy
 - 5 points for entry
 - 10 points for general bearing
 - 5 points for exit of team
 - TOTAL : 660 points.**

3. All teams will be dressed in P.T. kit, preferably boys dressed alike. **Shorts must be worn.** Instructors must be suitably dressed in appropriate clothing (PT Clothing)

4.
 - (a) Exercises will be performed on a box horse with a springboard.
 - (b) No Company will be permitted to bring their own equipment.
 - (c) The Committee will advise Companies on the height and nature of apparatus prior to the competition.

5. Teams will be allowed a short time to familiarise themselves with the apparatus.

6. Instructors will report to the Adjudicator before entry of their team.

7. Boys will be judged on Start, Performance (poise) and Finish, and return to their starting position.

8. Four exercises will be performed on the Broad Horse and four on the Long Horse.

9. There will be three compulsory exercises on the broad and long horse as required plus one voluntary exercise (of team choice) on the broad and long horse. Each boy will perform the same exercise, and all exercises must be done in the correct order as intimated in the competition paper.

10. On completion of each exercise by the team the instructor will await the Adjudicator's signal before proceeding to the next exercise.

11. In the interests of safety, the instructors (minimum two), although not taking part or leading the team, should be suitably positioned adjacent to the equipment to provide appropriate support to the boys to prevent accidents.

12. The Committee reserves the right to stop a team's performance in the interests of safety.

13. All team members must attempt all exercises.

14. **Penalties:** Boy will be awarded 1 point only for exercise out of order.
If the first two boys perform an exercise out of order, the Adjudicator will intervene.

15. The instructor can announce each exercise.

16. The Adjudicator's decision will be final.

17. The Committee will nominate the necessary Adjudicators.

Additional Annual Trophy

Gartcosh Trophy

The Gartcosh Trophy is awarded to the Company who receive the best overall placing's in the Squad Drill, Elementary Drill and Scripture Knowledge competition's. This brings together the twin pillars of the Boys Brigade

Former Challenge Trophy Competitions

COMPANY DRILL

1. A Company shall consist of not less than 14 boys (including Section Commanders), who shall be of primary 7 (seven) school year and above.
2. Points: Inspection 10 points
 Drill 90 points
3. Instructors and Section Commanders will be allowed to refer to notes between movements.
4. The instructor in charge will receive comments on "Correct words of command and bearing". No points are awarded to the instructor.
5.
 - (a) The Instructor will report to the appropriate Adjudicator.
 - (b) Inspection, uniform will be marked as per BB regulations.
 - (c) Judging of Drill movements will commence after inspection.
 - (d) At the end of each section the instructor will await the Adjudicator's signal before proceeding to the next section.
6. Penalties:
 - (a) Any movement performed out of sequence will collect 1 penalty point.
 - (b) Any movement missed out of the programme will collect 2 penalty points.
 - (c) All movements must be performed as stated in the competition paper (i.e. a section in "Quick time or Slow time").
3 penalty points will be deducted for any section performed in the wrong time.
7. Companies will drill in three's in two sections.
8. The Adjudicator's decision will be final.
7. The Committee will nominate the necessary Adjudicators.

SWIMMING GALA

1. Entry forms, duly completed, must be submitted to the convener with the fee, as agreed by Battalion Council, by the council meeting prior to the gala.
Full name and date of birth of each boy must be given on the entry form.

2. Age ranges are as follows:-

Junior	- P7 - S1 years of age
Intermediate	- S2 - S3 years of age
Senior	- S4 years of age and above
Relay	- P7 school year and above

N.B. Age applies as attained during the session ending 31st August.

3. The relay race (Hughes Cup) will qualify as an event in the inter-company Championship (Kerr Trophy). i.e. 3, 2, 1, points as in other finals.
Companies **cannot** alter the participants of their team between races in the Relay.
4. Boys are allowed to swim in all individual races within their age group and the relay race. Boys may swim in an older age group but must do so for all events.
5. Each Company section must be always supervised by a member of the company staff, who will remain within the changing area at all times.
6. Maximum entry of 6 boys per race will be permitted.
7. Programme:

Relay	4 x 1 Length Freestyle
Junior :	1 length Freestyle
	1 length Breaststroke
Intermediate:	1 length Freestyle
	2 lengths Breaststroke
Senior:	2 length Freestyle
	2 lengths Breaststroke
8. Championship Points: 1st. Place = 3 points
2nd. Place= 2 points
3rd. Place = 1 point

All finals are included in the overall points for Championship.

9. The prizes will be decided annually.
9. On all matters, the decision of the judges will be final.

SPORTS

ENTRIES:

1. Entries must be in the hands of the Sports Convener by the stated Council Meeting.
2. No late entries or verbal entries will be accepted.
3. On making entries Companies must submit:-
 - a) A list of members from the Company detailing:
Names (in Full) Dates of Birth Ages Events entered
(No additions or amendments can be made to this registration after submission).
 - b) Name and Contact telephone Number of Officer in charge of team.
 - c) The entry fee as agreed by council.

AGE GROUPS:

- a) JUNIOR: P7 - S2 School year.
- b) INTERMEDIATE: S3 - S4 School year.
- c) SENIOR: S5 **and above**
- d) Each boy can only take part in one age group team. He may take part in a team event of a higher age group but cannot then take part in the team event for his own age group, or, having taken part in his own age group, he will not be eligible for any other age group.

EVENTS

a) Track

<u>Junior</u>	<u>Intermediate</u>	<u>Senior</u>
60m	100m	100m
100m	200m	200m
150m	400m	400m
		800m

b) Field

<u>Junior</u>	<u>Intermediate</u>	<u>Senior</u>
Shot Putt	Shot Putt	Shot Putt
Long Jump	Long Jump	Long Jump

c) Team Relays

<u>Junior</u>	<u>Intermediate</u>	<u>Senior</u>
4 x 100m	4 x 100m	4 x 100m

Only 1 team per company per age group is allowed

d) Open mile (not part of points for Henderson Trophy or Challenge Trophy)

RULES

Each boy can only enter 2 track events (excluding the relays) and 1 field event.

Each boy can only take part in 1 relay event. He may take part in a higher age group if required.

In addition to the officer in charge of the boys for the competition each company must supply an additional officer / helper to assist with the events. Failure to do this will mean the company CANNOT take part even though entry has been accepted.

POINTS FOR HENDERSON TROPHY

Track Events: 3 points for a win, 2 points for second place, 1 point for third place.

Field Events: 3 points for a win, 2 points for second place, 1 point for third place.

Relay Events: 3 points for a win, 2 points for second place, 1 point for third place.

Overall Sports winners with highest accrued points from the three events

FOOTBALL

AGES:

1. The aggregate age of a team of 11 players will be a maximum of 175 years.
2. Ages are taken as those attained during the session ending 31st. August.
3. Up to five (5) substitutes will be allowed from a list of five named on the Team lines, provided the total age of the team does not exceed 175 years.
4. Teams taking the field with ten (10) players or fewer must have an aggregate age allowing not less than twelve (12) years under the total 175 years for every player missing.

ENTRIES:

1. Entries together with Entry Fees must be in the hands of the Football Convener by the stated Council Meeting in the Calendar of Events.
2. No late entries or verbal entries will be accepted.
3. On making entries Companies must submit:-
 - a) A list of members from which the Company team will be selected detailing: Names (in Full); Addresses; Dates of Birth and Ages.
(No additions can be made to this registration after submission).
 - b) Name; Address; Telephone Number; of Officer in charge of team.
 - c) Company Team Colours.
 - d) Dates of Company Inspection (If none - state so).

Note: Where two or more Companies join to form one team in the competition no points will be awarded towards the Battalion Challenge Trophy.

CONDUCT OF GAMES:

1. Each game shall have two equal periods of thirty-five (35) minutes.
2. Both teams must supply a leather match ball size 5 in good condition.
3. Team Lines must be completed, including substitutes, in duplicate having: Names (in full) ; Addresses; Dates of Birth and school year. Taken from the Registration List as detailed in Rule:- **Entries 3a)** and given to the referee before the start of the game. The referee will sign the Team Lines and give one copy to each team before the start of the game. The other copy will be given to the Football Convener after the game showing the result of the game, substitutes used, and any note the referee deems necessary. A game will not commence until the Team Lines are in the hands of the referee. Referees must report, **in writing**, Any breach of discipline on the part of Players, Team Officials or any B.B. Officer within 48 hours of the game.
4. Teams must be ready and on the field of play at the stated time of kick off, A team failing to arrive on time will be allowed 10 minutes only after the stated kick off time before forfeiting the points for the game. This decision will be taken by the Football Convener or his representative on the night.
5. All teams must be accompanied at each game by an Officer from the Company.
6. The 'Laws of the Game' will be applied unless amended by the Football Committee.
7. The Officer in charge of the team will be responsible for the conduct of their supporters.

8. Companies are requested to have a 'First Aid Kit' and someone capable of administering First Aid at all games.
9. **Disciplinary Procedure:** - Any player being '**SENT OFF**' during a game will automatically miss the next game.
Any player accumulating **Two Cautions** will automatically miss the next game.
More serious offences will come before the Football Committee and further punishment may be imposed.
Any Company playing an Un-registered player will lose the points (if any) and repetition of this misdemeanour will result in automatic ban from the competition and all previous games declared void.
Any Company playing a suspended player will automatically lose points (if any), and action will be taken by the Football Committee.

CONDUCT OF SECTIONS:

1. The format of the competition (to be played on a league basis) will be decided by the Football Committee taking into consideration - the number of entries; time available; cost; and other relevant details.
2. In the event of a tie-on points there will be a Play Off.
3. In Semi-Finals; Play Offs; or Final, Extra Time will be played (if required) and will consist of Two equal periods of ten (10) minutes. If no decision is reached after Extra Time, the 'Penalty Kick Rule' will apply.

REFEREES:

1. All Companies must provide a suitable Referee when requested. The Committee will place Referees as seems appropriate. Companies failing to supply a Referee when requested will not be allowed to participate on that evening.

VENUES AND DATES:

1. Venues will be decided by the Football Committee, taking relevant information into consideration.
 2. Games and Dates will be arranged by the Football Committee and must be played on these dates or changes must be mutually agreed upon by both Companies and with approval of the Football Committee.
 3. The competition will normally be played on Thursday evenings.
Unless a Company advises the Committee of dates when they are unavailable to play, prior to the fixture list being made up, they will be required either:
 - a) To play on the given date.
 - b) To play within three days (excluding Sundays) of the given date.
(All arrangements falling to the offending Company which cancelled the original fixture)
 - c) Or to forfeit the points.
 4. All teams must complete the stated fixtures on or before the last date as listed by the Football Committee. Companies failing to fulfil all fixtures will be liable to forfeit points towards the Battalion Challenge Trophy.
2. Companies who 'Call Off' games may be asked to pay the park fees.

Extracts from Brigade Regulations *(relevant to Companies & Officers)*

(latest version: 15th September 2012)

SECTION FOUR

LEADERSHIP REGULATIONS

PART A – LEADERSHIP

1 1.1 In these Regulations, the expression “Leaders” shall include Captains, Lieutenants, Warrant Officers, Chaplains, Instructors, Amicus Leaders, Helpers, Reserve Officers and other adult Leaders over the age of 18 years.

1.2 In these Regulations, the expression “Safeguarding Panel” means the Panel constituted by the Executive for these purposes.

2 The Church or other Christian Organisation of which the Company is a part will nominate for Registration all Leaders, and as part of that process will ensure that the following actions are taken:-

2.1 except for a prospective Captain, Chaplain, or Reserve Officer who is already a Registered Leader, all prospective Leaders will be interviewed by the Company Captain and by the Chaplain of the Church or other Organisation of which the Company is a part, or by a member delegated to carry out that function.

2.2 except for a prospective Captain, Chaplain, or Reserve Officer who is already a Registered Leader, written references as to the prospective Leader’s suitability to serve as a Boys’ Brigade Leader will be obtained from two people who are not related to the Applicant.

2.3 a Boys’ Brigade Leader’s Registration Application form will be completed.

2.4 the Applicant will complete a criminal record disclosure application form, which will be returned to the address specified.

3 On receipt of the completed documentation, the relevant Regional Headquarters Office will forward the documentation to Brigade Headquarters and will cause a check to be made at the criminal records agency for the Region. Brigade Headquarters will record the Application as a pending Registration. All categories of Leadership will be subject to an enhanced check. If the results of such checks reveal no matters recorded against the Applicant, and if the Application appears to be satisfactory, Brigade Headquarters will Register the Leader, allocate a Leader Registration Number, and issue to the Applicant a Leader Registration Card. Confirmation of the Registration will be sent to the Church or other Christian Organisation of which the Company is a part, to the relevant Battalion, and to the relevant Regional Headquarters Office. Pending confirmation of Registration, a prospective Leader may work as a Leader, but only under the supervision of a Registered Leader.

4 If any information is revealed at any stage of the process of considering an Application for Registration that indicates that the Applicant should not be Registered, Brigade Headquarters will notify the Applicant in writing, setting out the reasons. Notification that the Applicant has not been Registered will be given to the Captain and to the church or other organisation of which the Company is a part.

5 Where an Application for Registration is unsuccessful, the Applicant may appeal against the refusal. Such Appeal must be submitted in writing to the Chairman of the Brigade Executive, Brigade Headquarters, Felden Lodge, no later than twenty-eight days from the date of the notification of the refusal to Register. The Appeal will be determined by a Panel appointed by the Chairman of the Brigade Executive, or by the Safeguarding Panel, as the Chairman may direct.

6 If any information is revealed at any stage of the process of considering an Application for Registration which indicates that it is unclear whether the Applicant should be Registered or not, the question must be referred

forthwith to Brigade Headquarters, which will then refer the matter to the Safeguarding Panel. The Panel will consider all the information available and will offer the Applicant the opportunity of being interviewed by members of the Panel. If the Panel conclude that the Applicant be suitable for Registration, then Brigade Headquarters will Register the Applicant as a Leader, and complete the steps set out in paragraph 3. On the recommendation of the Panel, Brigade Headquarters will have power to Register a Leader for a probationary period with a date set for review. Further, on the recommendation of the Panel, Brigade Headquarters will have power to Register a Leader subject to the imposition of conditions, which may be reviewed by the Panel from time to time. If the Panel conclude that the Applicant be unsuitable for Registration, then the provisions of paragraph 4 will apply.

7 An Applicant whose Registration is refused by the Panel will have a right of Appeal to the Chairman of the Brigade Executive, and the procedure set out in paragraph 5 will apply.

8 All allegations or suspicions of abuse, or other misconduct, or any criminal convictions must be reported immediately and directly to the Company Captain, who must refer the matter forthwith to Brigade Headquarters. Where any such report is received by a Regional Headquarters Office, District or Battalion, the matter must be referred immediately to Brigade Headquarters. If such allegations arise in respect of a Company Captain, the matter must be reported to the Chaplain and to Brigade Headquarters.

9 The Registration of any Leader under suspicion or against whom an allegation or complaint has been made may be suspended by Brigade Headquarters until the conclusion of any investigation. Brigade Headquarters will notify the Leader of the suspension in writing, and will further notify the Company Captain, Chaplain, Battalion and Regional Headquarters Office.

10 A Leader will have the right of appeal against the suspension of his or her Registration, which Appeal must be notified in writing to the Chairman of the Brigade Executive, Brigade Headquarters, Felden Lodge, within fourteen days of the notification of suspension. The Appeal will be determined by a panel appointed by the Chairman of the Brigade Executive, or by the Child Protection Panel.

11 While under suspension, a Leader may not attend or participate in any Boys' Brigade activities whatsoever, at National, Regional, District, Battalion or Company level.

12 The investigation on behalf of the Brigade of any allegation or suspicion of abuse, or of other misconduct, or of any criminal conviction will be carried out by the Safeguarding Panel. If the Panel determine that the allegation or suspicion be unfounded, Brigade Headquarters will reinstate the Leader's Registration. If the Panel determine that the allegation or suspicion be established, Brigade Headquarters will cancel the Registration of the Leader, who will then not be able to attend or participate in any Boys' Brigade activities whatsoever, at National, Regional, District, Battalion or Company level. Notification of the cancellation of Registration will be sent to the Leader, the Church or other Christian Organisation of which the Company is a part, the Battalion, and the relevant Regional Headquarters Office. A record of the cancellation will be made at Brigade Headquarters. A Leader whose Registration has been cancelled may appeal against the cancellation, and the procedure set out in paragraph 5 will apply.

13 All Captains must inform Headquarters whenever a Leader leaves a Company and must give details of the reasons for his or her leaving.

14 In the case of new Companies, pending the Registration of the Company and of any prospective new Leaders, unless at least one member of staff is already a Registered Leader, the Company may continue to operate, but only under the direct supervision of a Registered Leader who will be appointed for that purpose by the relevant Battalion.

Registration of National, Regional, District and Battalion Officials

15 With the exception of honorary appointments all National, Regional, District and Battalion Officials who are not already Registered as Leaders in the Boys' Brigade must:-

15.1 be nominated in writing to serve in the particular position to which they are to be appointed, by two persons already Registered as Leaders in the Boys' Brigade.

15.2 complete a Boys' Brigade Application form for Registration as an Official within the Brigade.

15.3 complete a criminal record disclosure application form.

15.4 submit or cause to submit all the above documentation to the relevant Regional Headquarters Office.

16 On receipt of the completed documentation, the relevant Regional Headquarters Office will forward the documentation to Brigade Headquarters and will cause an enhanced check to be made at the criminal records agency for the Region. Brigade Headquarters will record the Application as a pending Registration. If the results of such checks reveal no matters recorded against the Applicant, and if the Application appears to be satisfactory, Brigade Headquarters will Register the Applicant in the role to which he or she has been nominated, allocate a registration number, and issue to the Official a Registration Card. In the case of Regional, District and Battalion Officials, the appropriate body will also be notified.

17 If any information is revealed at any stage of the process of considering an Application for Registration as an Official that indicates that the Applicant should not be Registered, Brigade Headquarters will notify the Applicant in writing, setting out the reasons. Notification that the Applicant has not been registered will be sent to the relevant body to which the Applicant has been nominated as an Official.

18 The provisions of paragraphs 5, 6, and 7, will apply to prospective Officials.

19 All allegations or suspicions of abuse, or other misconduct, or any criminal convictions on the part of Officials must be reported immediately and directly to Brigade Headquarters.

20 Any Official under suspicion or against whom an allegation or complaint has been made may be suspended by Brigade Headquarters until the conclusion of any investigation. Brigade Headquarters will inform the Official in writing of the suspension and will further notify the body in which the Official serves.

21 In such circumstances, the provisions of paragraphs 10, 11, and 12, will apply.

PART B - HOLIDAY LEADERSHIP SCHEME

Introduction

22 The provisions of the Holiday Leadership Scheme should be read in conjunction with The Boys' Brigade's Safety Handbook for all matters relating to camps, holidays and expeditions. A copy is available from Brigade Headquarters or from the website at

<http://www.boys-brigade.org.uk/leaders/library/publications/index.htm>

23 The Holiday Leadership Scheme comprises a Holiday Leadership Certificate and a Camp Craft Certificate for canvas events (but not including overnight expeditions, for which a separate Expedition and Outdoor Leadership qualification is required). The person leading the holiday is referred to as the Leader in Charge.

Requirements to Lead a Holiday

24 An officer leading a camp or holiday of any duration, involving at least one overnight stay, must hold a valid Holiday Leadership Certificate.

25 The Leader in Charge must be an officer or warrant officer who has completed Youth Leader Training (or Officers' Basic Training), holds a valid Holiday Leadership Certificate and has the approval of the Company Captain to take charge of the holiday.

26 The Leader in Charge has overall responsibility for ensuring that adequate arrangements are made for the safe management of the holiday.

27 Notification of the holiday must be sent using the forms provided directly to the appropriate Regional Headquarters as follows:

27.1 one- or two-nights duration - at least 14 days in advance.

27.2 more than two nights - at least four full weeks (28 days) in advance.

The Regional Headquarters will ensure that certificates are appropriate and current.

28 Where Company, Battalion, District or other Brigade parties intend to visit countries outside the British Isles, notification must be sent in every case to Headquarters at least three months before the date of the visit for approval.

Holiday Leadership Certificate Requirements

29 To gain the Holiday Leadership Certificate, the holiday leader must:

29.1 Be an officer or warrant officer who has completed Youth Leader Training (or Officers' Basic Training).

29.2 Participate in a training event leading to the award of the Holiday Leadership Certificate.

Both of the above requirements must be in place before the officer takes responsibility for leading the holiday.

Camp Craft Certificate

30 As part of the safe management of the event, the Leader in Charge is responsible for ensuring that at least one person attending the camp holds a current Camp Craft Certificate if it is a canvas camp:

30.1 An officer or warrant officer can hold the Camp Craft Certificate.

30.2 A Camp Craft Certificate can be held by non-BB personnel, provided that she or he is aged 18 or over and is fully committed to the objectives of the BB and its policies and meets the requirements of our policy on child protection.

Camp Craft Certificate Requirements

31 To gain the Camp Craft Certificate, the person concerned must:

31.1 Be an officer or warrant officer OR be aged 18 or over, fully committed to the objectives of the BB and its policies and meets the requirements of our policy on child protection.

31.2 Participate in a training event leading to the award of a Camp Craft Certificate.

Both of the above requirements must be in place before attending the canvas camp.

Duration and Renewal of the Certificates

32 Holiday Leadership Certificates last for a period of five years and will be kept “live” by attending at least one holiday within the five-year period and undertaking a responsible role on that holiday. Log sheets are available from the appropriate Regional Headquarters for officers to keep brief details of the holidays they have attended. These should be kept by the individual officer in his or her Training Record file. Applications for five-year extensions should be made to the appropriate Regional Headquarters, sending in the completed log sheets.

33 The Camp Craft Certificate lasts for a period of five years and will be kept “live” by attending at least one canvas camp within the five-year period and undertaking a responsible role at the camp. Log sheets are available from the appropriate Regional Headquarters for officers to keep brief details of the canvas camps they have attended. These should be kept by the individual officer in his or her Training Record file. Applications for five-year extensions should be made to the appropriate Regional Headquarters, sending in the completed log sheets.

Requirements to Lead an Expedition

34 A leader supervising Expeditions or Explorations must hold an Expedition and Outdoor Leadership Certificate at the appropriate level. Certificates are valid for five years and are subject to renewal.

Expedition and Outdoor Leadership Certificate

35 The Certificate in Expedition and Outdoor Leadership for all those who train boys in Expedition skills, and/or supervise Expeditions, is set at three levels:

35.1 Basic: for those who have passed the Theory part of the assessment, allowing them to instruct Boys and lead accompanied training expeditions in moderate and familiar terrain and in doing so, gain experience

.

35.2 Standard: for those leaders training and supervising Expeditions within the Brigade’s Award Scheme (i.e., up to the King’s Badge or DEA Silver Award standards).

35.3 Advanced: for those leaders training and supervising Expeditions to DEA Gold Award standards (i.e., in wild country).

36 The Brigade will recognise externally operated training schemes such as the Basic Expedition Leadership Award (BELA) and Mountain Leader training schemes. Locally provided training is also recognised but The Brigade retain the responsibility for assessment of locally trained candidates. To obtain a B.B. Expedition and Outdoor Leadership Certificate, an application should be made to your Regional Headquarters including copies of externally gained certificates.

Approval

The Leadership Regulations were approved by the Brigade Executive on 15 November 2008 to be effective from 1 January 2009 and are a Brigade Regulation pursuant to Article 81 of the Articles of Association.

Amendment

The Leadership Regulations may be amended by an ordinary resolution of Brigade Council or the Brigade Executive.

SECTION FIVE

AGE REGULATIONS

Amended October 22

Brigade session and school years

- 1 The Brigade operates over a number of school year systems and in order for clarity, the Age Regulations refer to:
 - 1.1 Sections of a Company
 - 1.2 Age implications
 - 1.3 School years of the various regions

The Brigade session

- 2
 - 2.1 The Brigade session shall coincide with the academic school years prevailing in each Region
 - 2.2 Clause 2.1 shall not apply for national events such as inter-Regional competitions where the Brigade session shall operate from 1 September to 31 August of each year.

Age limits

- 3 Subject to clauses 4 and 5, the following general rules shall apply with regard to age limits:

Section	Age Limits
Anchor Boys	Minimum age – 5 years Entry at 4 years is subject to the provisions of clause 5
Seniors	Maximum age - the end of the session in which they attain their 18th birthday
Staff Sergeants	Men or women aged 17 and over may serve until the end of the session in which they attain their 19 th birthday

- 4 The age of members within each section shall fall within the following matrix which takes into account the different school year descriptions for the various Regions.

Section	England	Scotland	Northern Ireland	Wales	Republic of Ireland
Anchor Boys	Reception xx		Primary 1 xx	Reception xx	Junior Infant xx
	Year 1	Primary 1 xx	Primary 2	Year 1	Senior infant
	Year 2	Primary 2	Primary 3	Year 2	1 st Class
	Year 3	Primary 3	Primary 4	Year 3	2 nd Class
Junior Section	Year 4	Primary 4	Primary 5	Year 4	3 rd Class
	Year 5	Primary 5	Primary 6	Year 5	4 th Class
	Year 6	Primary 6	Primary 7	Year 6	5 th Class
Company Section	Year 7	Primary 7	Year 8	Year 7	6 th Class
	Year 8	Secondary 1	Year 9	Year 8	1 st Year
	Year 9	Secondary 2	Year 10	Year 9	2 nd Year
Seniors	Year 10	Secondary 3	Year 11	Year 10	3 rd Year
	Year 11	Secondary 4	Year 12	Year 11	4 th Year
	Year 12	Secondary 5	Year 13	Year 12	5 th Year
	Year 13	Secondary 6	Year 14	Year 13	6 th Year

- 4.1 In the above table, An Anchor Boy entry year marked with “XX” means that the entry of Boys within this school year is subject to clause 5.
- 4.2 In exceptional circumstances, a Company may retain a Boy within a section for an additional year or promote a Boy to another section a year early depending on the needs of the individual and Company.
- 4.3 References to school or academic years in these Regulations shall refer to the year which a Boy is currently attending at school

Anchor Boys

5 The entry point can be reduced beneath the 5th birthday if:

- a) A Boy will be eligible for membership of the Brigade at the beginning of the school year on or after his 4th birthday and:
- b) The Boy has commenced statutory education

5.1.2 The Company has gained prior permission from Headquarters or the appropriate Region for its Company to work with this age group

A minimum of two nominated leaders have undertaken the necessary training linked to play work standards

5.1.4 Separate provision is made for elements of the programme including games and crafts

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

5.2.1 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.

5.2.2 When the Company has agreed, the Captain should then get permission from the Church.

5.2.3 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.

5.2.4 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.

5.2.5 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.

6 Anchor Boys are not permitted to attend Camps or take part in overnight activities.

7 At the discretion of the Company Captain, Anchor Boys are permitted to parade on Company parades

8 With the approval of the Battalion Council, Anchor Boys may parade on Battalion parades **(Airdrie Coatbridge & District Battalion have decided for safety reasons, that Anchor Boys will not parade at Battalion parades at any time)**

9 Junior Section Boys may attend organised Junior Section weekend camps under canvas, provided that the programme is suitable for the different age groups. Holidays in a School or Church Hall, etc are also encouraged.

10 Junior Section Boys, in their last year, are permitted:

10.1 to attend a Company Section Camp

10.2 to participate in Company Section activities in line with their individual ability and aptitude

Company Section and Seniors

11 Suitable members may be appointed NCOs, provided they have reached the following minimum school years:

Ranks	England	Scotland	Northern Ireland	Wales	Republic of Ireland
Lance Corporal	Year 10	Secondary 3	Year 11	Year 10	3 rd Year
Corporal	Year 11	Secondary 4	Year 12	Year 11	4 th Year
Sergeant	Year 12	Secondary 5	Year 13	Year 12	5 th Year

12 The status of Senior is given to those provided they have reached the following minimum school year as shown in table above:

13 Seniors may work for awards gained under the relevant Award Schemes

14 Seniors working for their King's Badge may remain in the Senior Section until the end of the session in which they attain their 19th birthday.

Staff-Sergeants

15 Staff-Sergeants who have gained the President's Badge while in the Company Section or Seniors, may work for and gain the King's Badge.

Approval

The Age Regulations were approved by Brigade Council on 6 September 2008 to be effective from 1 January 2009 and are a Brigade Regulation pursuant to Article 86 of the Articles of Association.

Amendment

The Age Regulations may be amended by a resolution of the Brigade Executive.

SECTION SIX

UNIFORM REGULATIONS

- 1 Anchor Boys** will wear a blue Boys' Brigade polo shirt and plain dark trousers or shorts and footwear as deemed appropriate by the relevant officer. A red Boys' Brigade sweatshirt may also be worn. An arm band may be worn on the right arm above the elbow upon which shall be worn awards as per the awards regulations. A tape showing the company name may be worn at the top of the armband.
- 2 Junior Section Boys** will wear a blue Boys' Brigade polo shirt and plain dark trousers or shorts and footwear as deemed appropriate by the relevant officer. A royal blue Boys' Brigade sweatshirt may also be worn. An arm band may be worn on the right arm above the elbow upon which shall be worn awards as per the awards regulations and a leading boy badge (worn at the bottom of the armband if the boy holds the position). A tape showing the company name may be worn at the top of the armband. At the option of the relevant officer, the Boys' hat with hat badge may be worn.
- 3 Company and Senior Section Boys** will wear either a blue Boys' Brigade polo shirt or navy-blue Boys' Brigade shirt with Boys' Brigade tie and plain dark trousers with, at the option of the relevant officer, a black leather belt with chrome Boys' Brigade buckle and plain dark footwear as deemed appropriate by the relevant officer. A navy-blue Boys' Brigade sweatshirt may also be worn. An armband may be worn on the right arm above the elbow upon which shall be worn awards as per the awards regulations and, where the boy is an NCO, the appropriate badge worn at the bottom of the armband, viz:
 - 3.1 lance corporal: one-barred chevron with its point downwards.
 - 3.2 corporal: two-barred chevron with its point downwards.
 - 3.3 sergeant: three-barred chevron with its point downwards.

A tape showing the company name may be worn at the top of the armband. An armband may be worn on the left arm above the elbow upon which shall be worn awards as per regulations. At the option of the relevant officer, the Boys' hat with hat badge may be worn.
- 4 Staff Sergeants** will wear either a blue Boys' Brigade polo shirt or a blue Boys' Brigade shirt with Boys' Brigade tie and plain dark trousers, with, at the option of the relevant officer, a black leather belt with chrome Boys' Brigade buckle and plain dark footwear as deemed appropriate by the relevant officer. A navy blue Boys' Brigade sweatshirt may be worn. An armband may be worn on the right arm above the elbow upon which shall be worn awards as per the awards regulations and a four-barred chevron badge worn at the bottom of the armband with its point upwards. A tape showing the company name may be worn at the top of the armband. An armband may be worn on the left arm above the elbow upon which shall be worn awards as per award regulations. At the option of the relevant officer, the Boys' hat with hat badge may be worn. When acting as Battalion Sergeant-Major, a Staff-Sergeant may wear a small red rosette under the hat badge.
- 5 Captains, Lieutenants and Warrant Officers** will wear either a white Boys' Brigade polo shirt or a white Boys' Brigade shirt with Boys' Brigade tie, plain dark trousers with, at the option of the relevant officer, a black leather belt with chrome Boys' Brigade buckle and plain dark footwear as deemed appropriate by the relevant officer. A navy-blue Boys' Brigade sweatshirt may also be worn. At the option of the relevant officer, Men Officers may wear the Glengarry Cap with Officers' cap badge; Women Officers may wear a hat of the same pattern as the Boys' hat, but of different material, with the special hat badge, the Boys' hat may be worn as an alternative, if desired; Warrant Officers may wear the same hat as Officers, as defined above, but with the special Warrant Officers' badge. NB A red rosette behind the cap badge may be worn by Officers acting as Staff Officers, but only when so engaged, and will not be worn at other times as a mark of rank.

6 General

6.1 'Relevant Officer' in these regulations shall mean the company Captain or a member of staff within the company to whom the Captain has delegated the option or a member of staff in charge of an event at Battalion, District or national level.

6.2 On appropriate occasions, the relevant officer may decide that the sweatshirts mentioned in the above regulations should not be worn.

6.3 A plain dark skirt may be worn in place of the trousers in the above regulations and a plain dark coloured handbag or shoulder bag may be carried.

6.4 When not on parade, officers may wear a plain dark jacket to match their trousers / skirt.

6.5 The tie referred to in the above regulations will be: a Boys' Brigade tie; a Boys' Brigade Seniors' tie; or a Boys' Brigade officers' tie.

6.6 Bandmasters of Pipe Bands may wear the Glengarry cap and Boys' hat badge.

6.7 Drum-Majors will wear the uniform of their rank, with the addition of white gauntlets/gloves. A sash may be worn over the left shoulder bearing the emblem of The Boys' Brigade and the Company, Battalion, or District designation only.

6.8 The BB buttonhole badge may be worn by any member when not in uniform.

6.9 A poppy may be worn on the left breast above The Boys' Brigade anchor during remembrance week and on remembrance parades.

6.10 When in uniform, the Cross for Heroism shall be worn on the left breast above The Boys' Brigade anchor and to the wearer's right of all other medals.

6.11 A kilt and other accoutrements may be worn in place of the trousers in any of the above regulations at the option of the relevant officer.

6.12 Chaplains will wear either officers' uniform or their usual clerical attire. A clerical collar and shirt may be worn, if desired, in place of the shirt and tie stated in the above regulations.

6.13 Brigade, District and Battalion office bearers and honorary Captains and honorary Presidents of companies may wear officers' uniform.

6.14 A maximum of two company medals may be worn on the left breast above The Boys' Brigade anchor.

6.15 On ceremonial occasions, Officers may wear the ribbon of their medals and decorations.

6.16 Members may wear their regional emblem, as approved by the Brigade Executive, at the top of the right sleeve of the polo shirt, sweatshirt or shirt.

6.17 On appropriate occasions, the relevant officer may decide that a weatherproof garment should be worn.

Approval

The Uniform Regulations were approved by Brigade Council on 4 September 1999 and amended on 2 September 2000 and has been designated a regulation by the Brigade Executive pursuant to Article 86 of the Articles of Association.

SECTION 10

GIRLS' ASSOCIATION

The Girls' Association

- 1 The Organisation shall be called 'The Girls' Association'.
- 2 The Object of the Girls' Association shall be the advancement of Christ's Kingdom among Girls.
- 3 The Object shall be promoted by Christian teaching, programmes of activity and any such methods which may include sport, adventure and learning as may be recognised by Brigade Council as being of value in the personal development of its members.
- 4 The Girls' Association shall be a uniformed Christian youth organisation.
- 5 The purpose of the Girls' Association shall be to support those Companies of The Boys' Brigade who wish to work with Girls.

Girls' Association badge and emblem

- 6 The Girls' Association shall have its own badge and/or emblem.
- 7 Leadership arrangements for the Girls' Association shall operate as specified in Brigade Regulations.
- 8 Girls' Association leaders shall be appointed in accordance with Brigade Regulations Section Four

Uniform, badges and emblems

- 9 Boys' Brigade Uniform Regulations shall apply for Girls' Association members with the exception that in place of The Boys' Brigade badge and/or emblem, the Girls' Association badge and/or emblem shall be used

Brigade Regulations

- 10 Where the Girls' Association operates and unless specifically stated otherwise, other Brigade Regulations shall apply.
- 11 Clause 10 shall apply for the purposes of implementing the Age Regulations for Girls' Association members.

Awards

- 12 Girls' Association members may work for all Brigade awards.

Activities and sport

- 13 Girls' Association members may take part in physical contact sports with Boys:
 - 13.1 Where it has been prescribed as permissible by an appropriate governing body, or
 - 13.2 Where none exists, only as might be considered appropriate by a reasonable adult having regard to the comparative age, capability, experience, weight and strength of the participants.
- 14 Activities and sports shall be open to Girl's Association members except where:
 - 14.1 Clause 13 above applies,

14.2 Brigade Regulations prescribe otherwise, or

14.3 The Brigade Executive have published operational guidance relating to the delivery of services, e.g. Health and safety, competitions etc

Approval

The Girls' Association Regulations were approved by Brigade Council on 6 September 2008 to be effective from 1 January 2009 and are a Brigade Regulation pursuant to Article 86 of the Articles of Association.

Amendment

The Girls' Association Regulations may be amended by an ordinary resolution of Brigade Council.

PRESIDENT'S BADGE REGULATIONS

Awarded to members who show all round proficiency within the programme, having completed the following:

METHOD A ('Get the Credit' requirements)

1. Be at least 15 years of age or be in the session in which the young person becomes 15.
2. Have at least 2 years' regular service.
3. Hold Grade 3 in all activity group badges and in Brigade Leadership.
4. Be recommended as suitable by the Company Captain.

METHOD B ('Get the Credit' requirements)

1. Be at least 15 years of age.
2. Have been a member of the Company for at least 1 session with good behaviour and attendance.
3. Attend a Christian Faith class or Bible class and take an active part.
4. Attend a Grade 3 leadership course or equivalent.
5. Obtain the Duke of Edinburgh Bronze Award, gained within or outside The Boys' Brigade.
6. Be recommended as suitable by the Company Captain.

METHOD C ('Discover' programme requirements – from August 2007)

1. Awarded during year 4.
2. Complete a Christian faith development course.
3. Have good attendance for 1 session.
4. Be recommended by the Company Captain.
5. Participate in a non-residential teamwork skills experience run by Battalion, District or Region.
6. Completed at least 30 topics from the Discover programme, having gained three badges in the last 12 months.
7. Taken part in an activity based residential event within the BB.
8. Complete 10 hours of practical service for the Brigade or church.

METHOD D ('Discover' programme requirements – from August 2007)

1. Awarded during year 4.
2. Complete a Christian faith development course.
3. Have good attendance for 1 session.
4. Be recommended by the Company Captain.
5. Participate in a non-residential teamwork skills experience run by Battalion, District or Region.
6. Gained Bronze Duke of Edinburgh's Award.

Once the Captain is satisfied that the Boy has achieved one of the above methods, an application form should be completed and signed accordingly, thereafter the Battalion signatory, **currently the QB Advisor**, or in his/her prolonged absence the Battalion Secretary, will complete the form with the Battalion recommendation. It is then the responsibility of the Captain to obtain the award from BBHQ.

KING'S BADGE REGULATIONS

The **King's Badge** is the highest award that may be gained by a member of The Boys' Brigade.

The King's Badge will be awarded to Candidates who qualify as follows:-

1. **Hold the President's Badge.**
2. **Attend a King's Badge Candidates' Meeting.**
3. **Participate in Skills-based training.**
4. **Take Responsibility within the BB or Church.**
5. **Provide Service or Support to others outside the BB or Church.**
6. **Develop Interests (Skills, Physical, Expedition)**
7. **Participate in a Completion Residential.**
8. **Record Activity.**

Full details of the regulations for the King's Badge can be found in the King's Badge Record Book or on the BBUK Website.

The Company Captain must complete a report on the young person's work and progress throughout this period and recommend them for the Award.

PRESENTATION

This is the highest award that may be gained by a member of The Boys' Brigade and its presentation should be made formally at a suitable ceremony.

Using The DofE Award in The Boys' Brigade

STRUCTURE

The DofE Award

Headquarters at Windsor with Regional Offices throughout the country



Operating Authority - The Boys' Brigade



Battalion Co-ordinator



Company



DofE Leader



Participant

Using the DofE Award within The Boys' Brigade

The starting age for the Bronze Award is 14 years. Many items can count towards both the DofE Award and King's Badge at the same time - the Silver DofE Expedition is the same as for King's Badge: Voluntary Service in or outside the Company can count for both DofE and King's Badge.

The "Building Your Skills" Course can count as the training for Bronze Standard for Service in the Company as can a Skills Based Training Course as outlined in the Challenge Plus Programme for Silver Standard. Either Part 1 or Part 2 of K.G.V.I can count as DofE Residential although the organizers prefer the whole Course to be attended and the completed Course counts as the training for Service in the Company at Gold Standard as does the B.B. Youth Leader Training Course.

There are other spin-offs such as where the expedition training also equips participants to take part in other B.B. events such as Charnwood Hike, Cleveland Hike, etc.

Officers or Instructors within Companies are encouraged to attend local Area DofE Committees to keep abreast of local developments and facilities and at the same time provide representation from The Boys' Brigade and extend our contacts within the local community. These Committees can often offer external courses which it may be possible for B.B. members to join thus relieving the pressure on Company staff as well as broadening the range of subjects.

It is essential that the participant's name, address, date of birth, Award I.D. reference number, etc. are filled out and done so accurately in the Record Book.

The Participant's Enrolment Form should be completed and forwarded to Regional Headquarters so that a record on DEAMS can be created – this Form is only required once when the participant first enrolls at whatever level of the Award. Once issued, the same Award I.D. reference number is used throughout all levels and all Operating Authorities. If the holder of the Record Book leaves or moves to a new locality the appropriate page in the Book should be completed and forwarded as described.

Taking the first step

It is appreciated that many Captains and Officers fear the DofE Award as either too complicated or too much extra work. This is understandable within the busy life of a Company but in fact the Award could provide many solutions.

It must be emphasized that the advice in this booklet is to assist Boys' Brigade Companies to use the DofE Award within the framework of the Company. It is complementary to The Handbook for DofE Leaders, and a conscious effort has been made not to repeat the basics already set out there. This booklet should therefore be studied **in addition to the Handbook** and not instead of it.

If involved in joint working with members of The Girls' Brigade, please bear in mind that theirs is a separate Operating Authority and they may have their own arrangements for certain subjects.

The Handbook for DofE Leaders contains the guidance into operating the Award. Particularly in the early days of usage by an Officer/Leader who is unfamiliar with the Award, it is recommended to keep it simple – list the topics the Company can offer and then make it clear to would-be participants what is available, and candidates can then draw up their own programmes within this framework.

Where a young person has limited funds, the Leader may also need to guide towards the least expensive subjects.

Companies sometimes fear that using the DofE Award will require extra staff. In practice this need not be so and in fact using the Award may help with staff shortages. It does require one Officer or Helper to take charge of the Award as “Leader” within the Company, but he/she may in fact become more of a “manager” than have to undertake additional instruction.

Within The Boys' Brigade existing Officers or Instructors can act as Assessors for their particular subjects. If assessment in subjects not already provided by the Company is required, then there may be some suitably qualified parent (other than the participant's) or Church member who would be quite prepared to act as Assessor on a one-to-one basis (e.g. *A member of a Philately Society* who would be prepared to guide the young person through stamp collecting and perhaps only need see the participant once a month). All external Assessors should either hold some qualification in the relevant subject or belong to a recognisable society and this should be entered in the Record Book upon completion. However, no young person should be expected to visit an Assessor alone and it may be preferable to ask the Assessor to meet the participant on Company premises during Company activities. The DofE Leader will gradually build up contacts who can help and this may in fact extend the Company sphere and even improve local relationships. It may be that other Companies or youth groups within the same area can help. Most Battalions have a DofE Co-ordinator who is available for guidance and who may have already built up a list of useful contacts.

Beginning

A young person can begin the Bronze Award from the age of 14. Some discretion is given to Operating Authorities to permit those who would be just too young to enter but who are part of a larger group over this age to make a start with their friends, but this should not be abused – 13 ½ years of age is the very earliest acceptable to The Boys' Brigade.

For the Bronze Award there are four Sections - **Volunteering, Physical, Skills, and Expedition.**

Once the Award has been fully explained and the young person has decided to take part, the first step is to purchase a Record Book. As the participant will be taking the Award through The Boys' Brigade, this should be purchased from B.B. Supplies. The personal details should be completed, and it is recommended that the adult responsible for the Award within the Company keeps a separate record of this and all subsequent entries.

The next step is to discuss with the young person what subjects they wish to follow for each of the four Sections. If the Leader is not yet familiar with the Award it is perfectly acceptable to explain to the participant that the range of subjects will be limited to those which the Leader can arrange. Within a B.B. Company this may initially limit the choices to Company activities. Extension of the range will follow as the Leader becomes familiar with the Award and builds up external contacts.

If the participant has only limited time available, it may be advisable to begin one Section of the Award only and move to another when this is complete. If required, the participant has until the 25th birthday to complete any level of the Award.

It is permitted to count an activity undertaken during the three months prior to enrolment into the Award but this is limited to one Section only, bearing in mind that the minimum age requirements and the conditions of the appropriate Section must be met. However, at Gold level no activities may be undertaken before the age of 16.

If the subjects taken are within the Company, the appropriate Company Officer for that subject should sign that Section and include his designation (e.g. *Band Officer*). However, the signing of more than one Section by the same Officer should be avoided as should the signing by a parent or relative who happens to also be a Company Officer - it is appreciated that in some very small Companies this may not be easy to achieve.

Silver Award

A young person can move on to the Silver Award at the age of 15 or can take the Silver Award direct. Again, some discretion is given to Operating Authorities to permit those who have completed the Bronze Award to make a start on the Silver Award just before their 15th birthday without imposing an artificial delay. Participants should be encouraged to complete all Sections of a particular Award before embarking on a higher Award. However, it is possible to work for a Section of the next higher Award before completing the whole of a lower Award subject to

- (i) completion of that Section at the lower level
- (ii) the participant being of the appropriate starting age and
- (iii) a Record Book being purchased for the next level of Award.

For the Silver Award there are again four Sections – **Volunteering, Physical, Skills and Expedition.**

For Silver direct candidates, there are additional requirements as set out in The Handbook for DofE Leaders.

Gold Award

At the age of 16 a young person can move on to the Gold Award or can take the Gold Award direct. Note that no activities may be counted for the Gold Award before the 16th birthday. Again, participants should be encouraged to complete all Sections of a particular Award before embarking on a higher Award. However, it is possible to work for a Section of the next higher Award before completing the whole of a lower Award subject to

- (i) completion of that Section at the lower level
- (ii) the participant being of the appropriate starting age and
- (iii) a Record Book being purchased for the next level of Award.

The same four Sections are repeated for the Gold Award but with the addition of the Residential Section.

For Gold direct candidates, there are additional requirements as set out in The Handbook for DofE Leaders.

Approval of Awards

The Company Captain or DofE Leader should check that the Record Book is properly completed in all Sections. Subject headings should comply with those used in The Handbook for DofE Leaders (e.g. Helping People, Team Sports, Media & Communication, etc.).

Where there is a Battalion Co-ordinator for the DofE the Book should then be passed to him/her indicating whether a B.B. uniform badge is required in addition to an Award lapel badge and Certificate and if so, the appropriate payment should be enclosed. If there is no Battalion Co-ordinator then the application form together with the Record Book and any money should be submitted direct to Regional Headquarters (Felden Lodge in the case of England and Wales, Carronvale House for Scotland and Rathmore House for Northern Ireland).

Please allow plenty of time for the approval of Awards (at certain times of the year at least 28 days). Bear in mind that Gold Awards need secondary approval from DofE Headquarters which will require extra time. No Award at any level can be regarded as approved until the lapel badge is issued and presentation should only then be arranged.

It is expected that Companies will wish to mark the achievement of Awards at all levels by a suitable Presentation. Uniform should be worn at such formal occasions particularly where there are other groups also receiving Awards. In the case of Gold Awards, arrangements are made by the DofE Office for Certificates to be presented in the regional capitals and even if recipients have left the Brigade, they are entitled to wear uniform on that occasion to show that they gained their Award through The Boys' Brigade. Officers in support should also wear uniform.

In cases where a participant needs encouragement to continue with any level of the Award, there are small certificates available for presentation after the completion of any one Section. These are known as modular certificates and are available at Bronze, Silver and Gold levels. Obviously, these require approval through the same hierarchy as completed Record Books.

Volunteering Section

Participants within The Boys' Brigade can carry out instruction or leadership in one of the Sections of a Company (usually Anchor Boys or Junior Section at Bronze level) for the Volunteering Section of the Award. The Officer-in-Charge of the Section and the participant should hold an initial briefing confirming the nature of the Service and practical involvement. The start date for this Section will then be the first practical session (not including the earlier briefing) and then briefing/counselling sessions can be held at any time to discuss any difficulties which have arisen. The Officer should review progress and give guidance and support as needed.

At Bronze level the B.B. "Building Your Skills" Course or other specialised appropriate training should be undertaken and a minimum of 3 months' service in a leadership role within one of the Sections of the Company is required. At Silver level a minimum of 6 months is required but either prior to commencement or as early as possible the participant should attend a Skills-Based Training Course as outlined in the Discover Programme or other specialised appropriate Course. At Gold level a minimum of 12 months' service is required, and the participant should attend both weeks of K.G.VI or Youth Leader Training or another specialised appropriate Course.

"Fundraising" is another likely subject for Boys' Brigade members, and which may very easily fit in with existing Company projects or with Brigade special appeals. However, bear in mind that this must not advantage the participant's own Company unit.

"Sports Leadership/Coaching" is a subject for which The Brigade nationally can provide training courses.

"Learning about the Fire Service" can be undertaken for the Volunteering Section under the DofE heading of Community Action and Raising Awareness and where the local Fire Brigade will help but, in all cases, where there is a preliminary Course this can only count for one quarter of the prescribed period – the remaining three quarters must be practical, otherwise the subject would be better followed for the Skills Section under the DofE heading of Life Skills instead.

Voluntary service for the President's and King's Badges may at the same time be counted towards DofE provided the D. of E. requirements are met.

Additional flexibility is now provided which gives a Bronze Standard participant the choice of spending either three or six months on the Volunteering Section. A Silver participant is required to spend six months (a Silver direct participant can increase this to twelve months), and a Gold participant is required to spend twelve months on the Volunteering Section (a Gold direct participant can increase this to eighteen months).

Physical Section

Participation in B.B. football teams, cricket teams, indoor cricket teams, baseball teams, water polo teams, etc. can all count for the Physical Section. The participant can choose the period over which to complete this Section - either 3 months or 6 months at Bronze and Silver (direct entrants at Silver either 3 months, 6 months or 12 months) and either 6 months or 12 months at Gold (direct entrants 6 months, 12 months or 18 months). This is based on a regular commitment of an average of at least one hour a week including training sessions,

and the participant should agree with the instructor/team manager/ coach/Company Officer/Leader at the beginning of the period what participation and improvement is to be achieved. Targets and progress should be reviewed at periodic intervals.

Company swimming or physical activity classes can count for this Section, and it may be helpful to continue to use the DofE Award tables of tests and standards even though the points system is no longer required. In these cases, it is sensible to include the test items in the training sessions and gradually improve to meet either the former test standard or the maximum the instructor feels can be required of a particular individual. In appropriate subjects, Governing Body Standards should be aimed for.

Skills Section

The B.B. already provides ample choice of skills subjects in the Discover and Challenge Plus Programmes which can simultaneously count towards the DofE Skills Section, but the Leader should ensure DofE Award conditions are always met. The participant may choose whether to spend three months or six months on the Skills Section at Bronze and Silver levels, and six months or twelve months at Gold level. In some cases, this may better fit the planning of B.B. classes within the Company programme but in others it may present difficulties, and, in these cases, it is perfectly reasonable for a Company with limited resources to discuss this and agree with the participants for any particular year that they will all follow the same pattern.

If the subject chosen is part of the Company programme it is acceptable for the Company Officer or Instructor taking that subject to act as Assessor at any level of the DofE Award. When completing the Record Book, the Assessor should enter the post he/she holds below the signature. In the unlikely event that there is no acceptable topic in the B.B. Discover or Challenge Plus Programmes, refer to "Skills section ideas" in The Handbook for DofE Leaders. As mentioned earlier, if the subject chosen is outside the normal Company activities, the Assessor should be someone with a recognisable qualification or who is a member of some relevant and readily recognisable organisation (e.g. *Stamp Collecting (under Learning and Collecting for DofE)* – *a member of a Philately Society: Sports Officiating (under Games & Sports for DofE)* - *an Amateur Athletics Association Grade 1 Judge*). However, no young person should be expected to visit an Assessor alone and it may be preferable to ask the Assessor to meet the participant on Company premises during Company activities.

Expedition Section

Guidance for expeditions is covered in The DofE publication "Expedition Guide". This is perhaps the Section within which a B.B. member can experience working towards the Award before actually being of age to do so. There are a number of topics which can be done within the Discover Programme which may prove to be useful when old enough to start expedition training – First Aid, Canoeing, Fitness, Maps, etc.

The expedition requirements for the B.B. King's Badge equate with the DofE Silver Standard Expedition provided DofE regulations are adhered to. Expedition equipment and expedition safety If doing joint work with girls, it is useful to give the girls an electronic alarm since a loud noise in the quiet countryside carries for some distance and is potentially frightening to an attacker. An alarm that uses different batteries to those in any radio is recommended. Many local authorities will be happy to hire out expedition equipment. It is essential that all instructors in expedition work within The Boys' Brigade are appropriately qualified as follows. B.B. Headquarters maintain a list of Expedition and Outdoor Leadership Certificate holders within the Organisation and can advise on obtaining, upgrading and renewing these qualifications.

When signing Record Books, Assessors should add their own expedition qualification (e.g. *Holder of The Boys' Brigade Standard Expedition and Outdoor Leadership Certificate, etc.*) and their DofE Assessor Accreditation Number.

The Boys' Brigade Expedition and Outdoor Leadership Certificate

BASIC CERTIFICATE

For those who have passed the theory part of the assessment or completed a Gold Standard Expedition allowing them to assist in instructing young people and lead accompanied training expeditions in moderate and familiar terrain and, in doing so, gain experience To teach Bronze Standard DofE Award Expedition Section –

STANDARD CERTIFICATE required

(Brigade Headquarters will accept the same qualified person both training and assessing only at Bronze Level)
To teach Silver Standard DofE Award Expedition Section –

STANDARD CERTIFICATE required

(That is for those leaders training and supervising expeditions up to the King's Badge or DofE Silver Award standards) For those leaders training and supervising expeditions to DofE Gold Award standards i.e. in wild country –

ADVANCED CERTIFICATE required

A current Emergency First Aid , First Aid at Work or Adult Basic First Aid Certificate is necessary for both the Standard and Advanced

Certificates to be valid.

Existing holders of A.B.E.L. can apply for the Standard Certificate.

Existing holders of M.L.T.B. can apply for the Advanced Certificate.

Residential Section

This Section is a requirement at Gold Standard only. The emphasis must be that it is done in the company of others **who are not already known to the participant**. With this proviso, there are a number of B.B. activities available to meet the requirement -

The Boys' Brigade K.G.V.I Leadership Training Course. At the same time, both weeks of this Course will provide the necessary training for those taking Boys' Brigade at Gold Standard and working in a B.B. Company. Joining the staff at the B.B. Camp of a different Company to that of the participant. Joining the staff at Firm Foundations at Felden Lodge provided the stay is for at least four nights.

The theme of voluntary service taken for the King's Badge may be continued by help at holiday homes for the physically disadvantaged such as Vitalize Essential Breaks for Disabled People and Carers (formerly The Winged Fellowship Holiday Homes for the Disabled).

Alternatively, there are a number of Church-orientated events which are available such as Greenbelt, Spring Harvest, etc. but attendance should not be as part of a Group or with friends already known to the participant. Again, the stay must be for at least four nights. School or youth group trips are **not** acceptable.

In special cases where it is difficult for the participant to meet the time requirement, the commitment can be spread over weekends, but the total period must be within a 12-month span and the same activity pursued throughout. In all cases the organiser or other recognized official connected with the event should be made aware in advance of the reason for the young person's attendance and that he or she will be asked to certify in the Record Book that the requirements have been met.

Direct entry into the DofE at Silver and Gold

The Handbook for DofE Leaders sets out the requirements for direct entry into the Duke of Edinburgh's Award at Silver and Gold levels. There are additional time factors.

Direct entrants within The Boys' Brigade should not present any particular problems other than within the Expedition Section where it may be necessary to make special arrangements to train the young person up to the required standard.

Unattached young people

There has for many years been a general requirement for all Operating Authorities to help unattached boys and girls where possible by taking them on so that they make take part in the Award. "Unattached" here means young people who do not belong to an organisation which runs DofE. This might include your own Sunday School or Junior Church, etc.

It should be explained to any participant choosing to take the Award through The Boys' Brigade that they must accept our interpretations and requirements.

Starting and Finishing Ages

Bronze start	14 (age)
	14½ Bronze earliest finish
Silver start	15
	15½ Silver earliest finish
Gold start	16 Direct Silver earliest finish
	17 Gold earliest finish
	17½ Direct Gold earliest finish
Latest entry	23
Latest finish	25

Notes

There is provision for a slightly earlier start on Bronze and Silver subjects if involved in an organised training course with an older group. Activities undertaken during the three months prior to enrolment into the Award may count but this is limited to one Section only, bearing in mind that the minimum age requirements and the conditions of the appropriate Section must be met. However, no activity can count towards the Gold Award before the 16th birthday.

Participants who have completed the Bronze Award may start on the Silver before the age of 15 (14¾ maximum) without imposing an artificial delay.

Safeguarding policy and procedure

1. Our Commitment
2. Code of Good Practice
3. Recruitment of Leaders
4. Training of Leaders
5. Understanding abuse and maltreatment
6. Allegations and disclosures of abuse or maltreatment
7. Dealing with the press
8. Bullying
9. Working with children and young people to enable them to stay safe
10. Safe working practice
 - Risk assessments
 - Trips and holidays
 - Online and mobile technology
 - Photographs and video

11. Whistleblowing and making an anonymous referral

1. Our Commitment

1.1 The Boys' Brigade, as a Christian Youth Organisation is committed to providing a safe environment in which children and young people can develop socially and emotionally and form positive relationships.

2. Code of Good Practice

2.1. All leaders should follow the code of good practice for adults working in the BB, which is outlined on the card issued on registration. This is shown below:

WHAT HAPPENS ...

If you suspect a child is being abused; emotionally, physically or sexually:

1. Tell your Captain, Minister or other church official & inform BB Headquarters so that advice may be given.
2. Record any **facts** which support your suspicions.
3. Agree with other adults involved what action, if any, to be taken

If a child discloses to you abuse by someone else:

1. Allow the child to speak without interruption, accepting what is said, but **do not** investigate.
2. Alleviate feelings of guilt and isolation, while passing no judgement.

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3. Advise that you will try to offer support, but that you **must** pass the information on.
4. Same steps as in 1-2 as in suspecting a child is being abused.

If you receive an allegation about any adult or about yourself:

1. Immediately tell your Captain, Minister or other Church official & inform BB Headquarters so that advice may be given.
3. Record the **facts** as you know them.
4. Try to ensure no-one else is placed in a position which could cause further compromise.

You must refer; you must not investigate

YOU MUST.....

- treat everyone with respect
- provide an example you wish others to follow
- plan other activities which involve more than one other person being present, or at least which are within sight or hearing of others
- respect a young person's right to personal privacy
- have separate sleeping accommodation for leaders and young people
- provide access for young people to talk to others about any concerns they may have
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- avoid physical horseplay such as wrestling or tickling
- remember that someone else might misinterpret your actions, no matter how well-intentioned
- recognise that sensitivity is required in moments when you are discussing issues, such as bullying, bereavement, abuse or personal development

YOU MUST NOT....

- permit abusive youth peer activities (e.g. Initiation ceremonies, ridiculing, bullying)
- play physical contact games with young people
- have any inappropriate verbal or physical contact with young people or make suggestive remarks or gestures
- jump to conclusions about others without checking facts
- exaggerate or trivialise child abuse issues
- show favouritism to any individual
- rely on just your good name to protect you

2.2. Many churches have their own procedures, which are based on denominational "Safe from Harm" policies and expect all those working with young people to follow those policies. All leaders are expected to follow the policy of the church to which the Company is attached as well as those required by The Boys' Brigade.

2.3. The BB acknowledges that in its work with children and young people it has a duty to provide a safe environment in all circumstances and to ensure that they are protected from any form of physical, emotional or sexual abuse or harm.

2.4. This means ensuring that meeting places etc. are free from hazards, that risk assessments are carried out (see section 3.3. of the Safety Handbook), and that when any activity is undertaken involving an element of risk, then the person supervising the activity is appropriately qualified

and/or experienced.

3. Recruitment of Leaders

3.1. The Boys' Brigade has specific regulations and requirements for all adults working in the name of the BB including Leaders working in Companies, those with responsibilities in Battalions (and Districts in England) including Office Bearers and Reserve Officers, and at those working at Regional and National levels. Because of the changing nature of the requirements and provisions of those who work with children and young people, the Brigade regulations governing the registration of leaders and officials are not reproduced here. These can be found in the Leaders Handbook and on the BB website; copies are also available from BB or Regional Headquarters.

3.2. The key points of the regulations are that Churches nominate individuals as potential leaders, and as part of that nomination process should ensure the following procedures are undertaken:

- completion of the Leaders' Registration Form (available from BB or Regional Headquarters and on the BB website)
- an interview with the Captain and the Minister, or other Church official
- the taking up of written references of two people, not related to the applicant
- completion of a Disclosure Application Form. All categories of leader will be subject to an enhanced check.

3.3. The completed Leader Registration form is sent to the appropriate Regional HQ.

3.4. On receipt of the application form from the Company or Battalion, BB Headquarters or the appropriate Regional Headquarters, will ensure a disclosure check has been obtained from the appropriate agency. The disclosure will include information on any convictions, cautions or investigations not resulting in convictions. Consideration will be given to the information contained on the disclosure and if all is satisfactory, the leader will be registered, allocated a registration number and sent a leader registration card.

3.5. If there is information on the disclosure that indicates that the individual should not be appointed then they are written to, giving reasons. The Church will also be informed.

3.6. An individual who is deemed unsuitable to work with children or young people has the right of appeal. The appeal should be made in writing to the Brigade's Safeguarding Panel via BB Headquarters as set out in the regulations.

3.7. In the case of a disclosure that contains information that makes it unclear whether or not an individual should be registered, then a referral to the Brigades' Safeguarding Panel will be made. Members of the panel will consider the suitability of the individual, and conduct a risk assessment based on whether the nature of the information on the disclosure poses any risk to the welfare of children, young people or other adults. The Minister of the Church to which the Company is attached will also be involved in this process. If the panel and the Church agree that the applicant is suitable to work with children and young people, then Headquarters will register the individual. In certain circumstances it may be appropriate for an individual to be registered for a probationary period, with a date set for review. It may also be the case that an individual could be registered with certain conditions attached (for example that they do not drive the minibus etc). An individual who is turned down by the Panel has the right of appeal. The appeal should be made in writing to the Chair of the Brigade Executive, via BB Headquarters, and should be made within three months of notification of unsuitability.

4. Training of Leaders

4.1 All new leaders, on the first time of starting work within a Company should receive induction from the Company Captain, or delegated person. This induction will include emergency procedures and an explanation of the code of good practice for adults working in the BB. The new leader will be issued the code of good practice card.

4.2 The BB requires all Lieutenants and Captains to undertake Youth Leader Training prior to their appointment. A Warrant Officer must complete Youth Leader Training by the end of the first complete session following their appointment. Any registered helpers taking responsibility for groups of young people must have attended a Child Protection and Safety module. Captains are sent the child protection policy and guidelines on appointment in the post, and should familiarise themselves with all aspects, particularly the duty to report. It is the Captains' responsibility to ensure that the appropriate training is attended, and that BB Leaders also attend any additional training that may be required by the Church,

4.3 It is also the Captains' responsibility to ensure that any Young Leaders in the Company are protected by the same standards of care as other young people and that they attend the appropriate training.

5. Understanding abuse and maltreatment

5.1 There are many different forms of child abuse, the main categories being physical, sexual, emotional and neglect. The NSPCC website www.nspcc.org.uk has more information about the types of abuse and spotting the signs of abuse or neglect.

5.2 Some children are in situations that make them more vulnerable to abuse. These situations could include living in care or in violent or abusive homes, having disabilities or learning disabilities, using drugs or alcohol or living with parents or carers who use drugs and alcohol and living with mental health problems.

5.3 Common Misunderstandings....

Myth: *"Children often fantasise or make up stories about being abused - they have very active imaginations"*

FACT: In fact, it is extremely rare for children to lie or make up stories about being sexually abused. The far bigger problem is that children are often too frightened to tell anyone. Abusers often tell their victims that no one will believe them if they report what has happened.

Myth: *"Disabled children are less likely to be abused."*

FACT: Disabled children are more likely to be abused because they are more vulnerable, dependent on others and may be less able to communicate what has happened to them.

Myth: *"Child abusers have deprived backgrounds and are of below average intelligence."*

FACT: Abusers come from a very wide range of social and intellectual backgrounds and may be well liked and respected members of society. Although a small minority of women abuse, the vast majority of abusers are male. Many people want to be able to identify a category of men who are more likely to abuse children. In fact, there is no 'type' of man who is an abuser – they come from every class, professional, racial and religious background. They are heterosexual and homosexual. They are also often very skilled at manipulating people and situations, at creating trust and respect within their community and profession.

Myth: *“Children are always safe in groups.”*

FACT: This is not always true: young children have, for example, been sexually assaulted in nursery school while other adults and children were present.

6. Allegations and disclosures of abuse or maltreatment

6.1 Procedure Following Allegations or Suspicion of Abuse by a Leader:

All allegations of abuse or suspicions of abuse concerning leaders are to be referred immediately and directly to the Company Captain, who must refer immediately to BB Headquarters.

6.2 No investigating or questioning is to be undertaken. If the Captain is implicated, refer directly to BB HQ or to the Minister or Church Official. All allegations/suspicions are to be referred, no matter how insignificant they seem to be, or when they occur. BB HQ should always be notified of allegations, even when they occur in non-BB settings.

6.3 If the situation is immediately critical, then there is an out of hours contact number on the BBHQ answer phone message (dial 01442 231681 and listen for the information). If advice from BBHQ cannot be accessed, then the Captain and/or the Minister or Church Official may decide to contact the police or social services if they feel that child/children is/are at risk. BB HQ should be informed as soon as possible at the start of the next working day.

6.4 Any individual under suspicion, or against whom an allegation or complaint has been made may be suspended by BB HQ until the conclusion of any investigations. A letter informing the individual of their suspension will be sent from BB HQ, and copies sent to the Captain, Minister and Battalion Secretary.

6.5 An individual has the right to appeal against a suspension. The appeal should be made in writing to the Brigade’s Safeguarding Panel via BB HQ and made within three months of notification of suspension.

6.6 While under suspension a leader may not be involved in any Boys’ Brigade activities at Company, Battalion, District or Regional level.

6.7 Support for the suspended leader, and for any other parties involved is the responsibility of the Church. BB HQ remains neutral while investigations are carried out, and cannot offer any pastoral support to those individuals under investigation but would look to the Church to fulfil this role.

6.8 Once the matter is concluded, the Safeguarding Panel will review the suspension.

6.9 Captains must inform Headquarters whenever a leader leaves a Company by completing and returning a Leader Resignation form (LREG 8 Form). This form is available from BB or Regional Headquarters and from the BB website.

6.10 Where the leader has left, or been asked to leave for reasons that are connected to child protection matters, is our obligation to refer this to the appropriate regional vetting & barring authority.

6.11 Procedure Following Suspicion or Disclosure of Abuse Outside the BB If a leader suspects that a child or young person is being abused emotionally, physically or sexually he or she should tell their Captain, Minister or other Church official and seek further advice from BBHQ.

6.12 Any facts that support the suspicion should be recorded.

6.13 There should be an agreement with the other adults consulted what action, if any, should be taken.

6.14 If a child discloses to you abuse by someone else, you should listen without interrupting, accept what is said, but do not investigate.

6.15 Advise that you will try to offer support but that you must pass the information on. Tell the Captain and/or Minister or Church Official and seek further advice from BBHQ

7. Dealing with the press

7.1 Where there is an approach by either the local or national press on the subject of child protection, Captains/leaders should refer the enquirer to BB HQ. Where a press release has been issued, the Captain and the Minister will be sent a copy.

8. Bullying

8.1 What is bullying?

Bullying is aggressive or insulting behaviour by an individual or group, often repeated over a period of time that intentionally hurts or harms. Bullying constitutes physical and/or emotional abuse. Research confirms the destructive effects of bullying on the lives of children and young people. Although some can shrug it off, bullying can induce feelings of powerlessness, isolation from others, undermine self-esteem and often convince the victims that they are at fault. For some, it can lead to serious and prolonged distress and long-term damage to their social and emotional development. Bullying can take many forms and fits into one of two categories: emotionally or physically harmful behaviour.

The focus of bullying can be more or less anything that distinguishes an individual and represents a deviation from a presumed 'norm,' for example size, body shape, hair colour, skin, eyesight, dress, language, or mannerisms. (Care should be taken not to confuse 'bullying' with the wider problems of racism or sexism or homophobia where unfair treatment or harassment is perpetrated against a group or an individual because of their race, sex or sexual orientation. This type of discrimination is widespread and institutional and involves the systematic oppression of groups of people.)

Bullying can be conducted in different ways. It can be one-off or sustained, and it is damaging either way. It can be painfully obvious that bullying is taking place, or it can be surreptitious and subtle. Bullying can be perpetrated by an individual, one on one, or by a group on an individual or on another group. Bullying can include physical violence, destroying or damaging personal property, spreading malicious gossip and lies, name calling; bullying can also be perpetrated by mobile phone text messaging and social networking sites.

8.2 Prevention, effective strategies to combat bullying will include:

- Having ground rules for behaviour; children and young people should be involved in drawing these up. New rules may be required for camps and holidays when companies are joining together for these activities
- Including activities in the programme about fairness and games which are inclusive
- Having time in the programme when young people can talk together
- Informing all leaders when bullying has been observed
- Listening carefully to what children and young people are telling you
- Making sure that activities are properly supervised with remote supervision for 'free time'
- Informing young people and parents of expected levels of behaviour and of the sanctions where bullying is being perpetrated. It might be appropriate to have a 'charter' for children and parents/carers to sign.
- Sanctions might include informing a parent or carer, exclusion from any extracurricular activities (i.e. trips and visits), exclusion from BB for several weeks, or permanent exclusion.

8.3 What to do if bullying occurs...

Ignoring bullying or telling a young person to, 'just ignore it', or 'don't worry about it' is not an effective strategy, it is disempowering.

Tackling bullying is time consuming and requires a commitment from leaders in the Company to work to a strategy to ensure that all members of the Company feel safe from bullying and harassment. The presence of bullying within the BB is never acceptable. The victims of bullying must be given appropriate support. It is also important that the perpetrator is dealt with sensitively, perpetrators can sometimes be victims in other areas of their lives.

Additional resources and information can be found on the Internet including:

www.antibullying.net and www.bullying.co.uk

9. Working with children and young people to enable them to stay safe

9.1 It is part of our purpose to work **with** children and young people to enable them to assess the risks that face them - both in and away from BB. We aim to help young people to develop their confidence to manage risk and to be aware of sources of help and support. Many of our programme activities include an aspect of risk management, and Leaders can develop the habit of including young people in routine risk assessments and talking to them about other risks that may exist in their lives

9.2 Part of enabling young people to manage risk includes listening to them and knowing how to recognise the signs of when a young person is willing to talk. The risks young people may face in their lives may include physical, emotional, legal or financial. BB leaders should recognise the importance of self-esteem in young people as a factor in risk management. The BB setting can be one of the most important places where self-esteem is built and positive choices made.

9.3 Research has shown that most young people tend to under-estimate the risks that can be present in some online activities. "Think You Know" is a good web resource for young people and has specific areas for different age ranges. www.thinkyouknow.com See section 10.3 below

The BB Safety Handbook contains guidance and policy on a range of issues connected with safe working practice and can be found on the BB website, here:

<http://www.boys-brigade.org.uk/safetyhandbook.pdf>

Leaders are encouraged to regularly review the handbook as the online version is updated as circumstances and legislation changes.

10. Safe working practice

10.1 Risk assessments (see section 3 of the Safety Handbook)

10.2 Trips and holidays (see section 9 of the Safety Handbook)

10.3 Online and mobile technology...

Leaders should make sure they are familiar with the potential risks posed by the internet and chat rooms for young people. (see websites given below).

Bullying by mobile phone is a relatively new phenomenon and must be followed up (see section 8, page 9.).

Boundaries

BB leaders need to be clear about their boundaries and good safeguarding practice when using internet and mobile phone technology. Social networking sites can be valuable peer youth work tools in terms of

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relationship-building. However, adult leaders need to remember that as volunteer youth workers, they are in positions of trust, not “friends” and that the youth leader’s role is only to be carried out in supervised settings.

Clear boundaries about when, where and how BB leaders carry out their volunteering roles are essential. Clear boundaries serve two purposes:

- They protect young people
- They protect the leader from getting into situations that become difficult to manage.

Texting, MSN and networking sites can be useful for sending round messages about events or cancelled meetings etc but should not be used to develop a separate relationship with young people outside of BB. Websites such as Facebook and Twitter can be good for young people to use among themselves outside of BB, but leaders should be aware of blurring the boundaries between themselves and the young people they work with. Leaders should not be in one-to-one online communication with young people outside of BB hours. Care must be taken in using Internet access for BB activities. Any PCs or laptops used for BB should be installed with control software to monitor website viewing and to restrict access to appropriate sites. Chat rooms on BB Company websites are to be discouraged.

Useful websites:

Internet Watch Foundation: www.iwf.org Government Home Office site: www.thinkyouknow.com

BBC home pages: www.bbc.co.uk/chatguide

Child Exploitation & Online Protection Centre www.ceop.gov.uk

10.4 Photographs and video...

Some companies use photographs of their activities in newsletters, on their web sites and in the local press. It is important that permission is obtained from the young people involved and their parents or carers before photographs are used for publicity purposes. The annual consent form contains a paragraph about the use of such photographs. Care should be given in the release of information, and addresses of children & young people should not be given, but it may be appropriate to include the names of those gaining their awards, receiving the trophy etc. If individuals indicate that they do not want their picture to appear, that wish must be respected. Leaders should take care that the choice and dignity of the young person is preserved when taking photos and that any request to have a particular photo deleted should be respected.

10.5 Storing digital photographs:

Any Leader storing digital photographs of children and young people on their computer should ensure that picture files are held securely, and password protected. In addition to this, Leaders are advised that photos are not to be sent to any person or website outside of the BB without the consent of the subject or their parents/carers.

11. Whistleblowing and making an anonymous referral

11.1 If any Leader is concerned by any practice or behaviour of another Leader, then their first port of call is the Captain. The concern should be discussed openly and confidentially, and the Captain can then make a decision on what action to take, if any. If the concern is with the Captain, then the Chaplain or BB Headquarters should be contacted.

11.2 If, for any reason, the Leader is unable or unwilling to talk to the Captain, or feels that the matter is unresolved, then that Leader can choose to report the matter to BBHQ, with an option of remaining anonymous. This is known as “whistleblowing”.

11.3 For any matter deemed to be of a safeguarding or child protection nature the report should be made to the Director of Youth and Children's Work, based at Felden. Leaders in the Republic of Ireland should report in the first instance to the Regional Director who will liaise with BBHQ. Other matters should be reported to the relevant Regional Director.

This booklet contains extracts from The Boys' Brigade (UK) website, the accuracy of the information is taken for granted. If there is a discrepancy, please advise the Battalion executive as authors who in turn if appropriate will contact HQ.

Further copies can be obtained from Battalion Secretary.

ANCHORS

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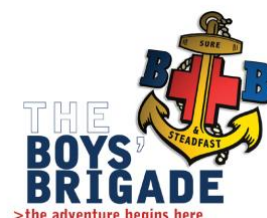
**Company
Section**



Battalion Parade 2007



Battalion Queensmen 2014



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