



SUMMER LOURDES SAFETY POLICIES

We all want to have a safe and happy trip. These policies are in place to help everyone, and they are underpinned by a full set of risk assessments carried out in pre-trip planning in the UK and Lourdes, based on extensive experience in Lourdes. The risk assessments are available to see on request.

Please read these safety policies before we travel. Thank you.

1. **The BCYS group will be divided into smaller groups to give everyone an easy point of contact.** These groups will be a mix of young adults aged 15 (end of school year 10) - 18, and those aged 19+, with a minimum ratio of 10 young people: two leaders. All those aged 19+ will have completed DBS checks, in accordance with Diocesan policy for safe working with young people.
2. **The nature of the trip means that everyone will be working with vulnerable adults.** At all times young people and leaders will be supported in this work, with experienced leaders and medical support readily available. Our work includes pushing wheelchairs, and the group will be given a full safety briefing on arrival at our accommodation in Lourdes.
3. **We will provide each group member** with contact numbers for Gabriella Skinner (Events Manager) and Fr Dominic Howarth (Episcopal Vicar for Pastoral Formation), who are leading the trip. We will also provide a contact phone number for the hotels in Lourdes.
4. **Medication.** All medication must be self-administered. Health and Safety Executive Guidelines mean that the first aiders on the trip are not permitted to administer medication. The small group leader should be aware of **prescribed medication**, and notified each time it is taken. **If medication is not prescribed** (travel sickness tablets, paracetamol, etc.) then the small group leader must be informed prior to tablets being taken. Medication such as this must belong to the young person – we are not permitted to give medicine to young people. We would contact a doctor to prescribe medicine if necessary, but it is best for young people to bring appropriate (i.e. relatively limited) quantities of such medicine with them if they think they will need it. For those who suffer from travel sickness it is good to be aware that we do have long coach journeys. Young people must not share their medication with anyone else. **In an emergency** all reasonable effort will be made to contact the family in the UK: should this not be possible, it is a requirement of the trip that Gabriella Fusi and Fr Dominic Howarth be delegated to give consent to emergency medical treatment as advised by doctors.
5. **Alcohol.** We hope the trip will be sociable, but also recognise the age of those travelling. For everyone's benefit, we will only permit young people to drink if they have specific parental consent. Young people with consent, and leaders, are asked to follow these guidelines:
 - The small group leaders will purchase alcohol for their group, at their discretion, to a maximum of two glasses of wine / pints of lager per person. Naturally, if parents have indicated they do not wish their son / daughter to consume alcohol, we will not purchase alcohol for them.
 - To drink alcohol only when we are together as a small or large group – i.e. not to keep alcohol in personal possessions.
6. **Banned substances** are strictly prohibited on the trip.
7. **Stimulants** (eg. pro plus) are also strictly prohibited.
8. **To minimise the risk of dehydration**, small group leaders will encourage the group to carry water bottles and drink water regularly.
9. **For everyone's safety**, in free time group members should stay in groups of no less than three. **Name badges** should be worn at all times, including free time.
10. **The trip is booked via a travel agent covered with ATOL and ABTA bonds.**



SUMMER LOURDES PARENTAL CONSENT FORM

NAME OF PERSON TRAVELLING: _____

I have read the safety policies, and I accept them. (Please tick to confirm consent)

☐ I understand that my son/daughter is travelling to Lourdes to work with other young people and vulnerable adults as part of the Brentwood Diocesan pilgrimage to Lourdes. I understand that they will be pushing wheelchairs and will receive training into how to do this safely.

☐ In an emergency, should it not be possible to contact those named on this form, I authorise the BCYS Event Manager to consent to medical treatment for my son/daughter in accordance with medical advice.

☐ I give permission for photographs of my son/daughter to be used for BCYS promotional purposes.*

*Please note that we would now presume that photos taken by young people will be displayed on social networks such as facebook, Twitter etc. Please contact us if you have any concerns in relation to photographs.

For the following, please discuss with your son/daughter and indicate if consent is granted:

I give consent for my son/daughter to drink alcohol in accordance with the guidelines in the safety policy.

☐ YES ☐ NO

In accordance with the relevant legislation, it is preferred that both parents/legal guardians sign this form. If this is not possible then it is sufficient for one parent/legal guardian to sign.

Signature _____

Print name _____

Relationship to person travelling: Mother/Father/Legal Guardian.

Signature _____

Print name _____

Relationship to person travelling: Mother/Father/Legal Guardian.

PERSON TRAVELLING.

I have read and accept all the safety policies. I confirm that the information given on this form is accurate, to the best of my knowledge.

Signature _____

Print name _____

Once completed, please send to the following address by 31st May 2018:

BCYS Summer Lourdes, Walsingham House at Abbotswick, Navestockside, Nr Brentwood, Essex, CM14 5SH

Alternatively, please email to gabriellafusi@dioceseofbrentwood.org

NB: If returning by email, the completed form must be sent from the account of the parent or legal guardian.