

COACH LEADER ROLE DESCRIPTION

To be filled in each year

Role: Coach Leader
Responsible to: Director

Coach Leaders are people who are witnesses to the Catholic faith in what they say and do. They act as role models at all times to young people. They are to lead by example and their conduct reflects the Christian nature to the Pilgrimage. They are to be aware of all the young people in their care and help develop the gifts of all the young people they associate with.. Coach Leaders will actively support all the rules of the Pilgrimage.

RESPONSIBILITIES

- Recruit suitable Staff Team Members subject to approval to the Director and ensure the completion of the Staff Application and Personal Details form.
 - There is to be an appropriate mixture of genders.
 - 2-3 Staff Team Members at least should be working with young people for a significant amount of time.
 - Minimum age 23.
 - To try and include older young people as members of the Staff Team.
- To run preparation meetings for young people and at least of Parents Meeting. Sessions will include
 - Roles and Responsibilities
 - The Story of Lourdes
 - Celebrating Difference
 - Practical Preparations
- Collect the balance (s) for the Pilgrimage and send them to LACE
- To be aware of issues around race, gender, sexuality, being sensitive to equal opportunities issues in all aspects of the Pilgrimage.
- To take special care of passports and spending money for under 18s.
- Coach Leaders will exercise a 'duty of care' for all the young people under 18 years of age
- Will be responsible for the safety and well being of the young people throughout the journey and whilst in Lourdes.
- Will be responsible for the allocation of duties of staff throughout the Pilgrimage.
- Will ensure full participation of all the young people on the Youth Pilgrimage Programme.
- Will liaise with the Coach Chaplain in preparation for the spiritual programme of the Pilgrimage.
- Will make every effort to identify and respond to young people who show signs of being marginalised.
- Will ensure singing is halted in bars at 11.30 pm and all people return safely to their hotels promptly at 12 midnight.
- To make themselves familiar with the Safeguarding Procedures of the Archdiocesan Pilgrimage.
- Will actively support all the rules of the Pilgrimage.

PRINT NAME:

SIGNED: Date:

ARCHDIOCESE OF LIVERPOOL

Protecting Young People



STAFF APPLICATION FORM—COACH LEADER **PLEASE RETURN THIS FORM TO THE PILGRIMAGE DIRECTOR**

In order to exercise the Church's duty to care for people, in terms of the Children Act (1989) and the Rehabilitation of Offenders Act (1974) we ask all the prospective helpers with vulnerable adults, children and young people to complete this form.

The Youth Pilgrimage Office will keep the information confidentially, unless required by an appropriate authority.

Coach

FULL NAME

Previous Name (if any)

ADDRESS

POSTCODE EMAIL ADDRESS

TELEPHONE (daytime) (evening)

MOBILE NUMBER

DATE OF BIRTH PLACE

PARISH/CHURCH PRIEST

IS THIS YOUR FIRST TIME IN LOURDES AS A VOLUNTEER? YES/NO

HAVE YOU PREVIOUSLY UNDERGONE AN ENHANCED CRB DISCLOSURE FOR THE ARCHDIOCESE? YES/NO

Polo Shirt Size: S M L XL XXL Not Needed

IF YOU HAVE SUFFICIENT POLO SHIRTS FROM PREVIOUS YEARS, PLEASE INDICATE ABOVE

Shorts Size: (Female dress sizes: 8-18. Males: waist 30"- 40")

PLEASE ENTER YOUR USUAL SIZE FOR THE SHORTS

IF YES

I have undergone clearance in my parish as (specific reason)

Date of Clearance: Name of designated person responsible

Address:

Even if references have been sought through your parish or work, new references are required for the **Youth Pilgrimage**.

REFERENCES

Please give the names, addresses and telephone numbers of two people (*not relatives*) who know you well, and who would be able to give a personal reference. Preferably one should be your priest, deacon, parish sister or minister, the other who has experience of your paid work or volunteer work with children/young people. (*Please PRINT clearly*).

Name: Name:

Address: Address:

.....

Postcode: Postcode:

Tel. No. Tel No.

Occupation: Occupation:

How long acquainted with you? How long acquainted with you?

In what circumstances? In what circumstances?

DECLARATION

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in the cancellation of any agreements made. I declare that the information I have given on this form is correct. I understand that if I am subsequently convicted of any criminal offence, I must declare this to the Director of the Youth Pilgrimage.

In accordance with the Data Protection Act 1988, I give my consent for the information contained in my original application form and references to be processed and stored. I understand that my Confidential Declaration will be held securely and in strict confidence by the Safeguarding Co-ordinator and retained for 100 years. (A copy will also be held in the Youth Pilgrimage Office.)

I also understand that this position requires an enhanced CRB disclosure and that the fact that I have had a disclosure will be entered on a national Safeguarding confidential database, and retained indefinitely.

SIGNED: DATE:

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS)

ORDER 1975 AND (EXCEPTIONS) (AMENDMENT) ORDER 1986

Because of the nature of the work for which you are volunteering this work is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986. Applicants are, therefore, required by the Diocese to disclose all criminal record information, including details and dates of 'spent' convictions cautions and reprimands.

Therefore, please answer the following questions:

If you answer YES to any of the first three questions, please give details, which may, if you wish, be enclosed, in a separate envelope.

Any information given will be regarded as strictly confidential and will be seen only by the designated person. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this clause is not in any way, to reflect upon your integrity but is necessary simply to protect vulnerable people.

Have you ever been convicted of any offences, cautions or bind-overs? **YES/NO**

Are you subject to any pending prosecutions? **YES/NO**

Have you, or any member of your household, ever been involved in care proceedings or in a Child Protection investigation or enquiry? **YES/NO**

I consent to a Social Services and/or Health Check taking place if this deemed appropriate? **YES/NO**