**Guidance for recording a disclosure or allegation (based on CSSA guidelines)**

Who is a vulnerable adult?

Those in residential accommodation provided in connection with care or nursing or in receipt of domiciliary care.

Those receiving healthcare

Those in lawful custody or under the supervision of a probation officer.

Those receiving a welfare service of a prescribed description or direct payments from a social services authority.

Those receiving services, or taking part in activities, aimed at people with disabilities or special needs because of their age or state of health.

Those who need assistance in the conduct of their affairs.

The Children Act 1989 defines a child as

Any person under the age of 18 years, including those persons under the age that:

* Are living independently
* Is in further education
* Is a member of the Armed Forces
* Is in hospital
* Is in prison or a young offenders institute.

Over 18 Youth Pilgrims

As well as preparation to work with sick pilgrims they will be made aware of their responsibilities in regard of under 18s. They need to be aware that inappropriate behaviour with those under 18 will be treated in the same manner as any safeguarding incident.

What is abuse?

An abused child is a person under the age of 18 who has suffered from, or is believed to be in significant risk of, neglect, physical injury, emotional abuse or sexual abuse.

Child abuse is perpetrated by any adult who has a position of trust or authority with respect to a child or any other person known to the child or family who may have contact with the child. A child may also be the victim of abuse where the abuser is another child.

Child abuse may be the result of direct acts towards the child by one of those mentioned above, or by the failure of those who have responsibility for the child to provide reasonable care and protection from harm.

What to do if you are worried about suspected abuse by a Staff Team Member?

Do not confront the person.

Do not dismiss your concern, the Archdiocesan Pilgrimage will take it seriously.

If someone shares a concern with you reassure that person that they have done the right thing.

If possible, write down exactly what you have heard while it is still fresh in your mind, including date, time of your conversation and any incident disclosed. Speak to your Coach Leader or other appropriate member of staff immediately.

All allegations of actual harm to a young person or vulnerable adult will be acted upon.

Discuss your concern with the person who has immediate responsibility for that person’s sphere of activity.

Suspicion of any type by a staff team member must be reported in the first instance to the Coach Leader. The Coach Leader will inform the Director at the first possible opportunity.

If a Coach Leader is suspected the staff team member will inform the Director at the first possible opportunity.

If the Director is suspected, a Coach Leader will speak with the Director of the main pilgrimage at the first opportunity.

The Director of the Youth Pilgrimage will take appropriate action that will include informing the Archdiocesan Safeguarding Coordinator/Officer and the Safeguarding Team in Lourdes[[1]](#footnote-1). Where necessary police and social services will be informed.

What to do if a youth pilgrim is suspected of abuse?

Do not confront them.

Speak to a person who has immediate responsibility for them (Coach Leader or staff member). The Coach Leader will inform the Director.

What to do if an adult in Lourdes is suspected of abuse?

Do not confront them

Speak to your Coach Leader who will speak the Director. Hospitalité members have similar Safeguarding procedures.

What to do if a young person reveals that they have been abused prior to the pilgrimage.

Accept what the person is saying.

Take the alleged abuse seriously.

Do not assure them of confidentiality.

Reassure the person you have spoken to that they have done the right thing.

If possible, write down exactly what you have heard while it is still fresh in your mind, including date and time of conversation and any incident reported.

Information must be shared with the person responsible for you. Do not withhold information. Competent authorities will be informed who will help in the situation.

Explain that you must inform the Coach Leader/Director.

Show compassion and a willingness to listen.

What to do if a young person says that they have been abused in Lourdes.

Follow the above.

What to do if someone tells you that someone they know is being abused.

Follow the above.

What action will be taken?

If any person is suspected of abuse they will be removed from their hotel immediately. The youth pilgrimage will find a temporary hotel for the individual involved. Staff members from the youth pilgrimage may be asked to stay in the hotel with the individual to offer oversight and pastoral support.

The Director will also see to it that the person is removed from all activities where there could be risk to other young people or vulnerable adults. This may involve parents travelling to Lourdes or staff accompanying the individual home and/or removal from the Liverpool Pilgrimage. Any such actions will be done in collaboration with the individual, parents, the wider pilgrimage authorities and the diocesan safeguarding team.

Archdiocesan Safeguarding Coordinator/Officer will be informed. Statutory authorities will be informed.

None of the above implies guilt.

1. Names and Contact Details of other Coach Leaders, Youth Pilgrimage Director, Whole Pilgrimage Director, Lourdes Safeguarding Team, Diocesan Contacts are included in the appendix. [↑](#footnote-ref-1)