



Thank-you for your interest in registering as a leader in *The Boys' Brigade Queensland Ltd*

The strength of BB in Queensland and, similarly, around the world, is the committed men and women dedicated to working, week in, week out, with the boys and young men in local Companies - without whom the work of "advancing Christ's Kingdom amongst Boys" would not happen.

Please take a few minutes to read through the following information about the why and how of registering as a leader. If you need any additional information talk to your Company Captain, or contact our State Office.

What's in the Registration Pack?

1. Leader Registration Policy

This is for your information and outlines the various categories of leaders that can be registered within Queensland. On receipt of your application form, the training that you need to complete before your registration can be finalised (i.e. the Initial Leader Training Program) will be determined and you will be advised accordingly.

2. Volunteer Leader Registration Form

All leaders, regardless of proposed rank need to complete this form, in full, and have it signed by your Company Captain and the Pastor of the Church of which your Company is part.

3. Supplementary Declarations Form

This form need to be completed in full and deals with a number of Queensland specific leader registration requirements.

4. Authorisation to Confirm a Valid Card/Application

In line with Queensland law, persons applying for registration as BB leaders are required to complete the current edition of this form.

5. BB Australia *Child Protection Policy* and *Code of Conduct*

Both of these forms are provided for your information, so that you can read them before signing your agreement to both on the *Volunteer Leader Registration Form.*

6. BB & Blue Cards

This is for your information and was prepared in consultation with Blue Card authorities and considers a number of the unique vagaries of the BB method.

What Will Happen Next

1. Your application will be acknowledged within a week to you and to your Company Captain.
2. Your application will be assessed, including applying RCC (Recognition of Current Competencies) strategies and then advise you of the further pre-registration training you need to complete.
3. The *Training Registrar* will send to you the necessary modules and will work with you to enable you to complete these as quickly as possible.
4. On completion of training, your application will be submitted to a meeting of the BB Queensland Board of Directors.
5. Your Captain and Battalion will be advised of approval of registration and will arrange for acknowledgement of this at local (Company) level.

Re-Registering as a BB Leader

It is *Boys' Brigade Australia* policy that all registered BB leaders are required to re-register as a leader every 3 years. This ensures that there is a periodic opportunity for leaders, the leadership of the Church that a Company is part of and BB to review the status of their leaders.

As part of BB Australia's commitment to providing safe and engaging programs for its members, leaders are required to complete the *Safe Environments – Leader Training*, every 3 years.

In **Queensland**, regardless of your proposed rank, the only training requirement that must be satisfied before you can be re-registered is that you must have completed the *Safe Environments – Leader Training* within the 3 year period preceding your application.

An Overview of the ILT Program

1. ILT Modules

These modules will be delivered via state-run facilitated courses, Company/Battalion organised training days, facilitated sessions, or distance education.

Unit Code	Unit Title
BB-1	Company Induction Program
BB-2	BB Basics
BB-3	BB Vision & History
BB-4	BB Award Schemes
L-1	Safe Environments – Leaders Level
L-2	Being a Leader
L-3	Development, Disability and Behaviour
PG-1	Programming Workshop

2. ILT Drill

This training is delivered in the format of a 1-day training course. One course is offered each year, with Companies/Battalions able to request additional courses as needed (minimum participant numbers apply).

3. Company Visit

Trainees are required, as part of the ILT Program, to organise, visit and reflect on the way a Company, other than their own, implements the BB Method. Once a candidate organises a visit with a Company, let the *Training Registrar* know so that they can organise for the provision of the appropriate record form.

Please note that exemptions exist for leaders in “regional/rural Companies” – this is assessed on a case-by-case basis and should be negotiated via the *Training Director*.

An Overview of the ILT Fast Track Program

For boys who have gained their Queen's Badge in the 3 year period preceding their application for registration as a BB Leader, BB Queensland has developed a pathway to transition more simply between being a “boy” and a “leader”. This has been done, largely, in recognition of and to account for the work

This training is delivered in the format of a 1-day training course and is offered once per year. Trainees who are pursuing this pathway are required to complete the following units:

Unit Code	Unit Title	ILT Module Mapping
FT-1	The Transition to Leadership	
FT-2	Programming Workshop	PG-1
FT-3	Development, Disability & Behaviour	L-3
L-1	Safe Environments – Leaders Level	L-1
BB-1	Company Induction Program	BB-1
BB-7	Company Visit	BB-7

Eligible trainees, unable to attend the scheduled offering for a year, can apply to complete this pathway. This application should be made via the *Training Registrar*. Successful applications will need to complete modules all electives (except for FT-1) via the conventional ILT pathways and request an alternate delivery of FT-1.



THE BOYS' BRIGADE AUSTRALIA

Volunteer Leader Registration Form

PERSONAL DETAILS

Title	Surname	Christian Names	
Previous names		Date of Birth	
Home Address			
Postal Address			
Home Phone	Mobile		Work Phone
E-mail address			
Occupation			
Church/Entity		Denomination	
Church Contact Person			Phone
Church Postal Address			Church Phone

This form is for use by all leaders with ongoing, direct contact with children and young people through a Brigade network ministry. Ensure that ALL parts of this form have been completed before submission. USE BLACK INK AND BLOCK LETTERS.

BB COMPANY/GROUP DETAILS

BB Company/Group	
Proposed/current ministry position	Proposed/current section (or age range) of service
If you have moved from interstate in the last five years, please specify your previous State/Territory, the date you entered this State/Territory and the previous Church attended interstate	
Previous Experience in Children and/or Youth Work / Teaching / other Christian ministry (or since last application)	

Endorsements of Nominee:

We have interviewed the applicant, checked their references and consider them to be able to meet the expectations of their role and be suitable for registration as a Volunteer Leader in The Boys' Brigade Australia. This application has the approval of this Church's controlling body.

Captain/Group Leader:

_____ Signature	_____ Printed Name	_____ Date
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Church/Entity Representative:

_____ Signature	_____ Printed Name	_____ Date
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_____ Name of Church/Entity	_____ Position
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BBA Child Protection Policy & Code of Conduct Agreement

I have read and understood the BBA Child Protection Policy and BBA Code of Conduct for Leaders and I hereby agree to abide by them.

_____ Applicant Signature	_____ Date
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Privacy

Please tick IF YOU DO **NOT** wish your personal details to be listed for public contact information ☐

* The Boys' Brigade Australia is committed to ensuring that provided information is ONLY used for Brigade purposes.

Office Use Only:

Processing: Form Received _____ Requirements Completed _____ Approved _____ Entered _____
☐ Approved ☐ Not Approved BBA ID No: _____

DECLARATIONS & ENDORSEMENTS

Declaration of Nominee:

I agree to complete and carry out any necessary screening, training and duties required of a volunteer leader in *The Boys' Brigade Australia*, in accordance with its principles, values and policies. I further acknowledge my responsibility to the governing body of the Church that oversees this Brigade group, for my conduct and fulfillment of my responsibilities. I understand that, should I fail to meet my commitments, as set out in *The Boys' Brigade Australia's Code of Conduct*, or have convictions in areas specified by BBA Child Protection Policy or their guidelines, or State/Territory legislation prohibiting working with children, I will be asked to withdraw from leadership roles within *The Boys' Brigade Australia*. I certify that all information provided in this form is accurate and understand that, if I have provided false and misleading information, it may affect my eligibility to be a leader within *The Boys' Brigade Australia*. I agree to inform my State/Territory administration if any details specified in this form change, or am accused or subsequently convicted of offences that may affect my approval as a leader within *The Boys' Brigade Australia*.

Police Records/Working with Children Check

Police Records Check are seen by parents and the community as an objective way to judge the suitability of a volunteer leader in the ministry of children and youth. To be approved and registered as a leader in The Boys' Brigade Australia, you must demonstrate that you have **no convictions, Apprehended Violence Orders, or completed disciplinary proceedings relating to violence, sexual assault, acts of indecency, child pornography, or any crime against a minor**. In the majority of states, you will be required to undergo a **national Police Records Check current at the time of your application to be a registered leader of The Boys' Brigade Australia**. Proof of this check needs to be presented to your State/Territory administration. The local Group Leader and/or Minister will only be informed whether you meet the above criteria of no convictions for violence, sexual assault, acts of indecency, child pornography, or any other crime against a minor. Additionally, The Boys' Brigade Australia will inform the local Group Leader and Church Minister only that "other issues should be discussed with the applicant before approval for work in the Company" (details will not be released to them) if any applicants have convictions in relation to alcohol or drugs. Having convictions in these additional areas will not necessarily disqualify a person becoming a leader in The Boys' Brigade. You may wish to raise any issues that are likely to appear on your Police Records check with your Group Leader and/or Minister before submitting this application form. According to Boys' Brigade Australia policy, you will be required to declare your status in regards to the above named convictions every 3 years and will be required to immediately declare any changes to your status to your State/Territory administration. Future police record checks may also be required.

The Boys' Brigade Australia and its relevant State/Territory administrations will only keep information allowed under relevant State/Territory legislation and will only distribute such information in accordance with legislated reporting conditions. If the state in which you reside or operate does not require a Police Check then, by signing this form, you are indicating your willingness to have one carried out if and whenever the organisation deems appropriate, without further statement from yourself.

☐ **I DO have a current Check that qualifies** (record number in box to the right)

Working with Children Check No.:

Please provide your relevant State/Territory BB administration with a copy of the appropriate documentation to verify your current police/working with children check.

☐ **I DO NOT have a certificate/notification that qualifies**

Please contact your Church administration for details on how to apply for such a check in your State/Territory or complete the appropriate authorisation form for your State/Territory and submit this, along with certified copies of any required proof of identity to your State/Territory BB administration.

By not enclosing a Police/Working with Children Check, you are effectively withdrawing from applying to be a leader in The Boys' Brigade Australia. If the status of your legal suitability for working with children status changes, it is vital that you inform the State/Territory administration of this change immediately.

Applicant Signature

Printed Name

Date

Witness Signature

Printed Name

Date

GRIEVANCE POLICY

Persons whose application to be registered as a voluntary leader is refused, or deemed to have been withdrawn, or whose registration is cancelled may lodge a grievance in accordance with The Boys' Brigade Australia grievance policy and procedures, a copy of which is available from the relevant State/Territory administration.

BB STATE/TERRITORY ADMINISTRATION CONTACT DETAILS

The Boys' Brigade A.C.T.	11 Warren Pl, Chifley ACT 2606 Tel: 02 6281 0957 Fax: 02 6281 7958	E-mail: bbact@brigadeaustralia.org
The Boys' Brigade Australia in NSW	P.O. Box 389, Toongabbie NSW 2146 Tel 02 9896 7247 Fax: 02 9896 7705	E-mail: bbnsw@brigadeaustralia.org
The Boys' Brigade Queensland Ltd.	P.O. Box 165, Mount Gravatt Qld 4122 Tel: 07 3849 4498	E-mail: bbqldgm@brigadeaustralia.org
The Boys' Brigade South Australia	P.O. Box 294 Box 2474, Dry Creek SA 5094 Tel/Fax: 08 8285 9896	E-mail: bbsa@brigadeaustralia.org
The Boys' Brigade Victoria/Tasmania	P.O. Box 1530, Werribee Plaza, Werribee Vic 3030 Tel: 041 777 1883	E-mail: bbvic@brigadeaustralia.org
The Boys' Brigade Western Australia Inc.	P.O. Box 646, Welshpool DC 6986 WA Tel: 0437 746 699	E-mail: admin@bbwa.com.au

PERSONAL DETAILS

Surname _____ First Name _____

BB Company _____

MEMBERSHIP OF THE BOYS' BRIGADE QUEENSLAND LTD

Acknowledgement of Membership

By registering as a *Boys' Brigade* leader, in Queensland, you legally become a member of *The Boys' Brigade Queensland Ltd* – a public company limited by guarantee, registered with *ASIC*. The BBQld Constitution outlines number of rights, privileges and duties of members of the Company, including:

1. Members shall, so far as they are able, take part in the activities of the Company and shall aid the Company in the attainment of its objects from time to time (s7.2)
2. Members shall be deemed to have accepted and be bound by this Constitution, including all variations, amendments and alterations (s7.3)
3. Members shall take all necessary and reasonable steps to ensure that resolutions of the Board at a meeting of the Board and the Company at a Meeting from time to time are carried out and observed by them (s7.4)
4. All Members shall have the right to attend Meetings of the Company and exercise such other rights as are granted by the Constitution or by law (s7.6)
5. If the Company is wound up; the liability of the Members is limited to an amount of up to, but not exceeding \$10 each (s52)

A copy of the Constitution and Operational Guidelines can be obtained by contacting the BBQld Office.

Election of Communication Method

Under recent changes to the *Corporations Act 2001*, Registered Leaders can elect to receive notifications, for items such as Notices of Meetings, Annual Report, Annual Financial Reports, electronically. Unless indicated otherwise, official notifications are required to be distributed via post. Considering this, Registered Leaders are required to indicate their preferred method of receiving these communications.

DECLARATIONS

1. *I acknowledge that, by registering as a Boys' Brigade leader, in Queensland, I also become a member of The Boys' Brigade Queensland Ltd and agree to be bound by the provisions its Constitution and any Operational Guidelines which may be made thereunder.*
2. *I hereby request that all official communications with me, by The Boys' Brigade Queensland Ltd, be transmitted:* ☐ Electronically ☐ via Post

Signature

Printed Name

Date

BLUE CARD NOTIFICATIONS

Updating My Blue Card Status

☐ BLUE CARD

Card Number

Expiry Date

☐ EXEMPTION CARD

Card Number

☐ I am a member of EXEMPT category and do not require a blue card (e.g. parent of a member)

Reason for Exemption

Submitting a *Link an Applicant/Cardholder to This Organisation Form*

If leaders have applied for and received a Blue Card through an organisation/workplace other than *The Boys' Brigade Queensland Ltd*, they are required to link BBQld as an additional employing authority.

It is important to note that these linkages expire each time a Blue Card is renewed, with a new Link Form to be completed after a new card has been issued by Blue Card Services.

If you are submitting this form, please indicate that you have attached to this form the following:

- ☐ A completed copy of the *Link an Applicant/Cardholder to This Organisation Form*
- ☐ A copy of my current Blue Card (or Exemption Card)
- ☐ A copy of a piece of photo identification

DECLARATION

I certify that the information provided above is accurate and understand that, if I have provided false and misleading information, it may affect my eligibility to be a leader within The Boys' Brigade Queensland Ltd.

Signature

Printed Name

Date

CAPTAIN'S ENDORSEMENT

I certify that the information provided on this form is accurate and verify the identity of the person signing it.

Captain's Signature

Printed Name

Date

THE BOYS' BRIGADE QUEENSLAND LTD
SUPPLEMENTARY DECLARATIONS FORM





CHILD PROTECTION POLICY

Policy Statement

It is the policy of The Boys' Brigade Australia (also referred to as BB) to define the standards in relation to child protection required of adult leaders operating within any part of the organisation or associated organisation. The aim of this policy is to clearly define the organisation's position in relation to the protection of children and our response to abuse which may occur.

The policy is;

'The Boys' Brigade Australia does not tolerate any act of harm towards children and will actively seek to prevent its occurrence. To this end, any adult leader with recorded convictions for violence, sexual assault, acts of indecency, child pornography, or any crime against a minor will not be eligible nor allowed to undertake any leadership roles within the organisation and if currently a leader will immediately be disqualified from being a leader.'

As all local BB groups are a ministry of a Christian Church or Mission, this policy is implemented with the understanding that each group will comply with the policies of the local Christian Church or Mission of which it is a part. The Brigade's policy does not negate or replace the policy of the Church or Mission, but supplements it, thus affirming the Brigade movement's support of the Churches in this area. This policy is therefore to be used in parallel with the local Church's own child protection policy, with neither policy taking precedence over the other. In any specific area the policy with the higher standard is to be complied with.

All organisations and leaders who are associated with BB are to comply with this policy and the Code of Conduct, definitions, procedures and explanations of this policy as documented in the suite of documents called 'Safe Environments For Children and Young People', published by The Boys' Brigade Australia.

Upon appropriate notification of any possible breach of the policy The Boys' Brigade Australia in partnership with the local Church Leadership will;

- Notify the Group Leader and local Church Leadership, and appropriate authorities (if required) if not already advised;
- Immediately remove the person from contact with children until the report has been investigated and resolved;
- Ensure a compassionate, honest, and appropriate response to the victim including providing an opportunity for the victim to be heard;
- Ensure adequate counselling and support is provided for the victim, Staff and members and possibly affected families of the Group;
- Facilitate appropriate counselling and ensure that support is provided for the alleged offender, not necessarily including financial assistance. This is negated if the person removes themselves from BB fellowship and refuses assistance.

All Response Coordination and Media Liaison are only to be conducted by the BBA Executive Officer or a person/s appointed by The Boys' Brigade Australia Board of Directors.



The Boys' Brigade Australia Safe Environments for Children and Young People MANUAL

PART A.3 CODE OF CONDUCT FOR LEADERS.

Values and Principles:

This Code of Conduct is based on the following values:

Respect: Providing fair and just treatment for all; treating all with respect and dignity.

Relationships: Developing healthy and positive relationships amongst Boys, and between Boys and leaders.

Excellence: Providing stimulating and interesting programming relevant to the needs of the individuals within the groups.

Supportive Community: Creating a safe and supportive community in which Boys and Young Men can develop to their full potential – spiritually, socially, emotionally, physically and intellectually – and take an active role in leadership and in the support of the Church.

Compliance:

This code applies in the following situations:

- All leaders and helpers in activities organised by Boys' Brigade at a Regional, State or National level;
- All leaders and helpers in group activities where the parent organisation does not have an endorsed Code of Conduct;
- All leaders and helpers in group activities where the parent organisation has endorsed this code of conduct.

Note: In Group activities which are conducted as the ministry of a church, and where the Church has an endorsed Code of Conduct for youth ministry leaders, Brigade leaders are bound by the Church Code, of Conduct, but they should also conform to the standards of this Code. Registered Leaders must make a commitment to abide by this Code of Conduct in addition to any Church Code.

["Leaders and helpers" includes members engaged in the supervision or instruction of others; and parents and visitors involved in any activity in which they have contact with members.]

The requirements for leaders apply at all times. A high standard of personal behaviour is expected of any leader even when they are not in direct contact with members.

A leader should be seen to be actively involved in the life and worship of the local church; have a 'call' to leadership and demonstrate servant-style leadership; and live a life which demonstrates an example of an authentic Christian lifestyle and true Christian 'Manliness'.

Related Documents:

"Preventing Abuse – Protecting those in our care" Boys' Brigade Australia.

"Boys' Brigade Australia Policy Statement 3 - Child Protection Policy" Boys Brigade Australia, May 2002.

"Safe Environments for Children and Young People" Manual and Leaders Guide Boys' Brigade Australia

Definitions:

Leader: includes all persons in direct or contact leadership roles, or in any supervisory role with members in a one-off or regular basis. It also includes all persons in administrative roles in a Church or other parent organisation, Group or other administrative position within Boys' Brigade at local, state or national level..

Parent: is a child's mother, father or another adult who has the parental responsibility for the child.

Boys' Brigade Group: the children's and youth ministry to Boys and Young Men within a local church or other approved organisation, affiliated with The Boys' Brigade Australia through the State Office, and responsible to the local church or other approved organisation. Leaders are selected, nominated, and under the direction of the parent organisation.

Harm: is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

Standards:

A Leader shall:

- demonstrate Biblical principles of leadership, including to lead diligently [Romans 12:8]; to be above reproach, worthy of respect and sincere [1 Timothy 3:2,8]; holding to the deep truths of the faith with clear conscience [1 Timothy 3:9]; being shepherds of those "under" them, eager to serve them, not lording it over them and being as example to them [1 Peter 5: 2,3];
- in their relationships with each other and with Boys and families, demonstrate in their lives evidence of the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control [Galatians 5: 22,23] and shall not demonstrate evidence of the sinful nature – eg. hatred, discord, jealousy, fits of rage, selfish ambition, dissensions [Galatians 5: 19,20];
- ensure their involvement in Boys' Brigade positively contributes to an effective, efficient and accountable ministry within the church;
- not gain any real or apparent benefit or personal advantage from their role as a leader [this refers to things like financial benefits; it does not include the personal growth, knowledge and satisfaction one gains from leadership];
- keep confidences given them by members [excepting reporting of suspected harm to that member], but not expect or ask members to keep confidences about them;
- respect the role of members' families and seek to work in partnership with parents;
- avoid any real or apparent conflict between their own needs and the needs of members in their motivation for service and their actual service;
- respect the personal privacy of members;
- not cause harm to any member, and shall not allow their behaviour to give rise to any emotional advantage in any relationship with members and shall not engage in any exploitive or manipulative behaviour with members;
- be mindful of 'at-risk' situations –camps or residential programs, motor vehicle travel – where an accusation of improper behaviour on the part of the leader could be made. To this end all situations where a leader and a member are alone together and not able to be seen by others must be avoided;
- not possess or provide to members any drugs (including alcohol and cigarettes) or sexual visual material;

- seek always to develop and maintain positive and wholesome relationships with and between members;
- ensure there is never any hint which gives the impression of favouritism, or encourages "special" relationships with individual members;
- gain approval from the parent organisation, from parents and from other Brigade leaders before visiting members at their home, or before inviting members, as a group, to your home;
- avoid inappropriate touching and physical contact with members;
- develop and maintain good quality relationships with other leaders, including both male and female;
- develop good working relationships with church leaders and those involved in other ministries of the church;
- in their communication with members (spoken, written, emails and text messages), always use language which affirms worth, dignity and significance of the individual, and not engage in inappropriate correspondence, both in the type of communication and the frequency of the correspondence;
- perform their role and relate to members in a spirit of honesty and openness; mean what they say; keep their word;
- when possible, involve members in decisions making in matters which effect them;
- treat all members in a fair and just way; in all instances where there is a breach of the accepted behaviour standard, due regard should be given to the principle of natural justice and the individual circumstances. At all times the best interests of the member should be considered;
- in disciplining members, never use abusive language or try to belittle or make fun of them;
- never use any form of physical discipline to control or punish inappropriate behaviour; however this does not include physically restraining a person who is imminent danger of inflicting an injury on himself or another, or is in a situation of danger from which they must be withdrawn;
- provide a safe environment, and maintain safe practices for all activities;
- not accept responsibility for activities beyond personal ability, competency or training;
- respect, and not inappropriately use, any private property or property of the Church or parent organisation;
- be committed to on-going training, personal development and skill maintenance / enhancement;
- be subject to supervision and performance review.

Relationships

Communications

Discipline

General

Breaches of this Code of Conduct:

Any alleged or suspected breach of this Code during a Regional, State or National activity will be dealt with by the State Office of The Boys' Brigade in the State in which the alleged breach is said to have occurred, and in accordance with that State's legislation.

(i) Possible Criminal Breach of this Code:

In all cases where the alleged breach involves a suspicion of harm which may involve an offence against a child, or an illegal activity, the case will be reported by the Boys'

Brigade State Executive Officer to the State Police Service and the Government Department responsible for Child Safety.

If the alleged activity has been reported to another body (eg. a Church) the State Office of The Boys' Brigade must also be advised and informed that a report has been made to the Police. If no report has been made, the State Executive Officer will do so immediately.

[Note: When a disclosure of harm has been made, Boys' Brigade and the Church must respect the interests of the child or young person involved as well as the rights of the alleged perpetrator of the harm. However keep in mind that the needs of the child or young person are paramount.

Boys' Brigade or the parent organisation should clarify with the Police Service or the relevant Government Department;

- who is responsible for informing the child or young person's parents or carers about the disclosure and any action taken, and
- who can provide ongoing support and professional counselling for the child or young person.]

(ii) Possible non-criminal Breach of this Code:

Any alleged or suspected breach of Codes of Conduct during a Group (Church / School based) activity will be dealt with by the Church / School in accordance with the policy and procedures of that Church / School; and also by the Boys' Brigade if the leader is a State Registered leader. The local Church / School is requested to notify the State Office of any situations which may constitute a breach of this code.

Each State Executive of The Boys' Brigade is responsible for the determination of all potential breaches of this Code of Conduct occurring within that State. This responsibility may be delegated to a person or persons who will act on their behalf.

All allegations or complaints must be documented. Any suspicions of harm which may involve an offence against a child, or an illegal activity, should be recorded on the appropriate form in accordance with the guidelines provided and referred to the appropriate authorities without investigation. If the State Executive or their delegate is unable to determine the correct course of action, the decision should be made in consultation with a legal advisor.

The State Executive, or their delegate will:

- determine if the person alleged to be in breach of this code should be excluded from contact with members or from other activities of the group while the incident is investigated;
- determine if the parent organisation to which the leader belongs should be notified of the incident.
- act quickly to determine the validity of the accusation.

If a breach of this Code [not including harm as an offence against a child, or an illegal activity] is proven, the State Executive will:

- ensure a compassionate, honest, and appropriate response is given to anyone who has been effected by the actions of the offender.
- determine if the offender should be excluded from any leadership position [and for what time period].
- implement [or seek the support of the parent organisation to implement] an appropriate, positive disciplinary process – involving counseling, training, support and supervision - so that the person can improve their leadership skills and once again make a positive contribution to the organisation and the Brigade group.

General Note: All leaders should care for each other and be watchful, alerting one another to situations or circumstances where there might be a potential for a breach of this code of conduct.

BB & BLUE CARDS

The following information has been put together in consultation with the 'Public Safety Business Agency's Blue Card Services' and is designed to provide advice to leaders and Companies about the various rules surrounding the Blue Card system.

Blue Cards...

...and General Leaders

Do BB leaders need to have a Blue Card?

As a general rule, YES BB leaders need to hold a Blue Card. BB comes under the "Churches, Clubs and Associations" category and is, therefore, regulated employment.

Is it an offence to require someone who qualifies for an exemption to apply for a Blue Card anyway?

There is no specific offence against requiring someone who qualifies for an exemption to obtain a Blue Card in order to work in your Company. It is an offence, however, "to provide false or misleading information to the Commission" on Blue Card applications. On these forms, both the applicant and organisation/volunteer coordinator sign that "the volunteer is proposing to start or continue in regulated employment and an exemption does not apply", so by requiring an exempt person to apply for a Blue Card, both the applicant and coordinator signing the form do commit an offence.

SCENARIO

Leon is a great leader - the company simply can't do without him. He has not yet started his training as a BB leader but is working every week helping out the Captain who is desperately short of leaders. His church believed people helping out in BB were not required to hold a Blue Card until they were trained and recognised by BB (i.e. registered). Does Leon need a Blue Card?

Yes, Leon needs a Blue Card in this scenario, as the requirement to have a Blue Card does not rest on the registration status of a person, but on the actual role that they are undertaking. In this scenario, Leon is meeting all of the criteria requiring someone to have a Blue Card.

Blue Cards...

...and 18-Year-Old Members

Is it a rule that all 18-year-olds must obtain a Blue Card?

Tim has just turned 18 and is a 'Sergeant' (NCO). He exercises leadership of his group of boys for some activities during the Company night, organizes his tent group on camp - the boys in his group are his age or only a couple of years younger than him - and helps out occasionally organising the games. In most, but not all, cases he is supervised by a registered Officer. Does Tim need a Blue Card?

The advice from the *Blue Card Services* is that the decision about whether someone needs a Blue Card is not simply about how old the person is, but also depends on whether they are providing a 'service' to children. Under the legislation, an adult requires a Blue Card where they are providing a 'service' to children. Where they are in the same location as a child and only a service recipient, they will not need a Blue Card. So, in short, there is no rule requiring all 18-year-olds to get a Blue Card.

BBQld has adopted the policy (in consultation with the *Blue Card Services*) that, given the likelihood that 18-year-old NCOs will exercise leadership over younger members:

"A BB member, who has turned 18, will be required to hold a Blue Card where they hold any form of NCO rank."

SCENARIO





SCENARIO

Peter has just turned 18 and is a member of the Seniors Section. He intends staying in the Company until the end of the year. If the group is short on leaders for a night he may be called on, as the oldest, to lead occasionally. Does Peter need a Blue Card?

Under the above policy, boys who are 18 but not an NCO do not need a Blue Card.

How far in advance of his 18th birthday can a boy apply for a Blue Card?

People are able to apply for their Blue Card up to six (6) months prior to their 18th birthday. Any applications received before this point will not be processed.

If a boy has applied for a Blue Card but it doesn't arrive before his 18th birthday, can he continue in leadership pending its arrival?

18-year-olds who are caught in this situation do not need to stop attending BB programs. Given that they are required to hold a Blue Card based on the leadership role they play within a Company, boys who have not received their Blue Card, by their 18th birthday, will need to refrain from exercising any sort of leadership roles within his Company until the Blue Card arrives.

Blue Cards...

...and the Volunteer Parent Exemption

Do parents of boys in a BB Company need a Blue Card?

Under the relevant legislation, volunteers are exempt if they are:

"A volunteer parent of a child who receives the same or similar services, or participates in the same or similar activities, to those that the person provides at the Church, club or association"

SCENARIO

John helps at BB, in the Juniors Section, where his 10-year-old son, Michael, is a member. Does John need a Blue Card?

No, John does not need a Blue Card. This is a basic application of the 'Volunteer Parent Exemption'.

SCENARIO

John helps at BB, in the Juniors Section. His 13-year-old son, Michael, is a member of the Seniors Section. Both of these Sections meet on a Monday night. Does John need a Blue Card?

No, John does not need a Blue Card. While his son is in a different Section, his volunteering within the same Company falls into the category of "same or similar services/activities".

SCENARIO

John helps at BB, in the Anchors Section. His 13-year-old son, Michael, is a member of the Seniors Section. The Anchors Section meets on Monday nights, the Seniors Section meet on Wednesday nights. Does John need a Blue Card?

No, John does not need a Blue Card. While his son is in a different Section his volunteering within the same Company falls into the category of "same or similar services/activities", despite the Sections meeting on separate nights.

If a volunteer has a son in another BB Company, does this exemption apply?

SCENARIO

John helps at Brisbane Baptist Church BB Company, in the Juniors Section. His 13-year-old son, Michael, is a member of the Seniors Section, at Brisbane Lutheran Church. Does John need a Blue Card?

Yes, John needs a Blue Card. Based *Blue Card Services* advice, the programs of different BB Companies can be too dissimilar for the "same or similar" principle to apply.

If a volunteer has a girl in a GB Company, does this exemption apply?

Ray has a daughter in Girls' Brigade and both GB and BB groups meet at the same venue on the same night. He and the Church believe he is exempt, as he is working in an activity 'within a Church, club or association which are the same or similar to those received by their child'. Does Ray require a Blue Card?

Yes, Ray needs a Blue Card. Based *Blue Card Services* advice; the programs of BB and GB can be too dissimilar for the "same or similar" principle to apply.

SCENARIO

Does this apply if the person is an adopted, or foster, parent?

The legislation uses the term 'parent', which is defined as someone having or exercising parental responsibility for the child. Therefore, regardless of whether someone is the natural, adopted, or foster parent, the parent exemption applies.

Blue Cards...

...and the Volunteer Guest Exemption

Do short-term visitors (i.e. for 1-4 nights) need to have a Blue Card?

Under the legislation, volunteers are exempt under the following circumstances:

"A volunteer guest of a school or recognised body and are:

- observing or supplying information or entertainment to ten or more people; and
- the activity is for ten days or less on no more than two occasions per year; and
- unlikely to be physically present with a child without another adult being present."

The "frequency test" (a person having to meet a minimum time threshold before needing a Blue Card) only applies to paid employees, it does not apply to volunteers. In order for this exemption to apply, all three criteria must be satisfied. This provision applies BB Queensland as it is classified as a "recognised body" by virtue of it being an "incorporated association".

SCENARIO

Shaun goes to the Church where the Company is based. The Captain asks Shaun to teach a group of eleven boys in the Senior Section about car maintenance for 1½ hour a night, for six weeks, over a period of 3 months. During all sessions, one of the regular leaders will be present. Does Shaun need a Blue Card?

No, Shaun does not need a Blue Card. In this exemption, the three criteria must be fulfilled. This scenario contains evidence of all three criteria being met.

SCENARIO

Consider the original scenario in light of the fact that Shaun's group will only have seven boys in it. Does Shaun need a Blue Card?

Yes, Shaun does need a Blue Card. In this exemption, the three criteria must be fulfilled. This scenario does not meet the "more than 10 people" test.

Consider the original scenario in light of the fact that Shaun will instruct the group on his own, without an Officer being present. Does Shaun need a Blue Card?

Yes, Shaun needs a Blue Card. In this exemption, the three criteria must be fulfilled. Again, this scenario does not meet the third criteria.

SCENARIO

SCENARIO

Consider the original scenario in light of the fact that Shaun has started instructing the group but, on one night, the Officer who usually is with the group is ill and is not present. Does Shaun have to cancel the session, as he will be alone with the group?

No, Shaun does not need to cancel the session, as the guidelines require that, at the time of the determination about exempt status being made, he was "unlikely to be physically present with a child without another adult being present". However, if another leader were available to assist for that one night, that would also be good.





SCENARIO

Consider the original scenario in light of the fact that Shaun is a dad and, with a son who has just joined the Anchors Section of the Company.

No, Shaun does not need a Blue Card. Parents with a child in the Company they are volunteering in are exempt from needing a Blue Card.

SCENARIO

Miles was an active officer 5 years ago but now only does background work such as administrating camps and activities, training boys and leaders in outdoor activities and cooking. He gets involved annually with several weekend type events a year at the local level. He let his Blue Card lapse and sees no reason to renew it, as he is no longer 'active' in a Company. Must Miles renew his Blue Card?

Yes, Miles does need to renew his Blue Card. Under this exemption, involvement can only be on "no more than two occasions per year" and Miles is described as being involved in weekends where he has contact with minors several times a year.

SCENARIO

Joe used to be a BB leader and has been asked by the Company Captain to take boys to a combined weekend camp run by BBQld. Can BBQld allow Joe to 'participate' with his boys in the 'occasional' combined activity without holding a Blue Card?

Joe does not need a Blue Card, so long as he does not supervise boys on more than two occasions per year and is likely to be accompanied by another adult.

This document was prepared in consultation between *The Boys' Brigade Queensland Ltd* and the former *Commission for Children and Young People and Child Guardian* in 2012, and was confirmed by *Blue Card Services* in 2015. The information and responses to the scenarios provided was provided based on the *Blue Card Services*'s understanding of BB's structure and operations within Queensland. It is not, and should not, be used as a basis for understanding the implications of the Blue Card system on any individuals or organisations, other than those activities and operations conducted by *The Boys' Brigade Queensland Ltd*.

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Additional and current information about the Blue Card System can be obtained from the *Blue Card Services* website - www.bluecard.qld.gov.au

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This document was produced by:
THE BOYS' BRIGADE QUEENSLAND LTD
PO Box 165, Mt Gravatt 4122
(07) 3849 4498
bbqldgm@brigadeaustralia.org
www.brigadeaustralia.org