

**Chaplain**  
*To be filled in each year*

Role: Chaplain  
Responsible to: Director/Coach Leader

A Chaplain is a role model to young people in what they say and do. They are full and equal members of the Staff Team. They are to encourage, support and affirm the faith and unique gifts God has given to all. They will endeavour to help staff and young people to connect acts of service of Pilgrimage with faith in Jesus the servant King. Chaplains will try to help connect the faith experience in Lourdes with people's lives back at home. Chaplains will support their Coach Leader's decisions and will actively support all the rules of the Pilgrimage.

- To help plan and deliver types of worship and encourage staff and young people to take a 'full, conscious and active' part.
- Will help explain the significance of different services.
- Will participate in coach meetings.
- Will be sensitive to issues around race, gender and sexuality.
- Will maintain a professional relationship with all young people and staff.
- Will assist the Coach Leader in ensuring the safety and well being of young people throughout the journey and whilst in Lourdes.
- Will help assist other coaches with services as requested.
- Will support staff to ensure singing in bars is halted a 11.30 pm and in making sure that young people return safely a 12 midnight.
- Will make themselves familiar with the Safeguarding Procedures of the Archdiocesan Youth Pilgrimage.
- Will actively support all the rules of the Pilgrimage.

**PRINT NAME:** .....

**SIGNED:** ..... **Date:** .....

ARCHDIOCESE OF LIVERPOOL

Protecting Young People



**STAFF APPLICATION FORM—CHAPLAINS**  
**PLEASE RETURN THIS FORM TO YOUR COACH LEADER**

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**

<b>Polo Shirt Size:</b>	S	<input type="checkbox"/>	M	<input type="checkbox"/>	L	<input type="checkbox"/>	XL	<input type="checkbox"/>	XXL	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>
<i>IF YOU HAVE SUFFICIENT POLO SHIRTS FROM PREVIOUS YEARS, PLEASE INDICATE ABOVE</i>												

<b>Shorts Size: (Female dress sizes: 8-18. Males: waist 30"- 40")</b>	_____
<i>PLEASE ENTER YOUR USUAL SIZE FOR THE SHORTS</i>	

**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**