**Roles and Responsibilities of those involved in the Youth Pilgrimage**

**Archdiocesan Trustees**

Under the Health and Safety at Work Act 1974 The Diocesan Trustees are responsible for health, safety and welfare of volunteers who work for the Archdiocese.

They are also responsible for implementation of the National Safeguarding Procedures, and these Safeguarding procedures are a requirement of the Safeguarding Vulnerable Groups Act 2006.

Although the Trustees are responsible for health and safety and safeguarding, decisions about the implementation are delegated to a Director of the Pilgrimage.

On behalf of the Trustees the Director has overall responsibility for the spiritual, pastoral, health and safety and safeguarding matters relating to the Pilgrimage.

**Director**

* Appoints Coach Leaders for a period of one year
* Ensures Coach Leaders provide an up to date risk assessment for the pilgrimage.
* Ensures safeguarding procedures are in place.
* Ensures all those who need DBS clearance have the appropriate clearance.
* Ensure staff teams have appropriate experience and adequate preparation for the pilgrimage.
* Ensure there is a Staff Preparation Day at which appropriate training is given.
* Ensure payments are up to date.
* Ensure adequate first aid provision is available.
* Arrange coach bookings and contracts, book hotels, arrange insurance.
* Ensure chapels are booked.
* Work with liturgy co-ordinator to plan liturgies.
* Liaise with other members of the pilgrimage: hospitalite, music, co-ordinators meetings, executive meetings.
* Promote the youth pilgrimage and ensure adequate promotional material is available in good time.
* Chair Coach Leader meetings before and during the Lourdes pilgrimage.
* Oversee the work of coach leaders whilst in Lourdes and before.

**Coach Leaders**

* They will recruit suitable staff, subject to the approval of the Director and satisfactory references.
* They will attend Coach Leaders’ meetings.
* They will ensure that staff names are sent to the Director for application forms to be sent to individuals. Staff names to be sent to Director before agreed deadline.
* Ensure there is an appropriate mixture of genders on a staff team.
* The minimum age for staff team members is 23.
* Ensure that there is good preparation for young people. This will include roles & responsibilities, the story of Lourdes, disability awareness, the theme of the year, spiritual and liturgical preparation, and practical preparation.
* Ensure there be at least one meeting with parents at which rules and commitment are reinforced and safeguarding policy explained.
* Ensure all the members of the coach have a valid passport and visa (if appropriate). Photocopies of all the passports should be taken for emergency use.
* Ensure staff and young people have GHIC cards
* Ensure medical forms have been returned to CL and are kept in a safe place; and any specific needs are catered for. This information should only be shared on a need to know basis.
* Assist with any payment chasing.
* Be aware of and abide by the pilgrimage risk assessment; and write a supplementary coach risk assessment and submit to the Director.
* Allocate relevant duties to staff team members.
* Ensure, as much is as reasonable, the full participation of young people in the whole pilgrimage programme.
* Ensure that young people abide by the agreed standards of behaviour of the Archdiocesan pilgrimage, as noted in the pilgrimage commitment, pilgrimage rules, safeguarding policy and any other ad hoc rule as agreed by the competent authorities.
* Be aware of emergency procedures and Critical Incident Plan for the Diocese.

**Chaplains**

Chaplains are priests who act as role models 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 on pilgrimage with faith in Jesus.

* Plan, lead and deliver acts of worship and praise.
* Explain the significance of different services: anointing of the sick, Blessed Sacrament procession, international Mass, torchlight procession, reconciliation services etc.
* Will assist the Coach Leader in ensuring the safety and well-being of young people throughout the journey and in Lourdes.
* Will attend the Staff Preparation Day.
* Attend and participate in youth pilgrimage events and liturgies.

**Over 18s Co-ordinator**

The Over 18’s co-ordinator will work with a smaller number of over 18’s on the floor of the St Frai to offer personal care to our assisted pilgrims. The Over 18 co-ordinator is chosen by the Director from existing staff teams but is then considered supernumerary to the coach staff team. They will work with the Coach Leader in advance of the pilgrimage to discern when they might be reasonably available for coach events and when their role will make them unavailable – if there is some uncertainty they should refer to the Pilgrimage Director.

* To plan an over 18 duty rota.
* To liaise with hospitalite members through the year to ensure over 18s are deployed efficiently.
* To attend appropriate meetings with St Frai/Hospitalité prior to and during the Pilgrimage
* To liaise with Coach Leaders when arranging work during the week of the pilgrimage.
* To explain the health and safety issues of the over 18s work during the week of the pilgrimage
* To be on hand during the week to assist with any problems that should arise pertaining to Over 18s work. In the main this will be on the floor of the St Frai during duty times.
* To attend Coach Leader meetings.

**Non-DBS Co-ordinator**

The Non-DBS co-ordinator will work with those members of the youth pilgrimage that do not have a DBS certificate. The Non-DBS co-ordinator is chosen by the Director from existing staff teams but is then considered supernumerary to the coach staff team. They will work with the Coach Leader in advance of the pilgrimage to discern when they might be reasonably available for coach events and when their role will make them unavailable – if there is some uncertainty they should refer to the Pilgrimage Director.

* To plan a non-DBS duty rota
* Ensure the non-DBS duties are compliant with the safeguarding policy for those with no DBS
* To liaise with hospitalite members through the year to ensure non-DBS young people are deployed efficiently.
* To attend appropriate meetings with St Frai/Hospitalité prior to and during the Pilgrimage
* To liaise with Coach Leaders when arranging work during the week of the Pilgrimage.
* To explain the health and safety issues of non-DBS work during the week of the Pilgrimage.
* To be on hand during the week to assist with any problems that should arise pertaining to non-DBS work. In the main this will be outside the St Frai on the esplanade route and in the chapels for services.
* To attend Coach Leader meetings.

**Music Co-ordinator**

The Music co-ordinator will assist the Director in planning and delivering liturgies before and during the pilgrimage. The Music co-ordinator is chosen by the Director from existing staff teams but is then considered supernumerary to the coach staff team. They will work with the Coach Leader in advance of the pilgrimage to discern when they might be reasonably available for coach events and when their role will make them unavailable – if there is some uncertainty they should refer to the Pilgrimage Director.

* Will liaise with the Director, and others, to help assist in the arranging of liturgies, worship and services. This includes the Advent and Lent Masses / Services, departure Mass, pilgrimage week, and reunion Mass.
* Liaise with Coach Leaders and provide them with resources to support full participation in the liturgies.
* Contact all musicians and singers and invite them to music rehearsals.
* At the request of Coach Leaders be available to attend coach preparation meetings.

**Staff Team Members (to include both Coach Leader and Chaplain roles)**

* All staff team members are people who are witnesses to the Catholic/Christian faith in what they say and do. They act as role models to young people at all times.
* All coach staff have a duty of care to make sure that young people are safe and healthy. They have a common law duty to act as a reasonable parent would. They should not hesitate to act in an emergency and to take life-saving action in an extreme situation.
* Will support the Coach Leader and actively support all the rules of the pilgrimage.
* They will work with the Coach Leader to ensure the safety and well-being of all young people on the pilgrimage.
* They will attend coach preparation meetings.
* Will maintain a professional relationship with young people in Lourdes and on return home.
* Will carry out the duties and tasks entrusted to them by the Coach Leader.
* Will assist the Coach Leader in ensuring the full participation of all young people in the pilgrimage 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 take positive action if they see young people acting in a manner that will hurt the reputation of the pilgrimage. Necessary follow up can be passed onto the appropriate coach leader.
* Attend the Staff Preparation Day

*All staff roles as outlined above commit to upholding diocesan safeguarding policy, Youth Pilgrimage rules, and their own personal commitment and Code of Conduct.*