



# DIOCESE OF SHREWSBURY - SAFEGUARDING OFFICE

Andrew O'Brien

Safeguarding Co-Ordinator

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## DIOCESAN PILGRIMAGE TO LOURDES 2019

### CODE OF CONDUCT FOR UNDER 18's

Name of Young Person .....

Address .....

..... Post Code .....

Date of Birth ..... Tel .....

Date of departure ..... Date of return .....

**The Pilgrimage-** The Annual Diocesan Pilgrimage to Lourdes is arranged so that people of all ages from all parts of the Diocese can visit the Shrine of Lourdes. At the heart of the pilgrimage is prayer and service to other pilgrims of whom a significant number are sick and disabled. The pilgrimage gives an opportunity for people to travel, live, work, relax and pray together for a week and to try to live out the values of the gospel in a way that they may not normally have. It is not a holiday in the usual sense of the word, but it is still a richly rewarding experience when entered into fully.

**Transport arrangements-** I will be travelling to and returning from Lourdes with the ..... Group under the responsibility of ..... I will act in accordance with the instructions given to me by the adult Group leaders at all times.

**Accommodation-** Whilst in Lourdes the group will be staying at .....

My parent/guardian **has/has not** (delete as appropriate) given their consent for me to go outside the hotel with other group members, when no adult is present. I will adhere to this decision at all times.

Where consent has been given I agree to behave in a responsible manner at all times, and will respect a curfew of **12pm midnight** which has been imposed for my own safety and out of consideration for adult leaders on duty, VIPs and guests in hotels. I will be expected to return to the hotel when required to do so. I will not be under the influence of alcohol and will respect the other guests and pilgrims within the hotel.

**Personal Safety-** During the time I am in Lourdes, should I have any cause for concern, or experience any inappropriate behaviour from another member of my group or any other person, I must share these concerns immediately with my adult Group leader, Fr David Long (Pilgrimage Director +44(0)7773 324264) or Andrew O'Brien (Safeguarding Coordinator +44(0)7557731492).

Please be aware that under-18s will not be permitted to enter the baths at Lourdes as an organised pilgrimage activity.

Volunteer behaviours contrary to the code of conduct will be referred to the Diocesan Pilgrimage Director and Safeguarding Coordinator for assessment. In the instance that a volunteer is suspended from role please be aware that they may be sent home at their parents/carers expense.

If I experience any inappropriate behaviour by another person whilst at the Accueil I shall report the matter to the Nurse in Charge of the shift immediately and then to my Group Leader. When on duty at the Accueil I am firstly responsible to the Nurse in Charge but the duties may be delegated to a Team Leader from whom I will take and follow instructions.

**As a pilgrimage volunteer, you MUST**

- Attend your duties punctually wearing appropriate dress and in a fit state to carry out the work asked of you.
- Follow direction from your Group Leader or work group leader at all times. If instructions conflict you **MUST** discuss with your Group Leader.
- Treat everyone equally and with respect, especially other young people and vulnerable adults.
- Challenge unacceptable behaviour. Bullying, harassment, intimidating behaviour, discrimination, provocation or threatening behaviour is not acceptable and will not be tolerated at any time. Lead by example with your personal conduct.
- Understand that as a volunteer you may be given some limited sensitive information about the pilgrim you are caring for. In this situation you must respect people’s privacy and only share the information when appropriate.
- Inform your **Group Leader** if you are experiencing difficulty with any aspect of the pilgrimage, whether physically or emotionally.
- Act responsibly when publishing photographs of the pilgrimage and seek permission where required. When taking photographs you should be mindful as to whether they are appropriate and tasteful. You are asked not to post pictures of our VIPs whilst in Lourdes.
- At all times within the Domain, pilgrims are required to dress and behave respectfully. In particular they are asked to ensure that shoulders and mid-riffs are covered at all times and that shorts/skirts are at least ‘knee length’. For safety reasons you are required to wear sensible, flat soled, secured footwear with an element of heel protection. Flip flops must not be worn on duty. If at any point you are considered to be inappropriately dressed either by Diocesan pilgrimage leaders or Sanctuaries staff, you may be asked to return to your hotel to change.
- When on duty you must wear the identifiable Diocesan shirt as well as your Diocesan name badge.
  
- Report any concerns/emergencies regarding your safety or the safety of others to the nearest responsible person as quickly as possible and then to your Group Leader or with the Pilgrimage Safeguarding Representatives (Fr David Long Pilgrimage Director +44(0)7773 324264 or Andrew O’Brien Safeguarding Coordinator +44(0)7557731492).

*In the unlikely event of any terrorist alert, **RUN** to a place of safety or **HIDE**, leaving belongings behind. **TELL** by calling 112 if possible and SILENCE your phone.*

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

- Use language, or discuss topics which are inappropriate or offensive and could not be used comfortably in the presence of your parents or another adult.
- Organise any overnight trips with another child, young person or adult.
- Share information relating to a young person, sick pilgrim or someone in the care of the Diocesan pilgrimage via the internet or social networking sites such as Facebook or Twitter.
- Obtain or publish photographs of any child, young person or vulnerable adult without their parents’ permission or the permission of the guardian for any vulnerable adult.
- Mistreat any child, young person or vulnerable adult physically, emotionally or sexually on the pilgrimage or otherwise.
- Neglect your duties in a way that may lead to the harm of a child, young person or vulnerable adult.
- Possess or use illegal substances or carry weapons of any kind.
- Consume alcohol, keep alcohol in your hotel room, or purchase alcohol in a public place any found may be confiscated.

**Signed** .....

**Date** .....

**Signature of Parent/Guardian** .....

**Date** .....

**THIS COMPLETED FORM SHOULD BE RETAINED BY THE GROUP LEADER**

**Privacy Notice**

*Your personal details on this form, or that you have supplied to the Diocese has been collected for legitimate reasons in pursuance of the Roman Catholic Faith and in accordance with the law, for safeguarding purposes. The information that you have provided to us will not be transferred to any third party for general marketing purposes. It is necessary for the Diocese to work with other third parties such as the National Catholic Safeguarding Commission (NCSC), Local Authorities and the Police and other organisations that supervise or assist with safeguarding processes. Your personal information may be transferred to these relevant organisations as required. The personal information that you have supplied, will at all times be securely stored on Diocesan, or relevant third party IT systems, or other secure filing systems, in accordance with standard safeguarding procedures. Thereafter, the personal information about you will be securely destroyed. You can read our full privacy notice at <http://www.dioceseofshrewsbury.org/about-us/privacy-notice>.*