

● HOW TO REGISTER A NEW LEADER - NI Companies [FORM]

New leaders - helpers, officers or captains need to fill in a registration form (paper and online versions available) and get an AccessNI check done. The AccessNI part can be done through the church or through BBNI. If applying through BBNI, please make sure you are use the BBNI PIN number (380492) not the BB UK one.

Document title	Where to find it
Leader Registration (online version)	https://bit.ly/BBNILR
Leader Registration (paper version)	www.boysbrigadeni.org/leader-info/forms/
How to apply for AccessNI Check	www.boysbrigadeni.org/leader-info/policies/

● HOW TO REGISTER A NEW LEADER - Donegal Companies [FORM]

New leaders - helpers, officers or captains need to fill in a registration form (paper and online versions available) and apply for Garda Vetting through the church.

Document title	Where to find it
Leader Registration (online version)	https://bit.ly/BBNILR
Leader Registration (paper version)	www.boysbrigadeni.org/leader-info/forms/

● HOW TO CHANGE A LEADER'S ROLE [EMAIL]

Captains should inform the BBNI support office, by email, about any change of role within their leadership team. eg a helper who becomes an officer. Email: registration@boysbrigadeni.org

● NOTIFYING BBNI WHEN A NEW CAPTAIN HAS BEEN APPOINTED [EMAIL]

The church should inform the BBNI support office, by email, about a change of captain within the company. Email: registration@boysbrigadeni.org

● HOW TO REGISTER A NEW CHAPLAIN [EMAIL]

The church should inform the BBNI support office, by email, about a change of chaplain. Email: registration@boysbrigadeni.org

● HOW TO RENEW A LEADER'S REGISTRATION [FORM]

If your 5 year renewal is due, a new AccessNI check is required which can be completed through your church or through BBNI. There is no additional form – just the online AccessNI form and ID validation form. Leaders in Donegal companies should request Garda Vetting through the church.

Option	How?
Get an Enhanced Disclosure check done through your Church.	Ask the captain or church designated safeguarding person for help. Apply and share the Disclosure Certificate with us at registration@boysbrigadeni.org with the reference 'Renewal'. If your church got a check done for you in the last 6 months you can share that certificate with us.
Get an Enhanced Disclosure check done through BBNI.	Follow the instructions in the document, 'How to apply for AccessNI Check'. Find it here: www.boysbrigadeni.org/leader-info/policies/

Good to know: if your church does a re-check before your BBNI leader renewal is due please share your certificate with us and we can update your renewal date to tie in with your church date.

● **HOW TO REGISTER A YOUNG HELPER WHO IS NOT A BB MEMBER** [FORM]

Fill in Form S06 for young people aged 14 – 17 who are not members of BBNI but solely assist in running a section. Find the form at www.boysbrigadeni.org/leader-info/forms/

● **RETIREMENTS/RESIGNATIONS** [EMAIL]

A leader who has retired/resigned from a company should inform the BBNI support office by email. Email: registration@boysbrigadeni.org

● **HOW TO CHANGE A BATTALION OFFICE BEARER/REPRESENTATIVE** [EMAIL]

The Battalion Secretary or President should inform the BBNI support office about any change of personnel in a Battalion role. Email: registration@boysbrigadeni.org

● **HOW TO TRANSFER LEADERS TO ANOTHER COMPANY**

The new church needs to treat the transferring officer as a new leader in their BB company. (See leader registration guidance in the first point on page 1.)

● **INSURANCE**

Any person wishing to be active in a BB company (as a leader or helper) must be registered with BBNI before they begin to work with that company. BBNI provides insurance for all BB companies which covers children and young people who are supervised by persons registered with BBNI. The cover therefore does not extend to any adult not registered with BBNI.