

Code of Conduct for Pilgrimage Workers Youth Section

1. All people should be treated with courtesy, respect and dignity.
2. Ensure that appropriate boundaries are maintained in the relaxed environment of the pilgrimage. Physical contact between young pilgrims and leaders will be of an appropriate nature at all times.
3. Do not engage in or tolerate any behaviour -verbal, psychological or physical - that could be construed as bullying.
4. Engage with young people and vulnerable adults in an open manner and take care not to become over-involved with a young person/group of young people.
5. Physical, emotional or verbal abuse of young people is not permitted under any circumstances.
6. Inappropriate language or sexually suggestive comments or gestures are unacceptable.
7. Being alone with a young person is not appropriate practice and if it is unavoidable, inform another responsible adult.
8. Young people must be supervised at all times and one person needs to be in the position of leader in charge.
9. Young people have a clearly designated leader with whom they can discuss concerns if they arise.
10. Youth helpers have been made aware of the tasks and responsibilities to be requested of them during the pilgrimage - appropriate to their age and capacity. They should not be asked to do intimate care tasks for which they have no training.
11. Adequate, gender-appropriate, supervision for boys and girls is essential on all occasions.
12. Under no circumstances give alcohol, tobacco or drugs to young people
13. When working with or supervising young people the consumption of alcohol by youth leaders is prohibited. Leaders are required to give good example at all times.
14. Discipline requirements and sanctions have been agreed by leaders and young people. These are clearly define and implemented consistently.

All concerns and/or complaints should be brought to the attention of Designated Person: Marian Stack (085) 1055992

Accident/Incident Report Form

Date of accident/incident _____

Report by: _____

Contact Number: _____

Position held: _____

(i.e. Youth leader, bran cardia, hand-maiden, nurse, doctor, priest, worker, helper, etc.)

Details of accident/incident: _____

(use separate sheet if necessary and attach)

Location of accident/incident: _____

Time: _____

Name & contact numbers of people involved:

Parents/Guardians informed: Yes/No

If Yes, by whom: _____

Date: _____

Form completed and signed by:

Please print name here:

Form received by: _____

Action taken: _____

Ferns Diocesan Pilgrimage to Lourdes



Safeguarding Procedures

Information on Protection of Children & Vulnerable Adults



Safeguarding Office
Bishops House
Summerhill
Wexford
Tel: (053) 9174972

Introduction

The Diocese of Ferns organises an annual pilgrimage to Lourdes. An integral part of this pilgrimage are:

- * Invalids and Elderly
- * Students/Young people
- * Medical Staff and many Helpers

The diocese is aware of its duty of care to all young people/vulnerable adults who travel to Lourdes under its auspices and this includes ensuring that they have a positive and safe experience during their trip. In addition, the diocese has a responsibility to ensure that adults involved in the pilgrimage are safe around children/young people.

Policy Statement

The Diocese of Ferns values and encourages the participation of children/young people in the annual pilgrimage to Lourdes. Their active involvement in this work can help to enhance their spiritual, social, physical and emotional development.

During pilgrimage time, the diocese undertakes to do all in its power to create a safe environment for children/young people and to ensure their protection from neglect, physical, sexual and emotional abuse.

This is achieved by:

- * Ensuring that all pilgrimage helpers are carefully recruited, selected, trained and supported.
- * Ensuring that there is adequate preparation and training in best practice guidelines.
- * Appointment of Designated Child Protection Officer for duration of pilgrimage.
- * Making people aware of procedures for responding to any protection concerns.
- * Having a code of conduct for all helpers.

Dealing with Concerns

Source of Concern

- * An adult or young person may tell you.
- * Someone else may tell you.
- * You may notice physical injury.
- * You may notice a young person's behaviour.
- * You may notice behaviour of an adult pilgrim or worker.

Check out your Concerns

- * With the young person (if appropriate)
- * With the adult in charge of the group

Report

- * To the Designated Officer on the Pilgrimage:
Marian Stack (085) 1055992

THE ONE THING YOU MUST NOT DO IS NOTHING

Dealing with Disclosure

Do

- * Stay calm
- * Listen
- * Ask questions for clarification only
- * Reassure
- * Record in writing
- * Report the disclosure to the Designated Officer on the Pilgrimage
- * Inform the person what will happen next.

Do Not

- * Dismiss the concerns
- * Panic
- * Probe for more information, ask other questions or begin to investigate
- * Promise not to tell anyone or say 'I'll keep it a secret'
- * Make assumptions or investigate
- * Disclose details of the allegation to anyone else except the Diocesan Designated Person and the Statutory Authorities.

Code of Conduct for Pilgrimage Workers working with Vulnerable Adults

1. All people should be treated with courtesy, respect and dignity.
2. Ensure that appropriate boundaries are maintained in the relaxed environment of the pilgrimage. Physical contact between Pilgrimage Workers and vulnerable adults will be of an appropriate nature at all times.
3. Do not engage in or tolerate any behaviour - verbal, psychological or physical - that could be construed as bullying.
4. Physical emotional or verbal abuse of vulnerable adults is not permitted under any circumstances.
5. Inappropriate language or sexually suggestive comments or gestures are unacceptable.
6. Being alone with a vulnerable adult is not appropriate practice and if it is unavoidable, inform another responsible adult.
7. Alcohol intake should not interfere with a person's ability to look after those entrusted to their care.

All concerns and/or complaints should be brought to the attention of Designated Persons:

Marian Stack (085) 1055992

