



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 people in school years 10 - 13, and those aged 19+, with a minimum ratio of 10 young people: 2 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. 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 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 Skinner and Claire Bailey be delegated to give consent to emergency medical treatment as advised by doctors.
5. **Alcohol.** To ensure the safety and wellbeing of all pilgrims, no alcohol may be consumed by anyone under the age of 18 during the pilgrimage. Leaders are expected to model responsible behaviour at all times and ensure that young people are not put in situations involving alcohol consumption.
 - Under-18s must not purchase, possess, or consume alcohol at any point during the trip.
 - Alcohol must not be stored in young people's rooms or personal belongings.
 - Any concerns relating to alcohol should be reported to the pilgrimage leadership team immediately.
 - Adult leaders who choose to consume alcohol are expected to do so responsibly, moderately, and only at appropriate times in line with our policies and procedures, ensuring that safeguarding, supervision, and duty of care responsibilities are always maintained.
6. **Accommodation and Room Safety.** To help ensure the safety, wellbeing, and comfort of all pilgrims, everyone is expected to follow the accommodation guidelines throughout the pilgrimage.
 - Pilgrims must remain in their allocated rooms and must not enter rooms assigned to other individuals.
 - Once young people have been asked to return to their rooms for the night, they are expected to remain there for the night. Room checks will be carried out by leaders to ensure that all young people have safely returned to the hotel and are in their own rooms.
 - All pilgrims are expected to treat hotel staff, rooms, and shared spaces with respect at all times.
 - Noise should be kept to a reasonable level, particularly during late evening and night hours, in consideration of other pilgrims and hotel guests.
 - Any damage to accommodation or breaches of safety expectations must be reported to the pilgrimage leadership team immediately.

The pilgrimage room-sharing and accommodation policies are available on request.
7. **Banned substances** are strictly prohibited on the trip.
8. **Stimulants** (eg. pro plus and energy drinks) are also strictly prohibited.
9. **To minimise the risk of dehydration**, leaders will encourage the group to carry water bottles and drink water regularly.
10. **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.
11. **The trip is booked via a travel agent covered with ATOL and ABTA bonds.**