



QUEEN'S BADGE

Record Book

NAME: _____

THE QUEEN'S BADGE

Information Page

The Value of the Queen's Badge

The Queen's Badge is the highest of the Advanced Awards for young men in The Boys' Brigade.

Before a young man can start working towards the Queen's Badge, he must first have gained the President's Badge. In being awarded the President's Badge, the recipient will have either achieved all of the Company Section Activity Group Badges and Brigade Leadership to Grade 3 level or he will have attained the Duke of Edinburgh's Bronze Award and attended a Grade 3 Leadership Course.

He will have been a regular attender to the Company and have been recommended as suitable by the Company Captain.

As part of the programme of work for the Queen's Badge the candidate will have:

- attended a Candidates' Conference, setting out his personal programme for the award;
- attended a Leadership Training Course and take leadership responsibility in his BB Company;
- given a minimum of thirty hours practical service to people in the community.

The young man will have undertaken one or more activities from the following:

- ◆ Expedition / Exploration
- ◆ Skills
- ◆ Physical Recreation

The standards required are those of the Duke of Edinburgh's Silver Award.

After a minimum of 12 months, having completed all of the above, the young man will have satisfactorily attended a Completion Course.

As a result of this programme of work, Queen's Badge Candidates can show qualities valued by employers, through a positive attitude towards:

- teamwork;
- achieving quality;
- continuing education and training;
- relationships with others.

These qualities can also be demonstrated through increased self-awareness, self-esteem, self-motivation, self-control, initiative, determination, confidence and responsibility.

The Boys' Brigade
Northern Ireland Headquarters
Rathmore House
126 Glenarm Road
Larne
County Antrim BT40 1DZ

The Boys' Brigade
Scottish Headquarters
Carronvale House
Carronvale Road
Larbert
FK5 3LH

The Boys' Brigade
Headquarters
Felden Lodge
Hemel Hempstead
Herts
HP3 0BL

THE QUEEN'S BADGE

This space is for a
passport type
photograph of
yourself. Your
record book will not
be deemed complete
without it.

NAME _____

ADDRESS _____

_____ POST CODE _____

TEL. NO. _____

COMPANY _____

DATE OF REGISTRATION _____

Queen's Badge Adviser:

Name _____

Address _____

_____ Post Code _____

Tel. _____

REGULATIONS FOR THE QUEEN'S BADGE

This is the highest award that may be gained by a member of The Boys' Brigade and will be awarded to young men who qualify as follows:

1. Hold the President's Badge.
2. Be at least 16 years of age.
3. Attend a Queen's Badge Candidates' Conference as soon as possible after gaining the President's Badge. At this conference a programme of work, prepared and submitted by the candidate, is agreed and entered in the Record Book.
4. Continue in membership of the Company for a further period of at least one year, during which time the young man must:
 1. Accept an appropriate degree of practical leadership as a junior member of staff in the Company, and EITHER
 2. Attend a Leadership Training Course approved by the Brigade:
OR
 3. Attend a Course approved by the Brigade, designed to help with his practical work in the Company.
5. Undergo appropriate briefing and then undertake at least 30 hours of practical service with people in the community outside the Company and the Church except in circumstances approved by the Queen's Badge Co-ordinator / Adviser. Wherever possible, the practical service should be over a six month period.
6. Undertake one or more activities from the following three sections:
 - (a) Expedition / Exploration
 - (b) Skills
 - (c) Physical Recreation

The standards required are comparable with the Duke of Edinburgh's Silver Award. (NB: If all three are undertaken, this will enable the young man to qualify for relevant parts of The Duke of Edinburgh's Silver Award, subject to Duke of Edinburgh's Award Regulations, which should be checked at the outset.)

7. Satisfactorily attend, a Queen's Badge Completion Course, not less than 12 months from the date of registration, and preferably 18-24 months from the date of registration.
8. The Company Captain must complete a full report on the young man's work and progress throughout this period and recommend him for the Award.

STEP BY STEP

President's Badge to Queen's Badge

1. On completion of his President's Badge, the candidate's Captain submits the completed application form and fee as follows: (cheques should be payable to "The Boys' Brigade").

England and Wales:

To the Battalion for their endorsement (not all Battalions undertake this task). The form and fee are sent by the Captain to the District Queen's Badge Co-ordinator.

Scotland

To the Battalion to be countersigned by the nominated person. (This may be the Queen's Badge Adviser). The signed form and fee are then either sent by the Captain to Scottish Headquarters or taken to the local supplies depot.

Northern Ireland

To the Battalion for their endorsement. The signed form and fee are then sent by the Captain to Northern Ireland Headquarters.

The Candidate's service towards the Queen's Badge commences from the date of Registration for the Queen's Badge.

2. The President's Badge is sent to the Company Captain (to be presented at the Captain's discretion) together with the Queen's Badge Record Book.

The Queen's Badge Adviser receives notification identifying a potential Queen's Man and his starting date.

3. The Captain gives the Record Book to the candidate and arranges an early meeting to discuss the contents of the book, and a possible programme of activities, lasting for at least twelve months. The Captain may appoint a Company Supervisor who will oversee the candidate's Queen's Badge programme on the Captain's behalf.
4. The Adviser contacts the Captain and candidate within four weeks to arrange a Candidate's Conference. (If not, the Captain or Candidate should contact the Adviser).
5. A Candidate's Conference is held and a programme of work prepared, in consultation with his Captain or Company Supervisor and submitted by the Candidate, is agreed and entered in the Record Book. (The Conference will be conducted in line with the procedures laid down in the Advisers' Notes).
6. The Captain, Company Supervisor and Adviser support and encourage the Candidate over the next twelve months, especially where the intended programme of work has to be altered.
7. On completion of the final stage ("Get Working") and not less than twelve months after the date of registration for the Queen's Badge, the Captain completes his recommendation on the Candidate, and submits the completed Record Book (with the appropriate fee) as set out in 1. above.

8. The Course Organiser accepts the application and conveys the course details to the individual, retaining the Record Book as background information for the course staff.
9. The Candidate attends a Queen's Badge Completion Course (run in accordance with the procedures laid down in the Course Organisers' Notes), receives the Record Book with endorsement by the Course Organiser.
10. The Candidate hands the Record Book to his Captain.
11. Applications for the Queen's Badge are made as follows: (all cheques should be made payable to "The Boys' Brigade").

England and Wales:

The Captain sends the completed Record Book with the application form and fee to the District Queen's Badge Co-ordinator.

Scotland:

The Captain sends the completed form and fee to Scottish Headquarters.

Northern Ireland:

The Captain sends the completed form to the Queen's Badge Adviser for their endorsement. The form and fee are then sent by the Captain to Northern Ireland Headquarters.

12. The Queen's Badge Certificate and completed Record Book will be returned to the Captain. A special ceremony should be arranged for the presentation of the award.

Notes

- (a) The onus is on the Captain to apply for the President's Badge at the earliest date, because the Queen's Badge programme cannot be completed in one session.
- (b) Captains and Supervisors are encouraged to maintain the highest possible standard of performance consistent with the Candidate's abilities.
- (c) Where appropriate, when awarding the Queen's Badge, the dignitary presenting the Award could be given an opportunity to read the Record Book, and highlights from it be read out to emphasise the considerable effort which it takes to become a "Queen's Man".

GET IT RIGHT

Welcome to the Queen's Badge programme. As a Senior in The Boys' Brigade your work for this major award is probably going to be the biggest part of your service in the BB for at least the next twelve months and probably longer.

This booklet is designed to give you the information you will need for completing the programme. It also leaves space for you to record the work you have done. You are encouraged to make your record as interesting and varied as possible. You should try and make use of photographs, letters, press cuttings or your own words. You can add as many extra pages to this booklet as you need in order to show what you did. Three extra pages are included at the back of this record book, more can be added if required.

You can write your answers or use a word processing package. Remember, you should be able to look back at your Queen's Badge record book with pride, so make every effort to ensure entries are neat, legible and presentable.

Working towards the Queen's Badge is a project with a number of parts. These parts consist of what you should do, namely:

Page(s)	7	Get ready
	8-9	Get going
	10	Get reporting
	11-15	Get ahead
	16-19	Get involved
	20-24	Get active
	25-26	Get working
	31	Get on

Responsibility for ensuring that all aspects of the Queen's Badge Record Book are complete rests with the Candidate. There is a checklist at the back of this book to help ensure that all aspects of your Book are complete.

You cannot complete all the parts in less than 12 months and they may take you longer than that. Don't rush your work since taking your time means a better job and greater satisfaction. But don't hang about either, because you will lose satisfaction if you are not making progress. Get it right and you will be proud to become a QUEEN'S MAN.

GET READY!

Now that you have been registered for the Queen's Badge programme your Company Captain has received this record book. At the same time, another Officer, called a Queen's Badge Adviser, has been told that you are registered to work for your Queen's Badge. The Adviser, together with your Captain / Supervisor, are there to help you complete the Queen's Badge programme and gain the Award.

Your Adviser should contact you within a month, have a preliminary chat with you and arrange for you to attend a Candidate's Conference at which you can agree your personal programme towards the Queen's Badge. If you do not hear from your Adviser, find out from your Captain how you can make the necessary contact.

Before your Candidate's Conference, work through the rest of this book and decide what you would like to do in order to gain the Award. Ask your Captain, or Supervisor, to discuss your plans with you - he/she will be able to say what the Company can help you with and where you will need to enlist the help of others. Then when you go to the Candidate's Conference you will be well prepared.

During the Conference, you will be able to complete the next two pages of this book. You will then be ready to start work towards the Queen's Badge.

It is up to you now to get through the Queen's Badge programme without waiting for someone else to tell you what to do. Where you need your Captain's help or the help of any other person, approach them: don't wait for them to approach you.

Much of the work you are about to embark on will be your own. The work you have undertaken on your BB career has been generated by your Captain and other officers. Part of this plan is to measure how well you can stand on your own feet.

GET GOING - ACTION PLAN

Now that you are working for your Queen's Badge, it is important to make plans for the work ahead. Remember that not all of the elements of the Queen's Badge programme are compulsory. You have the choice of which elements to undertake and in which order. Read the Queen's Badge Regulations on page 3 of this Record Book.

PRACTICAL LEADERSHIP

The type of leadership I intend to engage in within my Company is:

BRIGADE LEADERSHIP TRAINING COURSE - Attendance at this course should be completed at an early stage, this way you will improve your skills for Company Service. Details of available courses will be available from your Company Captain or Adviser.

I am hoping to attend the following course:

Date: _____

Venue: _____

ACTION PLAN (continued)

SERVICE OUTSIDE THE COMPANY AND CHURCH

The type of service I intend giving is:

ACTIVITIES

The activity / activities I have chosen to follow is / are:

QUEEN'S BADGE COMPLETION COURSE

The Queen's Badge Completion Course I hope to attend is:

Date: _____ Venue: _____

At my Candidate's Conference this plan was approved by:

Battalion Queen's Badge Adviser: _____

Captain / Company Supervisor: _____

Date: _____

You now have a programme for your Queen's Badge. Remember that you can choose what to do and in which order. What is next in this book may not be next in your plans. Attendance at a Leadership Course, however, should be given top priority.

GET REPORTING!

Service and Activities (Pages 12, 13, 14, 15, 17, 18, 19, 21, 22, 23 and 24)

Writing a Report should not just be a diary of events. It should also include your personal comments and you should aim to include the following information:

- a. Why you chose the activity.
- b. Some detail of the preparation, planning, training and advice received.
- c. Details of what you actually did.
- d. Details of what responsibilities you had.
- e. Outline the problems and successes you had in taking part.
- f. Outline the lessons that you learned.
- g. Set out the highlights and any special happenings or events.
- h. State whether or not you enjoyed what you were engaged in and why.
- i. Say whether or not the service or activity turned out the way you expected before you started.
- j. State whether or not you intend to continue the service or activity, if appropriate.

Try to ensure that all the detail is relevant and aim to be original.

Course Report (Pages 14 and 15)

As part of your programme of work you are required to write two Course Reports. When it comes to writing a Report you should not just write a diary of events. For instance, try not to write, “On Friday we arrived then we did PE, then we had a discussion.” Rather, you should be aiming to give your impressions of the course in an interesting way.

During the course, look at the programme and you will see that it breaks into sections, Tutorial Groups, Worship, Physical Activities, etc. Take the different parts of each section and try to include details of what you actually did, what you enjoyed, found difficult, as well as what you learned.

You may include the course programme, hand outs and photographs to “liven up” your report.

GET AHEAD! PRACTICAL LEADERSHIP

The Boys' Brigade uses different leadership roles and responsibilities which help the organisation meet its objectives. As a Queen's Badge Candidate you are asked to show your commitment through your leadership.

In your own Company there are many jobs waiting to be done. Assisting with Company Section Programme or Club Night; helping with the Anchor Boys or Junior Section; helping within your Church as part of your Company's contribution, are some of the ideas you may want to explore. Which are you going to do **throughout the next year**, and how are you going to be sure that they have been done to the best of your abilities?

Remember, attending a Section is not sufficient, you should have agreed a clear leadership role and been briefed for it by the officer-in-charge. You should also seek feedback on your performance to enable learning and improvement to be achieved.

There are other jobs to be done when you go to camp or some other residential event. You are asked to show your leadership qualities there too. Where will you go?; when?; how will you get there?; who will do the cooking?; who will organise the games programme?; are all part of running the event. For this part of your Queen's Badge programme you have to take your share of responsibilities.

Leadership skills also have to be learned. Your Battalion, District, Region and the Brigade, run training courses and you could go to one of them. Why did you go?; what was it like?; what did you do?; how did you rate the course?; these are the kind of questions you need to be thinking about in this part of **"Get Ahead"**.

Now complete the rest of this section adding in as many pages as you need to complete your record. Remember that you do not need to write down everything you did; you can add photographs, pictures, maps and drawings to show what you did as a leader.

LEADERSHIP IN THE COMPANY

What sections did you work in?

What did you do?

What were your responsibilities?

What did you enjoy?

What did you find difficult?

What did you learn?

Name _____

A Record Sheet for Leadership in the Company

Date	Details of Activities	Time Spent	Supervisor's Initials

Endorsed by: _____ Captain / Supervisor Date: _____

LEADERSHIP TRAINING COURSE

Course Date: _____ Place / Venue: _____ Course Ref. No. _____

This is my account of that course:

What was the highlight of the programme?

What did you enjoy the most?

What did you find most difficult?

What did you learn?

You should include a copy of the course programme and add other material as you wish.

Date: _____

THINK IT OUT!

Everything we do makes us think. Out of everything we do comes some learning. What has your experience in leadership taught you, and what do you now think about leadership?

Note down here a few of your impressions which relate to all aspects of your Queen's Badge Leadership work. These thoughts can be used when you come to the final section of this book, "Get Working", and when you go to the Queen's Badge Completion Course.

What I have learned about leadership is:

GET INVOLVED! SERVICE OUTSIDE THE COMPANY AND CHURCH

The BB is an organisation which tries to help others just as much as it tries to help its own members.

All around us are people with needs - families; children, young people and adults with disabilities; the elderly with their particular needs; community groups. These people, and many others, live in your community - can you do something practical to help them?

Most of these needs cannot be dealt with in a short period of time and so, when you think about getting involved, ask yourself if you are prepared for the possibility that you will want to carry on your service even after gaining the Queen's Badge. After all, think how the person you have been helping will feel if you stop as soon as you gain the Queen's Badge. At the outset of your service it will be courtesy to agree your time and length of commitment to the group / individual concerned.

Of course, not all community service is directly involved with people - some of it involves practical work like digging gardens, mending toys or decorating rooms. These forms of service might suit you better, but remember that the gardens or toys belong to people, so get to know them and you may find there is other work you can do for them.

Your church will also be able to help you join in its service to others, or advise you on help which you can give. The major part of your work should be in the community but, on occasions, part of the work may be within the church. In such circumstances you would require special permission from your Queen's Badge Adviser. If in doubt, ask **before** you start.

Getting involved means what it says. This part of the programme is about giving practical help. The 30 hours of service which you are asked to give is the **minimum**. If you can spare more time, give it. After all, the Queen's Badge programme lasts for at least a year.

Remember that "getting involved" does not have to be a lonely experience. You can work in a group with other people, friends or members of your Company, on whatever form of service suits you. Your church will also be able to help you join in its service to others, or advise you on help which you can give.

Discuss your service with your Adviser and your Captain or Company Supervisor then go ahead and do it, for yourself, for your Company, for the whole Brigade, but above all, for others.

PRACTICAL SERVICE

My practical service was:

Start date: _____ Finish date: _____ Total hours: _____

What did you do?

What did you enjoy?

What did you find difficult?

What did you learn?

Name _____

Date	Details of Activities	Time Spent	Supervisor's Initials

This account is endorsed by: _____ Assessor

Qualification: _____ Date: _____

THINK IT OUT!

You will have learned quite a lot from your practical service. Take the time to reflect on this and comment below.

- May be you have a few ideas on what else you can do in the next year or so to work with others.
- Perhaps you have ideas on what the BB could do as an organisation as a form of practical service.
- You might have some thoughts on how our society fails to meet the needs of some individuals or groups.

Comment below on the specific things you learned from your practical service. Say what you feel was of most value to you.

GET ACTIVE! ACTIVITIES

The Queen's Badge programme is a balanced programme. It provides opportunities for you to develop some of your skills and interests and to try out new things.

For example, you may want to start expedition training or undertake further expeditions; you may want to undertake an exploration; you may want to start a new skill or continue an existing one; you may want to start a new physical activity or continue with one in which you are already involved.

Remember that you do not have to be an expert and you do not have to become an expert. This element of your Queen's Badge programme is about taking part. That is why you can start a totally new activity. All that is asked is that you stick at the activity for a period of time and make progress in it. In addition, of course, it should be an activity which you can enjoy.

You may want to try out one or two activities before you decide which one to choose for your award. Your Adviser, Captain or Company Supervisor, can help with ideas if you get stuck. Maybe one of the points you will want to consider is whether you can continue the activity after you have gained the Queen's Badge. There is not much point in taking part in something just to get the Badge.

So think about what you can do, what you might enjoy doing and what you will be able to continue doing. Then get on with it. And when describing what you did, remember that photographs and other visual records are as useful and as helpful as your own words.

Should you be undertaking more than one activity you can, if you wish, record them in your Queen's Badge record book. Many young men complete all three although only one is required for your Queen's Badge.

The standards required for the Queen's Badge are the same as those of the Duke of Edinburgh's Award Scheme. If in doubt, you may wish to refer to the D of E handbook. With some additional work, you could consider doing D of E at the same time

EXPEDITION / EXPLORATION

My training was from _____ to _____

My expedition / exploration was from _____ to _____

Brief summary of Expedition / Exploration (enclose a copy of the log book).

Comments by Assessor:

This account is endorsed by _____ Assessor

Qualification: _____ Date: _____

SKILLS

Type of interest _____

I followed this interest from _____ to _____

Summary of interest followed:

Comments by Assessor:

This account is endorsed by _____ Assessor

Qualification: _____ Date: _____

PHYSICAL RECREATION

Type of activity pursued: _____

I followed this activity from _____ to _____

Summary of physical recreation followed:

Comments by Assessor:

This account is endorsed by _____ Assessor

Qualification: _____ Date: _____

THINK IT OUT!

While you should have enjoyed your activities, they might also have set you thinking. Think about what you did. Write below your views on whether or not you made a sensible choice of activity. Do you intend to continue this activity or pursue others? In what ways were those activities of value to you?

Reflect on your activities and the time you give to them. Comment below in the light of your experience on the following:

- Why do people drop so many interests?
- Are lack of time, cash and opportunity factors?
- Why are some activities more difficult than others?
- Are lack of natural skills, failures, instructors, important factors?

GET WORKING!

All of your work in this Queen's Badge programme has had at least three aims in mind:

- getting you involved;
- making you think and
- helping you enjoy yourself.

Much of your work in the past year has been outside the BB. You have already recorded what you have done and what you thought of it. Soon you will go to a Queen's Badge Completion Course which is another stage in your progress towards becoming a Queen's Man.

Look at the questions which follow - some require your opinion, some require you to ask a few questions within your own Company and some require you to obtain information. Your Captain and Adviser can help you to find this information. It is possible for you to receive guidance in some of the topics you are asked to comment on. Please remember such information should be used as background material. **Your** thoughts and opinions count!

Just as with previous sections, you can make your record here not just with words but with pictures, maps and photographs, etc. If you feel that you want to add more pages to make your record more complete, you should do so.

QUESTIONS FOR CANDIDATE

SECTION ONE (Answer ALL questions)

1. Outline the reasons you would give to a twelve year old to convince him to become a member of your Company.
2. What are the activities you have most enjoyed during your time in the BB? What do you regard as the best time? It could be a special event or a particular activity.
3. From your experience, suggest ways in which the Company programme can be organised to hold the interest of Seniors.
4. How do you think you have benefited personally from being a member of the BB?

SECTION TWO (Answer ONE question)

1. Is there a verse in the Bible which has a special meaning for you? If there is, state which and say why it is special.
2. Suggest ways in which Seniors might be encouraged to become fully involved in the life of the church and eventually become members.

SECTION THREE (Answer ONE question)

1. Research and prepare a presentation on the work of an international aid agency (e.g. Christian Aid, Oxfam, Red Cross, TearFund, Save the Children). Highlight examples of the agency's work concerning specific issues (e.g. water supply, international debt, child labour, famine, health / disease). Your presentation may take the form of a written report with visual aids (maps, diagrams, pictures, etc.) or a large (A2 size) poster.
2. Compile a report or prepare a presentation on the work of a youth organisation in either Asia, Latin America or Africa. You should cover the following points:
 - A brief history of the organisation.
 - What needs are the organisation meeting in the country you have chosen?
 - What are the challenges facing the work of the organisation in your chosen country?
3. Co-ordinate your company's programme and support across all the sections for a major international aid agency project such as Christian Aid Week or other such agency. This will involve working with the staff in all sections to:
 - plan and lead sectional programmes using the resource material made available by the agency, highlighting examples of its work; and
 - plan and undertake events for fund-raising.

ANSWERS

ANSWERS

ANSWERS

ANSWERS

GET ON!

Your Queen's Badge programme is nearly finished.

Ask your Captain to write out a recommendation for you (page 34).

Ask your Battalion Adviser to sign your book (page 34) endorsing that:

- (a) your book is complete and you are ready to attend a Completion Course;
- (b) you have followed the programme agreed with your Adviser.

Send off your book to the Organiser of the Completion Course you wish to attend.

After the Course, write a brief report about it, summarising what your feelings were.

Next, make sure that your application form for the Queen's Badge is sent off in accordance with the requirements set out in Step by Step, item number 11 (page 5). Don't forget to include the fee, and the completed application form. Cheques should be made payable to "The Boys' Brigade".

Then comes one of the parts for which you have been working - you will be presented with your award and become one of the group of BB members who have earned and deserve the description "QUEEN'S MAN".

This is not the end of the story, it is really only the beginning. What you have learned during this Queen's Badge programme has been planned to help you in everything you do in later life. The Brigade hopes that your leadership skills, your interests, your service and your Christian witness are all going to help you show a high quality in everything you do - in your studies, at work, in family life, in your church, as a citizen and in your service for others.

You can finish the Queen's Badge programme and forget all about the experiences you have gained. Or you can use the Queen's Badge experience to help you get on further with your life. Only you can decide which it will be.

COMPANY CAPTAIN'S REPORT

I recommend _____ as suitable
for the award of the Queen's Badge and recommend that he be accepted for the Queen's Badge
Completion Course to be held on _____
at _____. Please comment on the candidate's practical
leadership; response to training course; service outside company and church; and activities.

Detail why you think this candidate has earned his Queen's Badge.

Signed _____ (Captain) _____(Company)

Date _____

CANDIDATES REPORT ON COMPLETION COURSE

This is my account of that course:

What was the highlight of the programme?

What did you enjoy the most?

What did you find most difficult?

What did you learn?

You may, if you wish, include a copy of the course programme and other material.

BATTALION ADVISER'S ENDORSEMENT

I have examined the Record Book and certify that:

- (a) the record book is complete and the candidate may be accepted on a Completion Course (b) the programme followed is that agreed by the Candidate and myself.

Signed: _____ (Battalion Queen's Badge Adviser)
_____ (Battalion) Date: _____

COMPLETION COURSE - REGISTRATION NUMBER _____

_____ has satisfactorily completed the Queen's
Badge Completion Course held on _____
at _____

Signed _____ (Course Leader) Date _____

AUTHORISATION

The Award of the Queen's Badge is hereby now authorised.

Signed _____

Name of Queen's Badge organiser _____

Date _____

PRESENTATION

The Queen's Badge was presented to

on _____ at _____
by _____

CANDIDATES CHECK LIST

Responsibility for ensuring that all aspects of the Queen's Badge Record Book are complete rests with the Candidate. The following checklist will help you ensure that all aspects of your Book are complete.

Page	Content	Complete	Incomplete	Comments
The Queen's Badge				
2	Photograph			
2	Personal details			
2	Date of registration			
2	Adviser's details			
Get Going				
8	Action plan			
9	Signed by Adviser			
9	Signed by Captain			
Leadership in the Company				
12	Your record			
13	Record chart			
13	Endorsed by Captain / Supervisor			
Leadership Training Course				
14	Your record			
15	Think it out			
Think it Out - Practical Service				
17	Your record			
18	Record chart			
18	Endorsed by Assessor			
19	Think it Out			
Activities - Expedition / Exploration				
21	Your record			
21	Log book included			
21	Assessors comments			
21	Endorsed by Assessor			

Page	Content	Complete	Incomplete	Comments
Activities - Skills				
22	Your record			
22	Assessors comments			
22	Endorsed by Assessor			
Activities - Physical Recreation				
23	Your record			
23	Assessors comments			
23	Endorsed by Assessor			
Activities - Think it Out				
24	Think it Out			
Questions for Candidates				
26	Question 1			
26	Question 2			
26	Question 3			
26	Question 4			
Section Two				
26	Question 1			
26	or Question 2			
Section Three				
26	Question 1			
26	or Question 2			
26	or Question 3			
Administration				
32	Captain's report			
32	Captain's signature			
33	Your report			
34	Battalion Advisers Endorsement			
34	Completion Course			
34	Queen's Badge Authorisation			



Health & Safety for Queen's Badge Community Service

The BB needs to ensure that the community service work for your Queen's Badge takes place in a safe environment, especially where this might be done without the supervision of a BB leader. Health and safety in all we do in the BB is of prime importance.

Your Captain, Queen's Badge Adviser or someone from your company will talk to you about your community service and matters of safety for your work. So that your community work can be done in a safe way, please ensure this form is completed prior to commencing your community service. Your Captain or another officer in the company should help you complete this form, which should be kept in your Queen's Badge Record Book. Your Captain also has a checklist to complete.

Where will you be doing your community service? _____

What will you be doing? _____

1. Are there any dangers? Yes No

If yes, what?

2. Who might be harmed? _____

3. What needs to be done to reduce the level of harm?

4. Can the dangers be removed? Yes No

5. Are you using any chemicals? Yes No

If yes, what _____

6. Have you been issued with protective equipment?

Yes No

If yes, what _____



7. Are you using equipment- have you been shown how to use it safely?

Yes No

8. Have you been given any training?

Yes No

If yes, what _____

Have the following been explained to you?

Safety Procedures

Evacuation Procedures

First Aid Procedures

The person responsible for first aid is: _____

The following needs to be signed by your Captain or other nominated officer responsible for Queen's Badge work:

Signature: _____ Name: _____ Date: _____



Queen's Badge Health & Safety Checklist for Community Service Placements

The BB needs to ensure that all of its work with young people takes place safely. This is especially important where young men might be working without the vigilant supervision of a BB officer. The following checklist has been put together to ensure that the community service work required for the Queen's Badge takes place in a safe environment.

The Captain, Queen's Badge Adviser or another nominated company officer should complete this checklist before the community work starts and a copy kept in the company records.

Queen's Badge candidates also have a checklist to work through. This should be completed with your help.

Candidate's Name: _____

Name of organisation/agency where community service will take place: _____

What does the work involve: _____

Item	Sighted		Copy Obtained		Comments
	Yes	No	Yes	No	
Health & Safety Policy					
Insurance Certificate					
Risk Assessment					
COSHH Assessment (if applicable)					
Manual Handling Assessment (if applicable)					
Personal Protective Equipment					
Training to be Given					
Accident Procedure					
Accident Reporting					
First Aid Facilities					
Evacuation Procedure Explained					

The following needs to be signed by the Captain or other nominated officer responsible for Queen's Badge work:

Signature: _____ Name: _____ Date: _____