**SALFORD DIOCESAN PILGRIMAGE TO LOURDES**



GENERAL VOLUNTEER

APPLICATION PACK

*for those under the age of 18 years*

2022

***In order to volunteer you must be fully vaccinated against Covid-19.***

***Must be completed and returned no later than 30th April, 2022***

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, made up of people from all over the Diocese and includes a number of pilgrims with specific medical and care needs, who choose to stay in the Accueil Hotel Solitude (a welcome centre where those needing special support or assistance) during their 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. It is a great week for everyone, but especially for our young people, when 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 also gain a great deal, at a very important stage in their lives, from the experience of travelling to Lourdes with the diocesan pilgrimage.

The pandemic has prevented us travelling to Lourdes as a diocesan family for two years. In 2022, we are able to return to Lourdes but recognise the pandemic is not over and do so, with emphasis on the importance of creating a safe environment for our pilgrims and volunteers, adhering to any guidelines in place at any specific time.

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 Volunteer Conduct Policy listed on the next page. Then, please complete and sign the attached forms, Section A and Section B. This form can be completed electronically but must be printed and signed before being returned by post for our records. By completing these forms you will be giving permission for your child to be part of the pilgrimage, but also be 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 the Safeguarding Office, 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. By following this process, Pilgrimage organisers ensure that they have done everything possible to verify that the adult leaders and Pilgrimage volunteers are suitable candidates for the role that they will be undertaking during the pilgrimage. All young (17-18 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.

Fr Michael Jones

Pilgrimage Director

*michael.jones@dioceseofsalford.org.uk*

*Pilgrimage Office:* Lourdes Pilgrimage Office, Cathedral Centre, 3 Ford Street, Salford, M3 6DP.

*Tel:* 0161 817 2209 *E-mail:* Lourdes.pilgrimage@dioceseofsalford.org.uk

*Website:* [www.salfordlourdes.co.uk](http://www.salfordlourdes.co.uk)

**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. 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 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 alongside them in Lourdes, providing help and assistance, as directed by the Pilgrimage Coordinators and Medical and Nursing Team. The assistance of our volunteers 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 (17-18) will work as part of a team, with a team leader, to assist the sick and elderly pilgrims who require special assistance. In 2022, the pilgrimage may care for these pilgrims (known as ‘Accueil Pilgrims’) in a Hotel called the Hotel Solitude. This hotel is suitable 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 Hotel Solitude or other pilgrims, who need wheelchair assistance, but stay in the other hotels of Lourdes. The assistance given is mainly by helping to push a sick person’s wheelchair. 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 at mealtimes with any dining requirements in the Hotel Solitude. There may also be some general housekeeping 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.

Individuals volunteering with the pilgrimage are also required to attend appropriate training activities organised by the Pilgrimage Coordination Team, to prepare them for undertaking their volunteer duties in Lourdes.

Daily routine for young volunteers

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.

Training

Your appointment as a volunteer on the Diocesan Pilgrimage is conditional upon your full participation in one of the two designated Training Days. Your attendance is compulsory at one of the dates, either:

**Saturday 25th June, 2022 or Sunday 10th July, 2022** at the

Cathedral Centre, 3 Ford Street, Salford, M3 6DP

**PERSONAL QUALITIES**

***of a Pilgrimage Volunteer***

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 sensitive and appropriate 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.

**The ability to engage with the sick and elderly is vital and you will need to have the confidence to communicate with pilgrims and, should you need any information or assistance, the ability to ask of your team leader or experienced volunteer.**

**CORONAVIRUS – HEALTH MESSAGE**

No travel is risk free during the COVID-19 Pandemic, countries may further restrict travel or bring in new rules at short notice. We expect all volunteers and Pilgrims to adhere to covid restrictions and follow any relevant covid advice from team leaders and any other guidance issued by the medical team.

**DO**

* Adhere to covid restrictions and follow any relevant covid advice from team leaders and any other guidance issues by the medical team
* Get vaccinated against COVID-19
* Keep your distance – 2 m (6 ft)
* Cough or sneeze into your elbow, or tissue and dispose in a bin
* Open doors and windows to let in fresh air if meeting people inside
* Limit the number of people you meet and avoid crowded places
* Wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places
* Wash your hands with soap and water or use hand sanitiser regularly throughout the day

**VOLUNTEER CONDUCT POLICY *for all Pilgrimage Volunteers***

The Salford Diocesan Pilgrimage is responsible for ensuring that you and all young pilgrims and those who are at risk are protected and kept safe from harm at all times during the pilgrimage.

To enable the pilgrimage organisers to keep pilgrims safe we ask that, as a young person planning to volunteer on the pilgrimage, you read, understand and adhere to our code of conduct.

We remind you that as a volunteer on behalf of the diocese the standard of your behaviour is crucially important and effects how the diocese is received, we thank you for being an ambassador for the diocese.

We expect that all our volunteers show respect to one another and to the pilgrims that they are caring for in every aspect and encounter they have as part of the pilgrimage. This includes the time spent in preparation for the pilgrimage, during the journey and their time in Lourdes.

As a pilgrimage volunteer, you MUST:

* Attend the duties asked of you on time, in appropriate dress and in a ready state to carry out the work asked of you.
* Take proper care of yourself and follow our procedures and guidance for safeguarding your health, safety and welfare and any particular requirements of your Parish, School or Youth Group Leader.
* Treat everyone, especially other young people and vulnerable adults, equally and with respect.
* Challenge unacceptable behaviour and be an example of good conduct. Bullying, harassment, intimidating behaviour, discrimination, provocation or threatening behaviour is not acceptable and will not be tolerated.
* Recognise that particular care is required in handling sensitive information. As a volunteer you may be given some, limited information about the person you are caring for. If you are given such information you must be appropriate about who this is shared with and respect people’s privacy.
* Let your group leader or team leader know if you are having difficulty with any aspect of the pilgrimage, whether physically or emotionally.
* Raise any concerns regarding your safety or the safety of others with your group leader or with the Pilgrimage Safeguarding Representatives.
* Adhere to covid restrictions, social distancing and wear a mask, unless exempt, particularly, while working with the sick and elderly.

As a pilgrimage volunteer, you MUST NOT:

* Use language, or discuss topics which are inappropriate and could not be used comfortably in the presence of your parents or another adult.
* Arrange an overnight trip with another child, young person or adult.
* Use the internet or social media networking sites such as Facebook, Twitter, Instagram or Snapchat to relate any information about another young person, a sick pilgrim or someone in our care.
* 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.
* Give out your personal contact details e.g. your mobile phone number, or email address to others without the knowledge and approval of your group leader.
* Misuse any of the property belonging to the pilgrimage, the Sanctuary or belonging to other pilgrims or guests in the hotels.
* Take chances with your safety and the safety of those you are caring for.
* Consume alcohol at any time or possess, use or supply any illegal or harmful substances.
* Physically, emotionally or sexually maltreat or exploit any child, young person or vulnerable adult.
* Neglect your duties in a way that may lead to the harm of a child, young person or vulnerable adult.

Finally,

* All young volunteers will be expected to follow the direction of the group leader and team leaders at all times.
* Young volunteers under the age of 18 years will not be permitted to consume alcohol. Action will be taken against any young person under the age of 18 years found breaking this rule.

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.

**DATA PROTECTION - INFORMATION ABOUT YOUR PRIVACY**

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation (EU2016/679) GDPR and our Privacy Notice which is available to view at <https://www.dioceseofsalford.org.uk/privacy-policy/>. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with the record retention schedule.

Your personal details will not be used for any other reason and your personal details will be deleted and removed from our volunteer list immediately upon request.

**BREXIT - ADVICE FOR TRAVELLERS**

**Passports**

**Check the date your passport expires.** When travelling to the EU after 29 March 2019, the UK government recommends that you have six months left on your passport on the date of your arrival to an EU country.

You should also check when your passport was renewed. If you renewed a 10 year adult passport before it expired, extra months may have been added to your passport’s expiry date. These extra months over 10 years will not count towards the 6 months that must be remaining. The UK Government has published a website tool to check the validity of your passport under these rules.

You may wish to renew your passport sooner rather than later, in order to make sure you have it in time for the pilgrimage.

**European Health Insurance Cards and travel insurance**

The European Health Insurance Card (EHIC) allows any EU citizen to access state medical care when they are travelling in another EU country. If you have an existing EHIC, it will remain valid until the expiry date on the card. The Global Health Insurance card (GHIC) replaces the EHIC and can be used in EU countries and Switzerland.

The Diocesan Pilgrimage always advises pilgrims to make sure they have appropriate travel insurance, whether they have an EHIC or GHIC card or not

**Your EHIC or GHIC is not a substitute for travel insurance. It may not cover all health costs and never covers repatriation costs. Make sure you have travel insurance as well as your card.**

When travelling in the EU and beyond, it is important you take out travel insurance and check that it covers your current circumstances, including any medical conditions. If you have an annual policy, make sure you check the Terms and Conditions and contact your insurance provider if you’re not sure.

*Salford Diocesan Pilgrimage to* Lourdes 2022

**Under 18 Volunteer Application Form**

**SECTION A – 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.*

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| **Please email a photograph to us at lourdes.pilgrimage@dioceseofsalford.org.uk**Failure to do so will result in your application form being returned to you.Confidentiality Statement: All information contained within this application form will be kept confidential, except information relation to your health, safety or welfare which may be shared with the relevant pilgrimage coordinator, group or team leader. |
| Full name of young person |       |
| Preferred name [not nickname]*For use on identity badge* |       |
| Date of birth |       |
| Home Address |       |
| Post Code |       |
| Home telephone number |       |
| Email address |       |
| Which group does your child belong to? |       |
| Name of Group Leader: |       |
| Number of service: |       Please state number of years’ service given to the Diocesan Pilgrimage including 2022. |

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| Which **one** of the two organised training days for the general volunteers will you be attending?  |
| **Saturday 25th June**  | [ ]   | Your appointment as a volunteer with the Salford Diocesan Pilgrimage is conditional on your full participation in one of the two designated preparation days.Should you need to change dates after you submit your application **you must** contact the office in order to check availability. |
| **Sunday 10th July****Choir Only** | [ ]  [ ]   |
| IMPORTANT:This form is to be returned, together with Section B, by 30th April, 2022 at the latest to:Safeguarding Office, Cathedral Centre, 3 Ford Street, Salford, M3 6DP. |
| **Transport Arrangements**Please give the name and contact details of the person who will drop off and collect 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 this child |       |
| Home telephone number |       |
| Work telephone number |       |
| Mobile number |       |

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

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| **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 [ ] **If yes, please give details. *(Please complete on separate sheets if necessary)*** |
|       |
| **Is your child allergic to any medication?** e.g. penicillinYES [ ]  NO [ ] **If yes, please give details. *(Please complete on separate sheets if necessary)*** |
|       |
| **Has your child any other allergies?** e.g. nutsYES [ ]  NO [ ] **If yes, please give details. *(Please complete on separate sheets if necessary)*** |
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| **Does your child have any phobias?** YES [ ]  NO [ ] **If yes, please give details. *(Please complete on separate sheets if necessary)*** |
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| **Please outline any special dietary requirements of your child:** |
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| **When did your child last have a Tetanus injection?** |
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| **Has your child received the Covid-19 vaccinations? Please include dates and evidence for all vaccinations. If your child is medically exempt, please provide details and evidence for this.** |
|       |
| 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 / guarding for your child is aware of its location. |

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| **General Practitioner’s Details –** *By providing this information, you agree to us sharing the contact details of your child’s GP with any local medical authorities whether in the UK or in France in the event that you are taken ill.* |
| Name of G.P. |       |
| Address of surgery |       |
| Postcode: |       |
| Telephone number: |       |

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| **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 with Joe Walsh Tours, the official tour operator of the Diocesan Pilgrimage, **and have opted to take the insurance provided by them** 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: |       |

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| **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 may be displayed on the official pilgrimage and diocesan website.The Pilgrimage Committee recognise the need to ensure the welfare and safety of all children and young people and in accordance with the safeguarding 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 Michael Jones.Unfortunately, due to the increase in mobile cameras and usage of social networking sites, we cannot guarantee that images may not be recorded by other pilgrims and uploaded to such websites. Therefore, if you are concerned about this, you should discuss this with your child and their group leader in advance of the pilgrimage. |
| 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 the 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] |

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| **Parental Declaration of Consent**I am willing to allow my child to take part in the Diocesan Pilgrimage to Lourdes 2022.I confirm my child has read and understands the code of conduct and in signing agrees to adhere to it.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 understand and expect that there is some level of risk in every activity and that all reasonable measure will be taken to minimise the risks involved. I understand and accept the extent and limitation of the insurance cover provided.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 mediation as instructed and any emergency treatment, medical or surgical, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.  |
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| **Signed:** |  |  | Data Protection Act 2018The information given above will be used solely for the purpose for which it was given.It will be held confidentially and destroyed in accordance with national policies for destruction of data. |
| **Full name (Capitals):** |  |  |
| **Date:** |  |  |

*Salford Diocesan Pilgrimage to* Lourdes 2022

**SECTION B – CONFIDENTIAL DECLARATION**



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| 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 organisation, 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 Disclosure and Barring Service Check.The object of the 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: |       |
| Full Address |       |
| Postcode: |       |
| Telephone Number: |       |
| **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 [ ] *If yes, please give details including the nature of the offence (s) and dates:* |
|       |
| Has your child ever been involved in court proceedings concerning harm to another child?Yes [ ]  No [ ] *If yes, please give details and dates:* |
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| **Has there ever been any cause for concern regarding your child’s conduct with children or vulnerable adults?** YES [ ]  NO [ ] *If yes, please provide summary details below:* |
|       |
| **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 [ ] If Yes, we will need to discuss this with you. |
| **DECLARATION: (please read, sign and date)*****By the young person and their parent/guardian*****I am committed to protecting and safeguarding vulnerable groups, including 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 form 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 75 years.** |
| Signed: (young person) |  | Date: |       |
| Signed:(Parent/Guardian) |  | Date: |       |
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| **Data Protection Act 2018**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 75 years. |

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| **IMPORTANT:**This form is to be returned, together with Section A, at the latest by 30th April, 2020 to:Safeguarding Administrator, Cathedral Centre, 3 Ford Street, Salford, M3 6DP. |

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| **FOR OFFICE USE:****SECTION A [ ]  SECTION B [ ]  PHOTOGRAPH [ ]**  |