

SALFORD DIOCESAN PILGRIMAGE TO LOURDES



GENERAL VOLUNTEER APPLICATION PACK

*for those aged over 18 years old
(not for Medical or Nursing Volunteers)*

2020

Must be completed and returned no later than 30th April, 2020

Introduction

Thank you for requesting an application pack to become a Volunteer on the Salford Diocesan Pilgrimage to Lourdes this summer.

Every year people from Salford diocese travel to Lourdes on pilgrimage to visit the shrine of Our Lady. This group is made up of people from all over the diocese and includes a number of pilgrims who may be elderly or have specific medical and care needs.

During the pilgrimage most volunteers spend time working to support these pilgrims in a variety of ways and sick pilgrims would not be able to enjoy Lourdes without their help and assistance. We are grateful to all who offer to volunteer to help us in this way.

To apply to become a Volunteer on the 2020 Diocesan Lourdes Pilgrimage you **must** read carefully all the details in this application pack.

As well as completing Sections A and B, **all** Pilgrimage Volunteers over the age of eighteen years must receive an enhanced disclosure from the Disclosure and Barring Service (DBS) in advance of being accepted to participate. After reading the section '*Which forms do I need to complete?*' you may find you need to obtain a Disclosure and Barring check. If this is the case, you will need to attend a meeting to complete a DBS application. In this instance, please be aware you must submit your Pilgrimage Application Form and DBS with relevant documents at the same time.

When you have read and clearly understood the roles and responsibilities of being a volunteer on the pilgrimage, please complete BOTH sections A and B and return them as soon as possible to:

**Safeguarding Administrator
Diocesan Safeguarding Office
Cathedral Centre, 3 Ford Street, Salford. M3 6DP.**

All applications must be received by Thursday 30th April 2020 at the latest.

Forms received after this date, may not give enough time for the processing of the check and may mean that you will not have clearance to work as a volunteer on the pilgrimage. **You will need to print and sign the form before returning to us by post.**

It is your responsibility to return the form by the final date to enable us to process your application and give you clearance to work as a volunteer; failure to do so will mean that, even though you will be welcomed to Lourdes as a pilgrim, you will **not** be able to work as a Volunteer. All applications to volunteer will be given our full consideration and if successful, you will be issued with a letter/email of appointment.

Your appointment as a volunteer on the Diocesan Pilgrimage is also conditional upon your full participation in one of the two designated Preparation Days and a short personal conversation with either your group leader or, if you are not a member of a group, representatives appointed by myself. If you are to be accepted as a Volunteer your attendance is compulsory at one of the dates, either:

**Sunday 14th June, 2020 or Saturday 4th July, 2020 at the
Cathedral Centre, 3 Ford Street, Salford, M3 6DP**

Should you have any difficulties completing these forms or require any additional information, please do not hesitate to contact your group leader, or if you do not have a group, Nicola Holmes, Coordinator for Lay Volunteers via lourdes.pilgrimage@dioceseofsalford.org.uk.

We look forward to you being with us in Lourdes in the summer.

Fr Michael Jones
Pilgrimage Director
michael.jones@dioceseofsalford.org.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.

A significant part of this group is 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 most of them work in varied roles alongside them in Lourdes providing help and assistance. These volunteers are directed by Pilgrimage Coordinators, Team Leaders and our Medical and Nursing Team. The assistance offered by Pilgrimage Volunteers to our sick and elderly pilgrims means that they are given every opportunity to take a full and active part in the pilgrimage.

Pilgrimage Volunteers will provide support to those pilgrims requiring assistance. These may be considered as 'Accueil pilgrims' who will stay in the Hotel Solitude and be provided with care under the supervision of the Medical and Nursing Team or other hotel pilgrims who require assistance with mobility outside their hotel. You will be supervised and supported by your team leader, the Co-ordinator for Volunteers or, while supporting 'Accueil pilgrims' by members of the Medical and Nursing Team.

Your primary duties will include: assisting the pilgrims to get around Lourdes, so that they can attend Mass or visit the shrine of Our Lady by helping to push a sick person's wheelchair; helping to transfer them to the restaurant within the Hotel Solitude; supporting with general packing/unpacking duties and general housekeeping duties; making cups of tea or coffee or helping with drinks, while the pilgrimage is taking part in any of its planned activities.

As a result, a lot of your time during the pilgrimage will be spent in the company of sick and elderly pilgrims, and thus one of the essential roles of a Pilgrimage Volunteer will be to talk with and listen to the pilgrims as you spend time with them each day. Essentially, this is a role of an active companion to accompany someone during times they need assistance during the pilgrimage.

Role of experienced volunteers

In addition to the support provided by Medical and Nursing Volunteers, some experienced adult volunteers, who have received appropriate training will also be invited to support Accueil pilgrims with particular care needs they have. This may include assistance with the basic activities of daily living such as washing, dressing and being accompanied to the bathroom. Only trained volunteers will be asked to participate in this important role, which allows those who need extra support to participate fully in the life of the pilgrimage.

PERSONAL QUALITIES

of a Pilgrimage Volunteer

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, although they may not be of the Roman Catholic faith.

In general, 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 or other special needs in order that they can fully participate. You will be asked to confirm that you are in good health on this form and, should this change, it is your responsibility to notify the Volunteer Co-ordinator through the Pilgrimage Office in advance.

Because of the nature of what we do in Lourdes, volunteers will be privileged, at times, to come to know personal medical 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, under the supervision of a team leader, is essential. 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.

Some volunteers will be under the age of 18 and this requires adult volunteers to be sensitive to them and their needs. Adult volunteers will need to maintain appropriate working boundaries and be an example of good conduct to those younger than themselves.

VOLUNTEER CONDUCT POLICY *for all Pilgrimage Volunteers*

The Salford Diocesan Pilgrimage is responsible for ensuring the safety and welfare of all our volunteers. We are especially concerned that every young person and vulnerable adult is protected and kept safe from harm at all times. All volunteers will, at some point during the pilgrimage, come into contact with either children, young people and/or vulnerable adults and so by applying for this post you are agreeing to observe the following requirements at all times for the duration of the Pilgrimage, including those events in preparation for the pilgrimage and during the journey:

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

- Attend the duties asked of you on time, in appropriate dress and in a fit and proper state to carry out the work asked of you, i.e. not under the influence of alcohol.
- Take proper care of yourself and follow our procedures and guidance for safeguarding your health, safety and welfare.
- Notify us in advance of any medical condition or disability which may affect your ability to perform your duties in Lourdes.
- Operate within the Church's principles and guidance and any particular procedures of the Diocese, Parish, School or Group.
- Treat everyone, especially children, young people and vulnerable adults, equally and with proper respect and consideration.
- Engage and interact appropriately with children, young people and vulnerable adults.
- 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.
- Respect a child, young person or vulnerable adult's right to personal privacy; except where there may be a safeguarding concern. All pilgrims should be treated with courtesy, respect and dignity at all times.
- 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.
- 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.
- 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.
- Raise any concerns regarding safeguarding with the nominated Pilgrimage Safeguarding Co-ordinators.

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

- Consume alcohol before or during your shift.
- Use language or discuss topics which are inappropriate and could not be used comfortably in the presence of parents or another adult.
- Use the internet or social media networking sites such as Facebook, Twitter, Instagram or Snapchat to relate any information about a child, young person, a sick pilgrim or someone in our care.
- 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.
- Arrange an overnight trip with a child, young person or vulnerable adult without ensuring that another approved person will be present.
- 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.
- Possess, use or supply any illegal or harmful substances.
- Purchase for or provide an alcoholic beverage to any young person under the age of 18 years.
- 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.

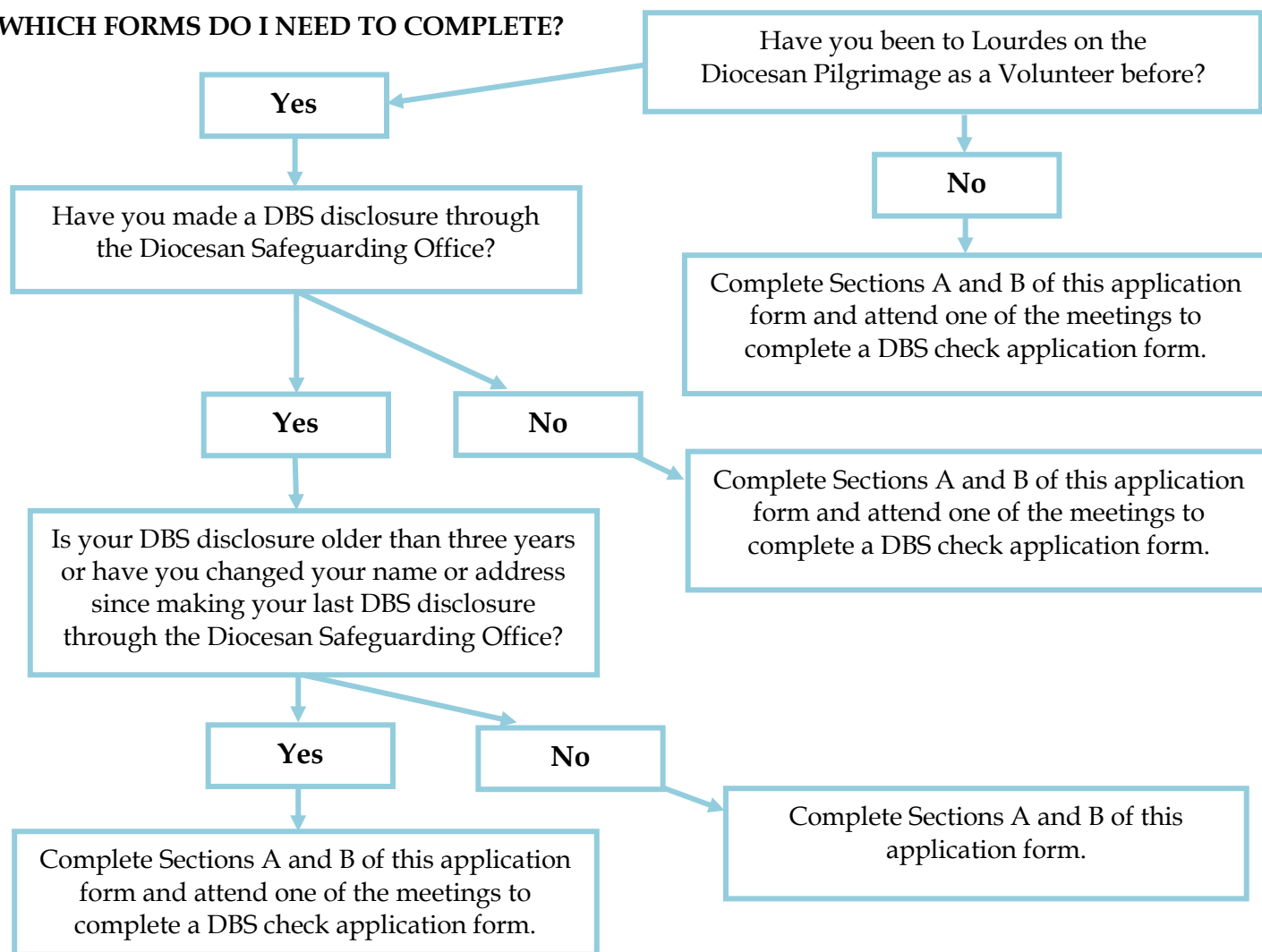
All volunteers must act responsibly in respect of their own alcohol consumption and will, at all times be in a suitable state to deal with any emergency that may arise, always behaving in such a way that will take into consideration the needs of other pilgrims.

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

VOLUNTEER SAFE RECRUITMENT PROCESS

As adult volunteers (aged 18 years or above) this role will include working alongside younger volunteers (from the age of 16 years) and, of course with sick pilgrims, who may be considered as a vulnerable child or adult. Therefore this role requires that all volunteers, of the age of 18 or over, are safely recruited according to National Guidelines and Policies. Your recruitment will entail completing Sections A and B contained in this pack, applying for an enhanced disclosure through the Disclosure and Barring Service (DBS) and your attendance at appropriate training courses organised by the Pilgrimage Committee. This role is exempt from the Rehabilitation of Offenders Act 1974. All volunteers will be following the same process as outlined below. To help you to decide which forms you need to complete, please follow the table below:

WHICH FORMS DO I NEED TO COMPLETE?



MEETINGS TO COMPLETE DISCLOSURE AND BARRING SERVICE APPLICATION FORMS

If after following the diagram above you need to apply for a disclosure from the Disclosure and Barring Service, you will need to complete an 'Enhanced Disclosure Application' form and have it checked and counter-signed at one of the meetings organised by the Diocesan Safeguarding Office.

If you are part of a volunteer group, you should contact your Group Leader who will organise an appointment with you.

If you are not part of a volunteer group, you will be required to attend **one** of the DBS 'clinics'. These will take place on the dates below at the Cathedral Centre, 3 Ford Street, Salford, M3 6DP.

Saturday, 4 th April, 2019	-	11am to 2pm
Wednesday, 15 th April, 2019	-	4pm to 7pm

If you do not attend one of these sessions your DBS will not be processed and you **will not** be able to volunteer on the Diocesan Pilgrimage to Lourdes. If you are unable to attend any of these sessions, please book an appointment by contacting Lourdes.pilgrimage@dioceseofsalford.org.uk

“Each one of you has received a special grace, so, like good stewards responsible for all the different graces of God, put yourselves at the service of others. (1 Peter 4:10)”

The Catholic Safeguarding Advisory Service (CSAS) is the national agency for safeguarding and is the Registered / Umbrella Body of the DBS for the Catholic Church of England & Wales. This document forms part of the national Safer Recruitment policy and has been endorsed by the Bishops Conference and the Conference of Religious.

Why does the Catholic Church ask for this form to be completed?

The Catholic Church uses the Disclosure and Barring Service (DBS) to apply for Disclosures to ensure that those working with vulnerable groups within their parish activities and Religious Orders have been recruited on a fully informed basis.

The Catholic Church is required, under the Rehabilitation of Offenders Act 1974, to provide you, as the applicant, with the opportunity to voluntarily disclose any convictions, cautions, warnings or bind-overs that are relevant to the role for which you are applying.

There is also an expectation that the Catholic Church check an applicant's previous employment and relevant experience as part of the broader recruitment process.

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of “spent” offences if asked about their criminal record.

However, there are certain professions and employments where ex-offenders have to disclose information about spent (in addition to “unspent”) convictions where the organisation indicated that the role being applied for is exempted (see below).

Exempted roles/occupations (relevant within the Church) are those roles in relation to children or adults which involve undertaking certain activities, for example caring for, supervising, teaching, training or handling monies on behalf of an adult.

These are in addition to certain activities undertaken in specific establishments and those roles delivering the provision of health services in the course of normal duties (i.e. Care homes run by Religious Orders).

The post for which you have applied or are currently working in is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions Order).

Who will have access to the completed form and its contents?

Once you have completed, signed and dated the attached document, please detach these notes and retain them for your future reference and information.

Place the completed form in a SEALED envelope and pass to your Safeguarding Representative or nominated recruiting person e.g. Care Home Centre Manager. Alternatively, you can send it directly to the relevant safeguarding office; your representative can provide you with the details.

The completed form and its contents will only be reviewed by those with the entitlement to do so to assess the relevancy of the contents e.g. your Safeguarding Office or your employer.

The document and its contents will NOT be viewed or made known to your local Safeguarding Representative.

What happens if something is declared?

Any information you supply on the document will not necessarily bar you from undertaking the role for which you are applying/currently working in. Your relevant Safeguarding contact or employer will contact you to discuss any information you disclose and obtain any further details required to help assess the relevancy of the information to the role for which you are applying.

Should further information be warranted in light of your disclosure of information, your prior consent will be sought **BEFORE** further information or enquiries are made.

The relevant safeguarding contact or employer will contact you to discuss any information you disclose and obtain any further details required to help assess the relevancy of the information to the role for which you are applying.

How will decisions be made in light of information disclosed?

Decisions will be made based on full examination of the information disclosed, following further discussion with you regarding the details and circumstances and with possible referral to relevant parties (with your prior consent). You will be kept informed of the decision process and outcome.

Who will be involved in the decision making process?

Your relevant Safeguarding contact or employer will make the decision in consultation, if necessary, with the appropriate Safeguarding Commission.

Where will this form be held; by whom and for how long?

This document will be retained by the authorised Counter-Signatory or employer as per the Safe Storage and Retention Policy requirements.

The form will NOT be retained within your local Parish or by your Group Leader.

The document will be retained in accordance with the record retention schedule (or until a new Disclosure is required at which time a new Safeguarding Self Declaration is required at which time a new Safeguarding Self Declaration is necessary):

- Within lockable, non-portable cabinets (with restricted access to keys by authorised and relevant personnel only), or
- Stored electronically on password protected, secure, Safeguarding specific drives accessible only by authorised Safeguarding personnel.

All authorised personnel have completed and signed a Confidentiality Agreement.

CSAS is the national agency for safeguarding within the Catholic Church in England & Wales. The National Safe Recruitment policy has been endorsed by the Bishops Conference and the Conference of Religious. CSAS is the Registered / Umbrella Body of DBS (formerly known as CRB) for the Catholic Church of England & Wales.

How will decisions be made in light of information disclosed?

Decisions will be made based on full examination of the information disclosed, following further discussion with you regarding the details and circumstances and with possible referral to relevant parties (with your prior consent). You will be kept informed of the decision process and outcome.

Who will be involved in the decision-making process?

Your relevant safeguarding contact or employer will make the decision in consultation, if necessary, with the appropriate Safeguarding Commission.

Where will this document be held; by whom and for how long?

This document will be retained by the authorised countersignatory or employer in accordance with the Safe Storage and Retention Policy requirements.

The document will be retained in accordance with the record retention schedule (*or until a new Disclosure is required at which time a new Safeguarding Self Declaration is necessary*):

- a. within lockable, non-portable cabinets (with restricted access to keys by authorised and relevant personnel only), or
- b. stored electronically on password protected, secure, safeguarding specific drives accessible only by authorised safeguarding personnel.

All authorised personnel have completed and signed a Confidentiality Agreement.

DATA PROTECTION - INFORMATION ABOUT YOUR PRIVACY

Your personal details (and any other persons named by you) 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 General Data Protection Regulation (EU 2016/679) GDPR and our privacy notice which can be found at <https://www.dioceseofsalford.org.uk/privacy-policy/>. This form and the information that you have provided will be held securely, confidentially and will not be shared with third parties. 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 retained in accordance with our record retention schedule. Thereafter, the personal information about you will be securely destroyed.

BREXIT - ADVICE FOR TRAVELLERS

At the time this application has been compiled, arrangements for any negotiated settlement for the United Kingdom to leave the European Union have not been concluded, are unclear and could result in a 'no deal' scenario. Volunteers should check our website regularly for updates on any special arrangements you may need to make. In particular please review the following advice.

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. In the event of a no-deal Brexit, UK registered EHICs will no longer be valid.

The Diocesan Pilgrimage always advises pilgrims to make sure they have appropriate travel insurance, whether they have an EHIC card or not, as there are limitations to EHIC.

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 2020

Over 18 Volunteer Application Form – SECTION A

FOR VOLUNTEER ROLES INVOLVING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

PERSONAL INFORMATION

*This section is to be completed by all Volunteers who will be over 18 years of age at the time of the Pilgrimage. If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf, however, we will still require your signature. If you have a disability that may make it difficult for you to attend an informal chat regarding the role, please advise us so that we can assist you as appropriate. **PLEASE COMPLETE ALL SECTIONS OF THE FORM IN BLOCK CAPITALS USING BLACK INK.***

Role applied for:	PILGRIMAGE VOLUNTEER, SALFORD DIOCESAN PILGRIMAGE TO LOURDES
Title:	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> REV <input type="checkbox"/> SR <input type="checkbox"/> DR <input type="checkbox"/> OTHER <input type="checkbox"/> If OTHER, please specify:
Full name: <i>Please include all forenames in addition to your surname</i>	
Preferred name [not nickname]: <i>For use on identity badge</i>	
Date of birth:	/ /
Full Home address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
Email address:	
Number of service:	PLEASE STATE number of years' service given to the Diocesan Pilgrimage including 2020.
Please tell us something about yourself – any interests or experiences you have which may be relevant to the role.	

Which one of the two organised training days for the general volunteers will you be attending?	
Sunday 14 th June <input type="checkbox"/>	Your appointment as a volunteer with the Salford Diocesan Pilgrimage is conditional on your <u>full</u> participation in one of the two designated preparation days. Should you need to change the date indicated on this form, <u>you must</u> contact the office in advance to check availability.
Saturday 4 th July <input type="checkbox"/>	
Choir Only <input type="checkbox"/>	

Emergency Contacts and telephone numbers

Name of Emergency contact person	
Home telephone number	
Work telephone number	
Mobile number	

Name of alternative Emergency contact person	
Home telephone number	
Work telephone number	
Mobile number	

Other Information

<p>Please be aware: In addition to any events that may be organised by your group, as a volunteer with the Diocesan Pilgrimage you must attend a preparation session as outlined on the introduction page to this application pack.</p>	
Are you prepared to undertake appropriate training for the tasks you have applied to carry out?	
Do you have any specific training needs? <i>Please state</i>	
Are you with a group? If so, please provide the name of the group and the group leader.	<p>(Group)</p> <p>(Leader)</p>
Please state which hotel you are planning to stay in while in Lourdes and what are your arrival and departure dates?	<p>Arrival:</p> <p>Departure:</p>
Do you speak any foreign languages fluently? If so, which?	

Personal Care

<p>Some of the pilgrims we support require assistance with personal care. Only volunteers who express a wish to be involved in personal care will be asked to do so and will be appropriately trained and supported. Please indicate if you would like to be involved in personal care.</p> <p>Personal Care is defined eating and drinking, toileting, washing or bathing, dressing, oral care, care of skin, hair and nails, shaving and applying deodorant, makeup and creams. <u>NB. You will be asked to confirm this at the training day.</u></p>	
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Volunteers From Outside The UK

If you are from the European Union, you can volunteer in the UK. If you are from outside the EU, you will need to check that your visa allows you to volunteer.

Individuals with refugee status or who have exceptional leave to remain can volunteer.

The UK Borders and Immigration Agency should be contacted if there is any uncertainty about permission to volunteer in the UK.

Are you permitted to volunteer in England

Are you permitted to volunteer in England and Wales?

Please tick where appropriate

Yes

☐

No

☐

Medical Information

Have you any disability, medical condition or other special needs that we need to be aware of?

In the event that any disability or medical condition that you have listed here worsens or develop any other condition or disability which may affect your capability to perform this role after completing this form, you must declare this to the Volunteer Co-ordinator by contacting the Pilgrimage Office.

Can you push a wheelchair/pilgrim for one mile?

Can you board a coach unaided?

Please answer yes or no. Answering no to any of these questions does not prohibit you participating as a volunteer.

Are you allergic to any medicine? e.g. penicillin

Yes

☐

No

☐

If yes please provide details:

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General Practitioner's Details – By providing this information, you agree to us sharing the contact details of your 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:	

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, 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:	

References

Please give the names, addresses, and telephone numbers of two people, whom we may contact and have known you well for at least 2 years and are able to comment on your suitability for this role. Where possible, please provide an email address.

Please note: *We CANNOT ACCEPT a reference from your relatives or family members, your parish priest or priest of Salford Diocese, the Director of the Pilgrimage, your Group Leader or members of the Diocesan Safeguarding Team. Only 1 of the 2 required referees may be a member of the pilgrimage.

For previous applicants: You may have registered as a volunteer in the past and provided references before. However, we are required to check references on a regular basis for all volunteers. Even if we have references from a previous year's pilgrimage please fill in the names of two referees here. *If your referees are the same as previous years, please advise them that they may receive a reference request from us again.*

PLEASE USE BLOCK CAPITALS	Referee One	Referee Two
Full Name:		
Full Address:		
Post Code:		
Preferred contact telephone number:		
Email address: <u>Please print in capitals.</u>		
How many years have they known you?		
In what capacity does this person know you?	*Refer to criteria above	*Refer to criteria above

Where possible please provide email details for your referees and print in capitals.

You must obtain permission from your referees in advance and ensure all information is correct.

Declaration

I give my consent, in accordance with the Data Protection Act 2018, for the information contained in this form to be processed and stored for the purposes of recruitment, selection and appointment to this role.

I understand that a Disclosure and Barring Service (DBS)/pre-appointment vetting checks will be required as part of the recruitment process. Details of the DBS check will be recorded and retained indefinitely on the National CSAS Confidential Database.

By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with children/vulnerable adults when barred from doing so is a criminal offence.

I confirm I will notify the pilgrimage office should there be any change in my medical condition declared above. I will notify the pilgrimage office if I am declared unfit by any medical profession, or am refused travel insurance by any insurance provider

In the event that I am not appointed or in the future step down from the post, I understand that relevant information will be retained on file until I reach normal retirement age, or for 10 years if that is longer. (As per 'Working Together' good practice guidance).

I agree that the information on this form may be shared with my group leader and in the event I am taken ill or there is an emergency during the pilgrimage, the medical information declared above may be shared with relevant medical staff to aid my treatment.

I declare that the information I have given on this form is correct and true to my knowledge.

I agree that you may contact the people whose names I have given as referees.

I declare that I have read and understood the description of the role and the **Code of Conduct** for a Pilgrimage Volunteer and I agree to abide by this Code at all times during the Diocesan Pilgrimage.

REHABILITATION OF OFFENDERS ACT 1974

If the role that you are seeking to volunteer for involves working with or has access to children or adults at risk you may require a Disclosure and Barring Service check. If this is the case, the role description will state that the role is exempt from the Rehabilitation of Offenders Act. If you are seeking to volunteer for such a role, you are not entitled to withhold information even if you have convictions which would ordinarily be considered to be "spent".

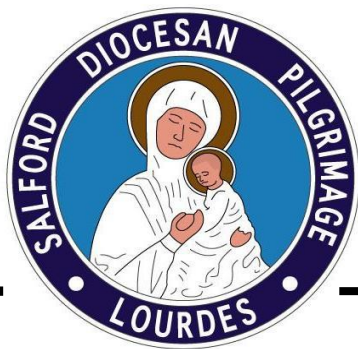
Before you take up a voluntary position with children or adults at risk you will be asked to disclose any previous, existing or pending convictions or cautions. This will be in addition to completing a Disclosure and Barring Service check.

Possession of a conviction or caution will not necessarily mean that you will not be able to volunteer. Each case will be considered individually.

If you fail to disclose any criminal convictions or cautions, including those "spent", it could result in you not being able to volunteer.

Signed: _____ **Date:** _____

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Salford Diocesan Pilgrimage to Lourdes 2020

SECTION B - CONFIDENTIAL SAFEGUARDING SELF-DECLARATION

If you have any queries regarding the completion of this document, please contact the Diocesan Safeguarding Office in confidence. If you have a disability that may make the completion of this form difficult, the document can be completed by someone on your behalf, however, we still require you to sign the form.

Please answer all the questions on this form. **Please use BLOCK CAPITALS and black ink.**

The object of this Self-Declaration is not, in any way, to reflect upon your integrity but is necessary for us to do all that we can to protect all those who are vulnerable, children and adults.

Parish/ Religious Order:	SALFORD DIOCESAN PILGRIMAGE TO LOURDES, 2020	
Roles(s) applied for:	PILGRIMAGE VOLUNTEER	
Status of Role:	Employed / Post Holder / Voluntary (please delete accordingly)	
Title:	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> REV <input type="checkbox"/> SR <input type="checkbox"/> DR <input type="checkbox"/> OTHER <input type="checkbox"/> If OTHER, please specify:	
Current Full Name: <i>Please include all forenames in addition to your surname.</i>	Surname:	Forename(s):
Full Address (including postcode)		
Postcode:		
Date of birth:	/ /	
Preferred Contact Telephone Number(s)		
Email address:		

Under the Rehabilitation of Offenders Act, we are required to provide you with an opportunity to voluntarily disclose any convictions including offences, cautions, reprimands, bind-overs or warnings. The first 2 questions are asked specifically in relation to this requirement.

Under the Disclosure and Barring Service Code of Practice and current safe recruitment/selection guidance we are required to provide you with the opportunity to disclose information which may be relevant concerning appropriateness to work with vulnerable groups in the Church. The questions contained within this form are asked specifically in relation to this requirement. Declaration of such information will not necessarily bar you from undertaking the role for which you are applying/currently working in. In the event that further information is required, this will only be sought with your prior consent.

Please complete these questions and the rest of the form on the following page.

Question 1 of 3

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’¹ and are not subject to disclosure to employers, and cannot be taken into account.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

YES ☐ NO ☐ *If yes, please provide summary details overleaf.*

Question 2 of 3

Have you ever been accused of inappropriate conduct within an employed or voluntary capacity? *If yes, please provide summary details below.*

YES ☐ NO ☐ *If yes, please provide summary details overleaf.*

Question 3 of 3

Are you or have you ever been the subject of an investigation with concern about any child in your care or investigated under adult protection safeguarding procedures?

YES ☐ NO ☐ *If yes, please provide summary details below.*

Please use this space to provide details in response to Questions 1 to 3 where you have indicated ‘Yes’ (use additional sheets if necessary).

RETURNING VOLUNTEERS ONLY

I am a returning volunteer. YES ☐ NO ☐

If yes, please complete the sections below.

Please can you confirm the following information for the most recent DBS application undertaken by the Diocese of Salford

Date of Issue DBS Certificate No

Name of Employer

¹ Protected refers to convictions and cautions that will not be included on a DBS Disclosure Certificate. All guidance and criteria on the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Since this check, have there been any changes in your personal details or circumstances?

YES ☐ NO ☐

If yes, please confirm the changes in the section overleaf.

Please use this space to provide details in response to the previous question where you have indicated Yes.

Please sign declaration overleaf

DECLARATION: (please read, sign and date)

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- If I am subsequently convicted of any relevant criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to my employer or Safeguarding Office.
- I understand (in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018) that this document, and any enquiries made in response to the contents of this document, will be retained in accordance with the record retention schedule (*or until such time that a new Disclosure is required including completion of a Self-Declaration*), and in the event that I am not appointed/selected due to the contents of this document a record of the non-appointment will be retained on the National Database.
- By signing this Declaration, I provide consent to the Catholic Church of England & Wales checking the status of my Disclosure in the future should I subscribe to the online DBS Update Service. These checks will be carried out every 3 years and should this timeframe need to be adjusted for any reason, further consent will be sought. Should I step down from post I will notify the Safeguarding Office and advise of my request to withdraw my consent.
- I declare that the information I have given on this form is correct and true to my knowledge.

REHABILITATION OF OFFENDERS ACT 1974

If the role that you are seeking to volunteer for involves working with or has access to children or adults at risk you may require a Disclosure and Barring Service check. If this is the case, the role description will state that the role is exempt from the Rehabilitation of Offenders Act. If you are seeking to volunteer for such a role, you are not entitled to withhold information even if you have convictions which would ordinarily be considered to be "spent".

Before you take up a voluntary position with children or adults at risk you will be asked to disclose any previous, existing or pending convictions or cautions. This will be in addition to completing a Disclosure and Barring Service check.

Possession of a conviction or caution will not necessarily mean that you will not be able to volunteer. Each case will be considered individually.

If you fail to disclose any criminal convictions or cautions, including those "spent", it could result in you not being able to volunteer.

Signed: _____ Date: _____

IMPORTANT:

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

DISCLOSURE & BARRING SERVICE

As you should be aware all over 18's volunteers with the Salford Lourdes Diocesan Pilgrimage are required to undertake a DBS check prior to the pilgrimage. This check is valid for three years, unless there is a change in circumstances. These changes include a change of name, address or status. Please note that without a current DBS certificate you will be unable to join the pilgrimage as a volunteer.

If you are a new volunteer or require a recheck you will need to attend one of our DBS Clinics. These will be held on;

Saturday, 4th April, 2019 from 11.00 to 14.00

Wednesday, 15th April, 2019 from 16.00 to 19.00

If you are unable to attend these dates please contact the Safeguarding Office prior to the deadline for advice as a matter of urgency. Without a current DBS certificate you will be unable to join the pilgrimage as a volunteer.

Please note that the Safeguarding Office cannot guarantee that any check completed after the deadline will be returned in time for the pilgrimage.

If you are travelling with a group please contact your group leader to make them aware that you need to complete a DBS check.

If you are an independent volunteer please contact the safeguarding office via this email address (safeguarding@dioceseofsalford.org.uk).

PLEASE READ THE FOLLOWING CAREFULLY:

As part of the DBS application process you will need to provide **THREE TYPES OF DOCUMENTATION**. These will need to be verified by one of our trained ID verifiers before we can process an application. The full list of all acceptable documentation and restrictions is below.

When completing the forms you will also need your **National Insurance number, Passport and Driving Licence** (if applicable). Even if you are not using these documents for ID purposes you will need to provide the document numbers and dates of issue.

PLEASE NOTE that you must bring the original documents to be verified and these documents cannot be printed from the internet. At least one document must evidence the date of birth and one document evidence the current address in addition to confirming current name and providing evidence of any previous changes of name. Some of the documents also have validity periods of either 3 or 12 months, these are clearly marked on the full list.

If you have any questions concerning your DBS check contact the Safeguarding Administrator.

DOCUMENTATION NEEDED FOR COMPLETING A DBS FORM

at a DBS session

Please be aware that some documents listed in Group 2B need to be recent versions. Bank or building society statements, utility bills, letters from Head Teachers need to be dated not more than three months prior to the date you are completing the DBS.

The list below is the exhaustive list of acceptable Group 1, 2a and 2b documents as per the DBS ID guidelines from 3rd September 2018. Please note that some documents have particular validity periods. Documents printed from the internet are not acceptable. Photocopies are only accepted when produced with the original. At least 1 document must evidence the date of birth and 1 document must evidence the current address. Additionally, there must be evidence of the current name and all name changes.	
GROUP 1 DOCUMENTS (primary trusted identity credentials)	
DOCUMENT TYPE	DOCUMENT TYPE
Passport - any current and valid passport	Biometric Residence Permit UK
Current Driving Licence Photocard - full or provisional. UK, Isle of Man, Channel Islands and EEA. All licences must be valid in line with current DVLA requirements	Birth Certificate issued within 12 months of birth. UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption Certificate UK and Channel Islands	
GROUP 2a DOCUMENTS (trusted government/state issued documents)	
Current Driving Licence Photocard – full or provisional. All countries outside the EEA (excluding Isle of Man & Channel Islands). All licences must be valid in line with DVLA requirements.	Marriage Certificate/Civil Partnership Certificate. UK & Channel Islands.
Current Driving Licence – (full or provisional), paper version (if issued before 1998). UK, Isle of Man, Channel Islands and EEA. All licences must be valid in line with DVLA requirements.	HM Forces ID Card UK.
Birth Certificate – (including certified copies) issued 12 months or more after the time of birth. UK, Isle of Man and Channel Islands	Firearms Licence. UK, Channel Islands & Isle of Man.
Immigration document, visa or work permit – Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based	
GROUP 2b DOCUMENTS (financial/social history documents)	
Mortgage Statement. UK/ EEA only. (Issued in last 12 months).	Bank/Building Society Statement. UK & Channel Islands or EEA.(Issued in last 3 months)
Bank/Building Society Statement. Countries outside the EEA. (Issued in last 3 months). Branch must be in the country where applicant lives and works	Bank or building society account opening confirmation letter. UK. (Issued in last 3 months)
Credit Card Statement. UK/EEA only. (Issued in past 3 months).	Financial Statement (e.g. pension, endowment, ISA) UK. (Issued in past 12 months)
P45/P60 Statement. UK & Channel Islands. (Issued in past 12 months)	Council Tax Statement. UK & Channel Islands. (Issued in past 12 months)
Utility Bill (electricity, gas, water, telephone NOT a mobile phone contract bill, no TV licence). UK. (Issued in past 3 months).	Benefit Statement. UK (e.g. Child Benefit, Pension). (Issued in past 3 months).
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC. UK and Channel Islands. (Issued in past 3 months).	Letter of Sponsorship from future employment provider. Non-UK/non-EEA only - valid only for applicants residing outside of the UK at time of application. (Must still be valid).
Cards carrying the PASS accreditation logo. UK, Isle of Man & Channel Islands. (Must still be valid)	Letter from Head Teacher or College Principal. UK - for 16/19-year olds in full time education. Only used in exceptional circumstances if other documents cannot be provided. (Must still be valid)
EEA National ID Card (Must still be valid)	Irish Passport Card (Must still be valid and cannot be used with an Irish passport)

APPENDIX

INSTRUCTIONS FOR COMPLETING A DBS FORM *at a DBS session*

1. Use black ink and write in CAPITAL LETTERS
2. Complete all mandatory fields, highlighted in yellow
3. If a section is not applicable leave it blank - do not cross it out or use correction fluid.
4. Do not leave spaces in the sections for the postcode or the telephone numbers.
5. If you have ever been known by any other names you must declare them all. If you are unsure whether to list them, please contact Madeline Wheeler in the Diocesan Safeguarding Office.
6. If you declare that you have a National Insurance Number, driving license or passport, you must complete the relevant sections, even if you do not produce the document(s) as part of your ID verification evidence.

The following letter and number combination below refer to the specific sections listed on the left of each page on the application form. Follow the directions listed below.

Part A

A4 - Please note this is for any change of surname or forenames through: adoption (only if adopted over the age of 10)/marriage/divorce/religious sister/brother. If use title Mrs or Ms give surname at birth even if it has not changed. If ever used any other fore name(s) /variation on names given at part A e.g. known by middle name please state with dates.

A16 and A17 – Complete in full - place of birth (town and country) and nationality

A21 - You should list your National Insurance number.

Married women – please do not forget to enter maiden name

If no other names used – you must still complete section on place of birth

Part B

B37 - Month and year when you moved to your current address even if more than 5 years ago.

Part C

Complete this only if you have moved within the last 5 years. Please ask for a continuation sheet if you have had more than 2 addresses in the last five years.

Parts D

DO NOT FILL IN

Part E

E55 - Please make sure you have put in a cross in one of the boxes

E56 - Please sign

E57 - Please date

Part W58 and 59

For person verifying ID to complete.

Part X61 and X62

X61 - write 'PILGRIMAGE VOLUNTEER'

X62 - write 'LOURDES PILGRIMAGE SALFORD'

Part X63 to X68

This will be completed by the Diocesan Safeguarding Office

Part Y

To be completed by the Safeguarding Office