



**SALFORD DIOCESAN PILGRIMAGE
TO LOURDES, 2011**

VOLUNTEER APPLICATION PACK

for under 18 year olds

Dear Parents / Guardians

Thank you for allowing your child to take part in the Diocesan Pilgrimage to Lourdes this year.

Each summer people from the Diocese of Salford travel to Lourdes on pilgrimage as part of a large group. This group is made up of people from all over the Diocese and includes a number of pilgrims who have specific medical and care needs and who choose to stay in the Accueil Marie St. Frai during their pilgrimage. The Accueil Marie St. Frai is a welcome centre where those who need special support or assistance can stay during the pilgrimage.

Many volunteers spend time during their own pilgrimage working to support these pilgrims in a variety of ways. The sick pilgrims would not be able to get to Lourdes without the help and assistance of our many volunteers and we are grateful to all who offer to help us in this way. This is a great week for everyone, but especially for our young people. It opens up their horizons and experiences in a wonderful way. The young people give a lot of themselves during their time in Lourdes, but they also gain a great deal, at a very important stage in their lives, from their experience of travelling to Lourdes with the pilgrimage.

In order for your child to act as a young volunteer on the pilgrimage we ask both you and your child to read and understand the role and responsibilities and Code of Conduct listed on the next page. Then, please complete and sign the attached forms, Section A and Section B. By completing these forms you will be giving permission for your child to be part of the pilgrimage, but also by helping us to do all that we can to protect your child and other children while they are in our care. Both these forms should be returned, as soon as possible, to Fr Barry O'Sullivan, Diocesan Safeguarding Co-ordinator, at the address on the bottom of Sections A and B. The information given on Section B is held in the strictest of confidence. The photograph which is a necessary part of this application will be used solely by the organisers of the pilgrimage for identification purposes, especially in the case of an emergency.

As young volunteers (between the ages of 16 and 18 years) your child's role will include working alongside other volunteers who are over 18. Each of these adult volunteers has been safely recruited according to National Guidelines and Policies. Following this process ensures that the Pilgrimage organisers have done everything possible to ensure that the adult leaders and pilgrimage volunteers are suitable candidates for the role that they will be undertaking during the pilgrimage. All young (16-18 years of age) volunteers will be following the same process as outlined in this application pack.

The Diocese of Salford has a good tradition of valuing and encouraging the participation of young people in the annual pilgrimage to Lourdes. The pilgrimage is recognised as an activity whereby the Diocese helps to enhance the spiritual, physical, emotional and social development of our young people.

The Diocese of Salford recognises the dignity and rights of all young people and, in the light of the trust that you place in the pilgrimage organisers in permitting the participation of your child, the Diocese commits itself to the protection and support of all young pilgrims. The Diocese undertakes to do all in its power to create a safe environment for young people and to ensure their protection. You can be assured that the organisers of the Pilgrimage work very closely with the Diocesan Safeguarding Commission to ensure that this is a high priority while we are on pilgrimage in Lourdes.

During the Pilgrimage your child will be under the direct supervision of a group leader, assisted by other leaders, all who have been safely recruited by national child protection policies. The group leader for your child's group will have day to day responsibility for your child and we will endeavour to work closely with the other group leaders and the pilgrimage organisers to ensure the safety of your child while on the Diocesan Pilgrimage.

Year on year, many young people come with us to Lourdes and each year our young people give great example by sharing their love, care, energy and enthusiasm with all of us. Thank you for allowing your child to come with us and we look forward to your child being a part of the family of the Diocese of Salford on pilgrimage this year.



Father Anthony Kay
Pilgrimage Director
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Patrick O'Dowd
Executive Director
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DESCRIPTION OF THE ROLE *of a Pilgrimage Volunteer*

Each year a large group of people from the Roman Catholic Diocese of Salford travel to the Shrine of Our Lady in Lourdes, France, on pilgrimage. A significant part of the group who travel to Lourdes with the Diocese are made up of a number of sick and elderly pilgrims who are only able to travel to Lourdes with the assistance of the Pilgrimage Volunteers. Some of the volunteers assist the sick by travelling with them on the aeroplane and all of them work along side them in Lourdes providing help and assistance, as directed by the Senior Helpers and Medical and Nursing Team. The assistance that the Pilgrimage Volunteers give to our sick and elderly pilgrims means that they are given every opportunity to take a full and active part in everything that takes place on the pilgrimage.

Most volunteers of your age group (16-18) will work as part of a team, with a team leader, to assist the sick and elderly pilgrims who choose to stay in the Accueil Marie St Frai. This is a special building which is a suitable place to stay in Lourdes for anyone who has specific medical or care needs while they are on pilgrimage with us.

Much of the time as a Pilgrimage Volunteer will be spent helping the sick pilgrims to get around Lourdes so that they can attend Mass or visit the shrine of Our Lady. This may be assisting the sick pilgrims staying in the Accueil Marie St Frai, or other pilgrims who need wheelchair assistance but stay in the hotels of Lourdes. The assistance given is mainly by helping to push a sick person's wheelchair or helping them in a special chair known as a *voiture*. As a result a lot of your time during the pilgrimage will be spent in the company of sick and elderly pilgrims, being encouraged to talk and listen to them as you help them each day on their pilgrimage.

Under the guidance and with the support of your team leader, young volunteers may be asked to help serve meals in the dining room of the Accueil or to help with general housekeeping or cleaning duties that will help the pilgrims during their stay. Your team leader may ask you to help make cups of tea or coffee or help with drinks while the pilgrimage is taking part in any of its planned activities.

PERSONAL QUALITIES *of a Pilgrimage Volunteer*

All young volunteers with the Diocesan pilgrimage must be willing to participate in the programme of the pilgrimage, be enthusiastic about the opportunity of working with sick or infirm pilgrims and be sympathetic to the Roman Catholic ethos of the Shrine.

In general, young volunteers should be reasonably fit and healthy in order to complete many of the tasks involved in this role. The pilgrimage committee will make suitable arrangements for any volunteer who may have a disability in order that they can fully participate.

Because of the nature of what we do in Lourdes young volunteers will be privileged, at times, to come to know personal information about a pilgrim. This will require volunteers to maintain this information in a private and confidential way.

Working alongside other team members is an important part of this role and the ability to work as part of a team and under the care of a team leader is very important.

CODE OF CONDUCT *for all Pilgrimage Volunteers*

It is the responsibility of the Salford Diocesan Pilgrimage to ensure that all young people and vulnerable adults are protected and kept safe from harm at all times.

To enable the Pilgrimage organisers to ensure that all our pilgrims are kept safe from harm at all time all the young pilgrimage volunteers must observe the following guidelines:

As a pilgrimage volunteer, you **MUST**:

- Operate within the Church's principles and guidance and any particular procedures of the Diocese, Parish, School or Group.
- Treat all children, young people and vulnerable adults equally and with respect.
- Engage and interact appropriately with children, young people and vulnerable adults.
- Challenge unacceptable behaviour and provide an example for good conduct you wish others to follow - an environment which allows bullying, inappropriate shouting or any form of discrimination is unacceptable.
- Respect a child, young person or vulnerable adult's right to personal privacy.
- Recognise that particular care is required in moments when you are discussing sensitive issues with children, young people and vulnerable adults e.g. maintain appropriate boundaries.
- Avoid situations that compromise your relationship with children, young people and vulnerable adults, and which are unacceptable within a relationship of trust. This rule should apply to all such behaviours including those which would constitute an illegal act.

As a pilgrimage volunteer, you **MUST NOT**:

- Discuss topics or use vocabulary with children, young people and vulnerable people which could not be used comfortably in the presence of parents or another adult.
- Arrange any external contact with a child, young person or vulnerable adult without ensuring that another approved person will be present.
- Take a chance when common sense suggests another more prudent approach.
- Physically emotionally or sexually abuse or exploit any child, young person or vulnerable adult.

Finally,

- *All pilgrims should be treated with courtesy, respect and dignity at all times*
- *All young volunteers will be expected to follow the direction of the group leader and team leaders at all times.*
- *All volunteers will act responsibly in respect of their own alcohol consumption and will, at all times be in a state to deal with any emergency that may arise, always behaving in such a way that will take into consideration the needs of other pilgrims. Young people under the age of 18 will be expected to behave appropriately and in line with French legislation regarding the consumption of alcohol.*
- *All volunteers must act responsibly in respect of their own alcohol consumption and will, at all times be in a state to deal with any emergency that may arise, always behaving in such a way that will take into consideration the needs of other pilgrims.*

In the event of a serious complaint concerning the conduct of a Volunteer the matter will be referred to the Pilgrimage Director; the Volunteer will be assessed as to the suitability of the Volunteer continuing with their duties on this or future pilgrimages.



Salford Diocesan Pilgrimage to Lourdes 2011

Under 18 Volunteer Application Form

PERSONAL INFORMATION

This section is to be completed by the Parent/ Guardian of each young person over the age of 16 and under the age of 18 at the time of the pilgrimage who wishes to be a volunteer with the Salford Diocesan Pilgrimage to Lourdes.

APPLICATION NUMBER:

Please apply to your group leader for your application number and put it in this box:

If you are not part of a group please email app2011@salfordlourdes.co.uk or contact the Pilgrimage Office and ask for an application number.

The application form cannot be processed unless it includes a valid application number. Please ensure that you have obtained one from your Group Leader or the pilgrimage office before returning.

Please attach a photograph to this application form in the box provided.
Failure to do so will result in your application form being returned to you immediately.

Please attach
a **PHOTOGRAPH**
here

Full name of young person	
Preferred name [not nickname] <i>for use on identity badge</i>	
Date of birth	
Please tick as appropriate	Male [] Female []
Home address	
Post Code	
Home telephone number	
Email address	
Which group does your child belong to?	
Name of Group Leader	
Number of years service	Number of years service given to the Diocesan Pilgrimage including 2011

IMPORTANT:

This form is to be returned, together with Section B, at the latest by 9th May, 2011, to:
Fr Barry O'Sullivan, Diocesan Safeguarding Co-ordinator, Cathedral Centre, 3 Ford Street, Salford. M3 6DP.

Transport arrangements

Please give the name and contact details of the person who will pick your child up from the agreed point on our return.

Name of person	
Home telephone number	
Mobile number	

Emergency Contacts and telephone numbers

Name of Emergency contact person	
Relationship to child	
Home telephone number	
Work telephone number	
Mobile number	

Name of alternative Emergency contact person	
Relationship to child	
Home telephone number	
Work telephone number	
Mobile number	

Medical Information about your child

Does your child have any disability or medical conditions requiring treatment or medication, e.g. inhalers, anti-epileptics or insulin? Yes / No* **please delete as appropriate*

If yes, please give details. *(Please complete on separate sheets if necessary)*

Is your child allergic to any medication? e.g. penicillin Yes / No * **please delete as appropriate*

If yes, please give details.

Has your child any other allergies? e.g. nuts Yes / No * **please delete as appropriate*

If yes, please give details.

Does your child have any phobias? Yes / No* **please delete as appropriate*

If yes, please give details.

Please outline any special dietary requirements of your child.

When did your child last have a Tetanus injection?

Is there any other relevant information or other special needs including educational or behavioural that the organisers of the Pilgrimage should be aware of?

Please note that should you require your child to have pain/flu relief then please ensure that your child brings their own and that the group leader / guardian for your child is aware of it's location.

General Practitioner's Details

Name of G.P.	
Address of surgery	
Post Code	
Telephone number	

Travel Insurance Details

It is a requirement that **ALL Volunteers** have personal travel insurance. Please give details of your personal insurance below:

If you are travelling on the pilgrimage plane or train, and are arranging your travel insurance through the Diocesan Pilgrimage, please insert 'pilgrimage policy' in the box below as we have the details, otherwise please give your own policy details.

Name of Insurance Company	
Policy Number	
Emergency Telephone number	

CONSENT.

Consent for the use of Photographs or Videos

During the pilgrimage there are occasions when pilgrims are photographed or recorded digitally. On return we may compile a photo-gallery or a DVD, which will illustrate the activities of the young people who participate in the Lourdes Pilgrimage. A suitable selection of these pictures will be displayed on the pilgrimage website.

The Pilgrimage Committee recognise the need to ensure the welfare and safety of all children and young people and in accordance with the child protection policies of the Diocese we will not permit official photographs and videos or other images of children and young people to be taken without the consent of the young people and their parents/carers.

The Lourdes Diocesan Pilgrimage will follow the diocesan guidance for the use of photographs, a copy of which is available from the Director of the Pilgrimage, Fr Anthony Kay.

I consent to the Diocesan Lourdes Pilgrimage photographing or videoing my child during the pilgrimage.

Signed _____ [Parent / Guardian]

I consent to the Diocesan Lourdes Pilgrimage photographing or videoing my involvement in pilgrimage.

Signed _____ [young person]

Consent to agree by the Code of Conduct

I agree that I have read and understood the Code of Conduct and that I agree to uphold the Code of Conduct at all times during the Salford Diocesan Pilgrimage to Lourdes.

Signed _____ [young person]

Parental Declaration of Consent

I am willing to allow my child to take part in the Diocesan Pilgrimage to Lourdes 2011.

I acknowledge the need for my child to behave responsibly and will ensure my child is aware of the expectation to behave responsibly in accordance with the Code of Conduct for young people on the Pilgrimage.

I agree to inform the Pilgrimage Committee as soon as possible of any changes in medical or other circumstances between now and the commencement of the journey.

In the event of an illness or accident, I understand every effort will be made by the event leader or their assistant to contact me. If for whatever reason this is not possible I agree to my child receiving medication as instructed and any emergency treatment, medical or surgical, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signed _____

Full name (Capitals) _____

Date _____

Please check that you have entered your application number at the beginning of this form. Any forms that do not have an application number are unable to be processed and will be returned

Data Protection Act 1998

The information given above will be used solely for the purpose for which it was given. It will be held confidentially and destroyed twelve months after the date of the pilgrimage.

FOR OFFICE USE:

Section A

Section B

Photograph



Salford Diocesan Pilgrimage to **Lourdes 2011**

APPLICATION NUMBER:

Please insert your application number again here:

CONFIDENTIAL DECLARATION

Thank you for your application for your child to become a voluntary helper with children and vulnerable adults of this pilgrimage.

In order to follow the appropriate legislation, and in common with all other churches and voluntary organisations, we must ensure that only suitable persons have access to children and vulnerable adults in our care.

It is our Diocesan policy that we require all our volunteers to submit a confidential declaration for a post, which in another instance, would require a Criminal Record Bureau Check.

The object of this Confidential Declaration is not, in any way, to reflect upon your child's integrity, but necessary for us to do all that we can to protect all the children and vulnerable adults in our care.

Job Title	Volunteer Pilgrimage Helper
Name of child	
Address	
Post Code	
Telephone No:	

Has your child ever been charged or convicted of a criminal offence; or, is your child at present the subject of criminal investigations? (NB the disclosure of an offence may not prohibit their appointment.)

Yes No *(please tick)*

If yes, please give details including the nature of the offence (s) and dates.

IMPORTANT:

This form is to be returned, together with Section A, at the latest by 9th May, 2011 to:

Fr Barry O'Sullivan, Diocesan Safeguarding Co-ordinator, Cathedral Centre, 3 Ford Street, Salford. M3 6DP

Has your child ever been involved in court proceedings concerning harm to another child?

Yes No *(please tick)*

If yes, please give details and dates.

Has there ever been any cause for concern regarding your child's conduct with children or vulnerable adults?

Yes No *(please tick)*

If yes, please give details.

To your knowledge has your child ever had any allegation made against him/her which has been reported to, and investigated by, Social Services and/or the Police?

Yes No *(please tick)*

If Yes, we will need to discuss this with you.

DECLARATION

By the young person and their parent/guardian

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be a breach of trust and could result in my exclusion from the Diocesan Pilgrimage at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this. I declare that the information I have given on this form is correct. This form will be stored and handled securely in accordance with the national policy by the Salford Diocesan Safeguarding Commission. I hereby give my permission for this form to be held securely for one hundred years.

Signed: _____

Date: _____

(young person)

Signed: _____

Date: _____

(Parent/Guardian)

Data Protection Act 1998

The information given above will be used solely for the purpose for which it was given. It will be held confidentially for a period of one hundred years.