

## BCS REGISTRATION AND TRAINING PROCEDURES

### GENERAL POLICY

1. Branches have to be BCS registered before any training can commence.
2. Members wishing to be trained (i.e. new starters) are required to undertake the following to be fully accredited:
  - a. DBS vetting clearance;
  - b. A face-to-face training session;
  - c. The on-line GDPR and Safeguarding training modules; and
  - d. The on-line Lone Working module (this only has to be completed once and does not require renewal).
3. Existing BCS-trained members are required to renew their credentials as follows:
  - a. DBS vetting every 3 years;
  - b. The face-to-face training session every 2 years; and
  - c. The on-line GDPR and Safeguarding training modules annually.

### BCS REGISTRATION PROCESS

4. Branch Committee agrees that they wish to apply for BCS Registration – noted in meeting minutes.
5. Branch Contact (Chair or Secretary) notifies Membership Engagement Administrator (MEA) of requirement and name(s) of Representative or Supporter (Membership Number, Full Name, email address and telephone number).
6. MEA enters Branch name on BCS System but marked as **Inactive**.
7. MEA acknowledges application and forwards information about DBS clearance to the Branch Contact for completion by member who can register on Discover and sign up for BCS New Starter training (combination of on-line and face-to-face sessions).
8. Once the member(s) has completed all training and DBS clearance has been confirmed, MEA will:
  - Arrange for [Branchname.BCS@rbl.community](mailto:Branchname.BCS@rbl.community) account to be opened to enable BCS Reporting and notify Branch Contact when set up;
  - Change Branch status on the BCS System to **Active**; and
  - Confirm to the Branch Contact that they may now commence BCS work. Notification to be copied to County Training Officer (CTO).

## **BCS TRAINING**

### **9. New Starter**

- Course booking on Discover by member may only commence when authorised by Branch Contact.
- During registration on Discover, the member must select BCS as a Branch role (plus any other role such as Branch Committee Member) to enable access to the relevant courses which are allocated automatically by Discover.
- Training can commence immediately whilst DBS clearance is being sought.
- Once all training (both on-line and face-to-face) has been completed, the Branch Contact should confirm this to the MEM who will take action as above (paragraph 5).

### **10. BCS Refresher.**

- The MEA will contact members to notify when training should be refreshed.
- Only applicable to Branches who are BCS Registered and whose member has already been DBS cleared.
- On completion, the member should notify their Branch Secretary.

Contacts: MEM [CentralMembership@britishlegion.org.uk](mailto:CentralMembership@britishlegion.org.uk)  
CTO [Northamptonshire.CTO@rbl.community](mailto:Northamptonshire.CTO@rbl.community)