

BCYS 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 small group 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 assisting pilgrims in 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 Coordinator) and Claire Bailey (Director of Youth Ministry) who are leading the trip. We will also provide a contact phone number for the hotels in Lourdes.
- 4. COVID-19.** We are constantly reviewing the latest COVID-19 advice from both the British and French government. We are doing this in consultation with the diocesan medical team and the Lourdes shrine authorities. We ask every participant on the trip to adhere to the latest public health guidance which we will summarise for you in the 6 weeks prior to the trip. Due to the close contact with vulnerable adults during this trip, we would advise that all those travelling are vaccinated. If you start showing symptoms of COVID-19 prior to travel please take an LFT. Anyone testing positive with COVID-19 at the point of travel will not be able to join the pilgrimage.
- 5. 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 Skinner and Claire Bailey be delegated to give consent to emergency medical treatment as advised by doctors.
- 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.**



Brentwood Catholic Youth Service www.bcys.net / 01277 373959

Gabriella Skinner, Events & Pilgrimages Coordinator gabriellaskinner@brcdt.org

Claire Bailey, Director of Youth Ministry clairebailey@brcdt.org

BCYS SUMMER LOURDES – CODE OF CONDUCT FOR YOUNG PEOPLE

NAME OF PERSON TRAVELLING: _____

Please tick the boxes below to indicate you agree with and understand each point.

As part of the BCYS Pilgrimage to Lourdes, I agree to;

1. **Be kind and respectful** to everyone who is a part of this pilgrimage, including but not limited to...
- Small Group Leaders, who are all here volunteering their time to ensure you are able to safely enjoy the pilgrimage and have the best experience possible. Please treat them with respect – follow their instructions and show them kindness and courtesy throughout the week.
 - Any pilgrimage leaders, including those organising the main Diocesan pilgrimage, who may give you instructions or ask for assistance from you during the week.
 - Other people in your small group.
 - Hotel, sanctuary, shop and restaurant staff around Lourdes – the BCYS have been travelling to Lourdes for over 40 years and has an outstanding reputation, which we hope to maintain!
2. **Be on time.** The week in Lourdes is very busy. We have a very strict timetable to adhere to, with bookings for venues and events made months in advance. Please ensure that you arrive prompt and prepared at the given times.
3. **Attend all meals.** Mealtimes are one of the few times we are able to be together as an entire group, and will be when important notices, changes to schedule and all other information is given to you during the day. The heat, altitude and amount of walking can also take its' toll on you physically, so it is extremely important to ensure you are eating and drinking regularly. *If there is a genuine dietary or medical issue with the food, please make your small group leader aware so that we can make adjustments for you.*
4. **Stay in groups of 3** when you have free time in Lourdes. We hope you will take time to explore Lourdes, or relax and enjoy yourself during the trip, however for everyone's safety we do ask you to remain in groups of **no less** than 3.
5. **Stay out of other people's rooms.** We ask you to respect other people's personal space and belongings by keeping out of each other's rooms when in the hotel. Leaders will also be conducting room checks each night to ensure everyone is safely back at the hotel and in their own rooms at the end of the day.
6. **Wear your lanyard** at all times. This will have contacts for the hotel and pilgrimage leaders, in case of emergency, printed on them and also allows you to be easily identified throughout the week.
7. **Inform the BCYS** of any medical diagnoses, prescriptions or additional needs, and ensure the most up-to-date information prior to travelling. If any of this changes after completing your online booking form, I will inform by email or telephone on the details at the bottom of this page. *Please do also ensure that you bring and take any necessary medication which has been prescribed to you.*
8. **Be physically prepared for the week.** Due to the location of hotels and geography of Lourdes, there will be a large amount of walking throughout the week, as well as pushing wheelchairs and transporting equipment between locations. This is a "service" pilgrimage, in which we are travelling to assist the main adult pilgrimage, and ask all those attending to be prepared and to take care of themselves in order to be able to do this to the best of their ability.
9. **Use social media and phones appropriately.** In order to keep you and the BCYS safe, we ask you to adhere to the following rules taken from our "Safe use of the Internet and Mobile Phones" policy.
- *BCYS leaders are asked not to "follow" or "friend" young people on any form of social media, share phone numbers, email addresses or other personal contact information.*
 - *Young people should not share phone numbers, email addresses or other personal contact information with any adult pilgrims they might meet throughout the week. If you or they wish to keep in contact, do so via the BCYS – info@bcys.net*
 - *Please do not share photos taken with any adult pilgrims. There will be BCYS staff taking official photos throughout the week.*

I understand that failure to follow the points in this code of conduct, or follow the instruction of the staff and leaders throughout the week may result in my being asked to leave, and may also affect my place at future BCYS events.

Signature _____

Print name _____

Date _____



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Claire Bailey, Director of Youth Ministry clairebailey@brcdt.org

BCYS SUMMER LOURDES - ALCOHOL POLICY

NAME OF PERSON TRAVELLING: _____

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 (those in current school year 13 or below) to drink if they have been granted specific parental consent, and only at specific times indicated by the Pilgrimage leaders.

Young people with consent, and leaders, are asked to follow these guidelines:

- No young person (those in current school year 13 or below) should be in possession of alcohol or keep alcohol in personal belongings, at any time on this trip.
- No young person should purchase their own alcohol, at any time during this trip.
- The small group leaders will purchase alcohol for their group, at their discretion and only at approved times, to a maximum of two glasses of wine / two pints of lager or cider per person.
- To drink alcohol only when we are together as a small or large group, and only at approved times.

Naturally, if parents have indicated they do not wish their son / daughter to consume alcohol, we will not purchase alcohol for them.

PARENTS / LEGAL GUARDIANS

For the following, please discuss with your child and indicate if consent is granted:

I give consent for _____ *(name)* 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 _____

Date _____

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

Signature _____

Print name _____

Date _____

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

PERSON TRAVELLING.

I have read and agree to follow the alcohol policy, and understand the consent given by my parent/legal guardian.

Signature _____

Print name _____

Date _____



BCYS SUMMER LOURDES – PARENTAL CONSENT FORM

NAME OF PERSON TRAVELLING: _____

SCHOOL YEAR: _____

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

I understand that my child 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 assisting pilgrims in wheelchairs and will receive training into how to do this safely.

In an emergency, should it not be possible to contact those named as emergency contacts on the booking form, I authorise the BCYS Event Coordinator or Director of Youth Ministry to consent to medical treatment for my child in accordance with medical advice.

I give permission for photographs of my child 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, Instagram, etc and on our website www.bcys.net. Any photos are likely to be group shots and not individual photos. Please contact us if you have any concerns in relation to photographs.

I understand that failure to follow the points in the code of conduct, or follow the instruction of the staff and leaders throughout the week may result in my child being asked to leave, and may also affect their place at future BCYS events.

PARENTS / LEGAL GUARDIANS

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 _____

Date _____

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

Signature _____

Print name _____

Date _____

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

If any part of these forms raises concerns or questions, please do not hesitate to contact us. Alternatively, you will have the opportunity to raise these at the pre-trip meeting on Sunday 30th June at 2pm.

Once completed, please return this form no later than 31st May.

You can either complete the form electronically and return, or send a scan or photo of the completed form to gabriellaskinner@brcdt.org

Alternatively, you can post the completed form to:

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

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



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