

Staff Team Member

To be filled in each year

Role: Staff Member
Responsible to: Coach Leader

Staff Team Members (Group Leaders) are people who are witnesses to the Catholic/Christian faith in what they say and do. They act as role models at all time to young people. They are to lead by example and their conduct will reflect the Christian nature of the Pilgrimage. They are to be aware of the most vulnerable in their care and help develop the gifts of all the young people they associate with. Group Leaders will support their Coach Leader's decisions and will actively support all the rules of the Pilgrimage.

RESPONSIBILITIES

- To work effectively in small groups.
- To know the members of the group before leaving on the Pilgrimage.
- To help plan and deliver types of worship e.g. Masses
Station of the Cross
Night Prayer
- Will participate in coach meetings.
- Will be sensitive to issues around race, gender and sexuality.
- Will know the rooms of each member of their group.
- Will maintain a professional relationship with all young people throughout the week in Lourdes.
- Will assist the Coach Leader in ensuring the safety and well being of young people throughout the week in Lourdes.
- Will carry out the duties and task entrusted to them by the Coach Leader.
- Will assist the Coach Leader in ensuring the full participation of all the young people in the Youth Pilgrim Programme.
- Will make every effort to identify and respond to young people who show signs of being marginalised, reporting any concerns to the Coach Leader.
- 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 take positive action when they see young people acting in a manner that will demean the work of the rest of the young people and inform the appropriate Coach Leader.
- 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—EXISTING STAFF MEMBERS **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

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**