

Welcome to leadership in The Northern Ireland Boys' Brigade

Thank you for your interest in becoming a leader in The Northern Ireland Boys' Brigade (BBNI). More than 2,600 leaders serve in BBNI, investing in the lives of over 11,300 children and young people to advance Christ's Kingdom. To be eligible for this position you must complete an AccessNI Enhanced Disclosure.

Leaders are appointed by local churches and need to be registered with BBNI to join the organisation. Here are the steps to follow:

01 Fill in the Leader Registration Form

choose from paper version (attached) or online version (use this link).



<https://bit.ly/BBNILR>

02 Apply for an AccessNI Check

Apply through your church OR through BBNI.

2a Apply through your church
 Speak to your Church Designated Officer and commence an AccessNI application as per their instructions.

OR

2b Apply through BBNI
 Follow the steps in BBNI guidance 'How to Apply for AccessNI Check' – see attached.

When the AccessNI check is completed you **MUST** send a copy of your AccessNI Certificate to BBNI. Email to: registration@boysbrigadeni.org or share it with BBNI from your AccessNI account.
 BBNI cannot accept a Church AccessNI certificate that is older than 6 months.

Create an AccessNI account
 Start your Enhanced Disclosure AccessNI application using the BBNI PIN number.

Complete the ID validation form (attached) & send with copies of ID documents to BBNI.
 Applications cannot be processed without ID validation checks and will be discarded by AccessNI after 90 days.

Note: leaders in Donegal companies should apply for Garding Vetting through their Church.

03 Send documents to BBNI

- Leader Registration Form
- For AccessNI check through BBNI: Send ID Validation Form & copies of ID documents
- For AccessNI check done through church: Copy of AccessNI certificate

To speed up the registration process, please send all documents together.

Email to: registration@boysbrigadeni.org or post to BBNI, Newport, 117 Culcavy Road, Hillsborough, BT26 6HH

Please complete & send to BBNI Support Office, Newport, 117 Culcavy Road, Hillsborough, BT26 6HH
Alternatively, you can use an online version of this form found here: <https://bit.ly/BBNILR>

BB Company:		
Name of Church:		
LEADER'S DETAILS:		
NEW LEADER: <input type="checkbox"/> RENEWAL: <input type="checkbox"/>		
Title	Christian Name(s) (All)	Surname
DOB	Email	
Home Address (include postcode)		
Telephone (home)	Telephone (mobile)	
Date of last Church safeguarding training attended	Date BB leadership training course attended, if applicable (essential for Captain/Lieutenant roles) eg YLT (pre Sept 2023)	
Role appointed to: <input type="checkbox"/> Captain <input type="checkbox"/> Lieutenant <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Helper <input type="checkbox"/> Residential/activity helper <input type="checkbox"/> Staff sergeant <input type="checkbox"/> Battalion (Non BBNI Company contact) <input type="checkbox"/> Chaplain	Which BB Section(s) will you be working with? Tick all that apply <input type="checkbox"/> Anchors <input type="checkbox"/> Juniors <input type="checkbox"/> Company <input type="checkbox"/> Seniors <input type="checkbox"/> Non-applicable for my role	
Consent - Occasionally leaders from other BB Companies may want to get in touch with you. Do you consent to your contact details being passed to another leader in BB? Yes / No		
DECLARATION BY APPLICANT		
<input type="checkbox"/> I confirm that there is no reason why I should not be allowed to work with children or young people. <input type="checkbox"/> I am content that my personal data will be held in strict accordance with BBNI's GDPR policy. <input type="checkbox"/> I understand that I will be asked to complete an AccessNI/Garda Vetting application if a check hasn't been done in the last 6 months*.		
Applicants' signature: Date:		
COMPANY NOMINATION - To be completed by the Captain or Officer in Charge		
<input type="checkbox"/> I support the appointment of this applicant as a leader in The Boys' Brigade. <input type="checkbox"/> I understand the limits and requirements of the role to which he/she has been appointed. (See BBNI Regulations)		
Captain/OIC signature: Date:		

CHURCH NOMINATION - To be completed by the minister or appropriate church official

Disclosure checks for applicants are MANDATORY for all those working with children and young people. Please confirm the status of the check on this applicant. Tick ONE box as applicable.

- Check done:** An Enhanced Disclosure Check (AccessNI) (or Garda Vetting) has been received within the last 6 months and there is nothing that would deem the applicant unsuitable to work with children and young people. Please forward a copy of the AccessNI certificate on to BBNI.

Date of disclosure:..... Disclosure number:

- Check applied for:** An Enhanced Disclosure Check (AccessNI) (or Garda Vetting) has been applied for and we are awaiting a response. We will advise BBNI Support Office once a response has been received and an appointment decision has been confirmed. Please forward a copy of the AccessNI certificate on to BBNI once this has been received.

Date disclosure applied for: Body undertaking check.....

- BBNI requested to do check (NI Companies only).** The church has not applied for an Enhanced Disclosure Check in the last 6 months. BBNI is requested to carry out a check. ID verification will be completed and forwarded to BBNI Support Office. (See attached information on how to apply for a check through BBNI)

The Governing Body of the church named above has approved the appointment of this applicant as a BB leader. Church procedure for the appointment of volunteers has been followed.

Signature: Date:

Position:

(minister or appropriate church official of the BBNI you are serving in.)

- Having a criminal record will not necessarily be a bar to obtaining a position
- BBNI adheres to the Access NI code of practice available here, boysbrigadeni.org/leader-info/leaderregistration
- Copies of BBNI policies on Recruitment of Ex-Offenders & Access NI Disclosure Handling Policy are available here boysbrigadeni.org/leader-info/leaderregistration

Notes about AccessNI

If the check has already been done by the church (within the last 6 months), the applicant should share the certificate with BBNI. Use email registration@boysbrigadeni.org

If you would like BBNI to handle the AccessNI check, please follow the guidance attached.

Note: leaders in Donegal companies should apply for Garding Vetting through their Church.

GDPR statement:

All personal data will be held in accordance with General Data Protection Regulations (GDPR). Personal data is held securely within the BBNI online membership system while you are an active member of the organisation. If your membership becomes inactive your details will be archived. Personal data is required for the purposes of your membership of BBNI and will not be disclosed to any third party without your prior written consent.

WHERE TO SEND THIS FORM

Scan and email to: registration@boysbrigadeni.org

OR

Post to BBNI, Newport, 117 Culcavy Road, Hillsborough, BT26 6HH

REGISTRATION CHECKLIST

- Complete registration form (online or paper version)
 - Apply for AccessNI check online & send ID form to BBNI
- OR**
- Share certificate with registration@boysbrigadeni.org

HOW TO APPLY FOR AN ACCESS NI CHECK THROUGH BBNI

There are 2 steps involved:

1. Apply for an Enhanced Disclosure Check through AccessNI.

This is an online process to be completed by the person to be checked. See guidance below. Use PIN number 380492 to link the application to Boys' Brigade NI.

2. Verify the applicant's identity.

Complete the attached ID validation form and send, with copies of ID checked, to BBNI Support Office. This part is to be completed by the Company Captain, Chaplain or Church Designated Safeguarding Person.

If you require any further support in completing the online AccessNI application form please contact BBNI Support Office staff on 028 9268 8444.

Applicant instructions

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the green button to create a nidirect account and apply for an **enhanced** check, if you already have an indirect account you can use this rather than creating a new one.
3. Register your account by creating a user ID and password [keep these details safe as you will need them to track the progress of your case].
4. Once you have successfully logged in, you will be taken to the online application.
5. Enter 1 of the PIN numbers below at **Step 1** of the form completion.

If you are in **Antrim, Belfast, Down, Londonderry or West Ulster Battalion** please use this PIN number

3	8	0	4	9	2
---	---	---	---	---	---

If you are in **Ards, Ballymena, Coleraine, East Antrim, Lurgan, Mid Ulster, Portadown or Route Battalion** please use this PIN number

6	8	6	2	1	8
---	---	---	---	---	---

6. Complete the remainder of the e-application and click on **confirm and proceed** to finish the on-line process.
7. You must note below the 10 digit AccessNI reference number in the boxes below: (This is the 10 digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the AccessNI on-line system.)

Application Reference

--	--	--	--	--	--	--	--	--	--

8. Continue to complete ID Validation step.



ID VALIDATION FORM

Applicants requesting an AccessNI check need to present original ID documents to a suitable person who should verify their identity. This is required by AccessNI. Copies of the documents checked should be sent, along with this form, to the BBNI Support Office. This will be retained for a period of 90 days and then destroyed.

Who can verify the applicant's identity? Company Captain, Chaplain or Church Safeguarding Person, Battalion Official or BBNI staff member.

Valid Identification Documents

Three documents must be produced in the name of the applicant: one from Group 1 and a further two from any Group. At least one document must show the applicant's current address. If this is not possible, then four documents from Group 2a and 2b should be produced, one of which being a birth certificate issued after the time of birth. One document must show the applicant's current address.

Name of Applicant (as it appears on their ID documentation) Include first name, middle name(S) and Surname:	
Forms will be returned if they do not include all Christian names	
Date of Birth: dd/mm/yyyy	Current Postcode:
Driving licence number:	
Passport number:	
National Insurance Number:	

I confirm I have seen the original ID documentation as indicated on the attached sheet.
Date of ID check:
Signed:
Print Name (capitals):

Please return this form along with copies of ID documents checked, to:
BBNI Support Office, 117 Culcavy Road, Hillsborough, BT26 6HH. DO NOT send to AccessNI.

Please tick the appropriate boxes to indicate what ID has been checked

GROUP 1 : Primary identity documents

- | | |
|--|---|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Isle of Man, Channel Islands or Ireland) | <input type="checkbox"/> Adoption certificate (UK, Channel Islands or Ireland) |

GROUP 2a : Trusted government documents

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands) |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands or Isle of Man) | <input type="checkbox"/> Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based) |

GROUP 2b : Financial and social history documents

- | | |
|---|--|
| <input type="checkbox"/> Mortgage Statement (UK or Ireland) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK or Ireland) | <input type="checkbox"/> Council tax statement (UK and Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK or Channel Islands) | |

Above documents must be issued within the last 12 months

- | | |
|---|--|
| <input type="checkbox"/> Credit card statement (UK or Ireland) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK) |
| <input type="checkbox"/> Bank or Building society statement (UK, Channel Islands or Ireland) | <input type="checkbox"/> Utility bill (not mobile phone) (UK or Ireland) |
| <input type="checkbox"/> Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK) |
| <input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) | |

Above documents must be issued within the last 3 months

- | | |
|--|--|
| <input type="checkbox"/> EEA National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application) |
| <input type="checkbox"/> Irish Passport Card (Cannot be used with an Irish passport) | |

Above documents must be valid at the time of checking