

HEALTH AND SAFETY GUIDELINES FOR GROUP LEADERS CHILDREN'S, YOUTH AND FAMILY PILGRIMAGES

This booklet contains information to assist you in your planning.

Please read this document carefully. Much of it is applicable to all pilgrimages to Walsingham that involve children and young people.

There are sections that specifically relate to the annual Summer Youth Pilgrimage.

- This document will help you to compile your risk assessment. We strongly advise that all **group leaders compile a risk assessment for all events/pilgrimages.**
- **ATTENTION!! YOUTH PILGRIMAGE Risk Assessments are compulsory for groups attending the youth pilgrimage, it is now a legal requirement** – group leaders must compile one and send a copy in advance to Affinity Events (keith@affinityevents.co.uk).
- Please provide all adult helpers with a copy of this booklet. You are strongly advised to read through it together and discuss the contents fully, well in advance, when planning your trip.
- If you have any questions or require clarification of any issues raised, contact the Priest Administrator, Fr Kevin Smith on 01328 824204 or k.smith@olw-shrine.org.uk or contact your Diocesan Children's/Youth Officer/Parish Named Person for child protection.
- **No alcohol will be permitted on the Youth Pilgrimage site at all.**
- Please ensure that you discuss relevant issues outlined in this document with your children/young people too, and their parents, when planning the trip
- **Remember – it is crucial that everyone knows and understands all procedures that leaders put in place – for everyone's safety!**

ADVICE ON RISK ASSESSMENTS

Please consult your Diocesan Safeguarding Guidelines for Risk Assessment advice. These Guidelines should contain a sample Risk Assessment document and we would encourage you to use your own Diocesan forms. At Appendix 1 is a sample Risk Assessment document which you may use if you do not have access to your own Diocesan Guidelines. Your Diocesan Youth or Children's Officer should be able to advise on these matters if you have any queries.

FAMILIARISATION VISITS

We advise that group leaders, who have not brought groups to Walsingham before, consider making a 'familiarisation visit' to the Shrine and all relevant sites prior to compiling their risk assessments. Contact the Interim Priest Administrator as above to book a date.

INSURANCE

You are strongly advised to consult your church's insurance company well in advance when planning your visit to enquire about extra cover required.

Provide them with written details about:-

- Travel arrangements and drivers
- Ages of those participating in the trip
- The venue (i.e. camp site/accommodation)
- Activities you and your group will be taking part in

Ask them to check the insurance cover that is in place and advise you in writing on **extra cover** that may be required – do not take risks!

Use of individual private cars/people carriers – check your own insurance if you are transporting young people in your own vehicles.

- Are you covered for this?
- Do you have booster seats for the height/age guidelines?
- Do you have at least one other adult passenger in the vehicle in case of emergencies?

Private Hire / loan of mini buses and cars

- Double check insurance cover when you sign your contract for hire

Public Liability Insurance

WCTA Ltd (The Shrine) possesses the required public liability insurance for all events, and for the day to day operation of the Shrine site. All our Contractors will also have this in place.

N.B. This does not mean that your parish should not take out appropriate cover. Ensure you have written confirmation from your insurers.

THE PROTECTION OF CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS

CRB/DBS Disclosures – All your adult helpers/leaders **must** have obtained enhanced CRB/DBS disclosure certificates. Please consult your own Diocesan Guidelines for full advice on this.

Please note: We require a letter from the 'named person' in your parish confirming that enhanced disclosures have been obtained for all adult helpers prior to your visit. We do not require you to send us copies of clearance certificates issued to individuals.

Portability of Disclosures - If any helpers have moved to a different area of the country/changed jobs since their disclosure was obtained you are advised to submit a new application to DBS. Consult your Diocesan Guidelines for further clarification on this.

Shrine Policy

All staff working with children and young people at the Shrine and all volunteer helpers assisting with events for children and young people have obtained enhanced CRB/DBS disclosures.

A copy of our Policy on the Protection of Children, Young People and Vulnerable Adults is on display in the Shrine church. Copies are available to Parishes on request. This is compiled as directed by the Diocese of Norwich, in accordance with the House of Bishops' recommendations. Venetia Davies is the 'named person' to approach at the Shrine for advice: v.davies@olw-shrine.org.uk.

The Shrine is registered with DDC Ltd, a registered, umbrella body for the Disclosure and Barring Service acting on behalf of Norwich Diocese. They process our DBS applications.

Ratio of adult helpers – children/young people

Generally speaking there should be at least two adult helpers (male and female if you have girls and boys in your group) for every 8-10 children. **Please consult your own Diocesan Guidelines and follow the advice given.**

Safeguarding Training

We insist that all adult helpers complete a Safeguarding Training session in your Diocese. Ask the 'named person for safeguarding' in your parish or your youth/children's officer for details. This training will cover all issues regarding supervision and protection/abuse. These courses are usually free of charge.

Remember – do not put yourselves at risk.

- Never remain alone with an individual child/young person. Always have another child present if you are on your own.
- Take special care when supervising them in washing areas/showers/toilets
- Consult your Diocesan guidelines about what to do if a child/young person makes a disclosure of sexual, physical or mental abuse to you.

Leader Training

We insist that all leaders bringing children and young people to our residential events undertake accredited leader training prior to bringing their group away. There are numerous courses offered by individual Dioceses, many are free of charge. There are also 'in house' courses you can do in your own parish and course 'online'. Please ask your Diocesan Children's and Youth Officers for advice.

It is important that leaders are fully equipped to deal with challenging behaviour, techniques for working with particular age groups and child development. This is also extremely important for your own protection when working with children and young people.

Supervision of Children when in Walsingham

Group leaders are responsible for the safety and sensible behaviour of children/young people **at all times**.

We strongly advise that you:

- Discuss and devise systems of supervision for your group with your adult helpers well in advance of the trip
- Decide how you will move around when out in streets/countryside or seaside areas i.e. small groups with leaders attached
- Decide on safety procedures for crossing roads, night time walking, leaving camp sites or accommodation areas
- Ensure that you have devised a system of notifying one another in case of emergencies via mobile phones
- You must have a list with you of who to contact in an emergency back in the parish
- Make sure all leaders know who holds copies of Parental/medical consent forms **These should be with leaders at all times wherever you are. Ensure that you have handed in copies of consent forms to the first aid point on the Youth Pilgrimage site during this event**
- Brief all helpers about the importance of never leaving a child/young person or small group on their own or with **only one** leader – you need two leaders at all times and make sure that you have a 'runner' for back up if anything goes wrong.
- Youth and Children's Pilgrimages – ensure that all group members, including leaders, wear the wrist bands supplied by us on arrival **AT ALL TIMES**. You will not get onto the campsite during the Youth Pilgrimage without it on

MOBILE PHONES

The only totally reliable mobile phone networks on the North Norfolk Coast are Vodaphone and EE so please bear this in mind when planning.

Mobile radio contact during the Youth Pilgrimage – 'missing persons' and other emergencies

During the Youth Pilgrimage, Affinity Events Ltd. our event management company, stewards, ministry team and medics have access to short wave radios to ensure constant communication on site and out in the village. You will be given instructions during the event about where to report incidents/get assistance.

During other pilgrimages, missing persons/emergencies – always report missing persons and any emergency situations that may occur, to the Hospitality Reception in the Shrine grounds– tel: 01328 820239 in the first instance, and to the event organisers on site during special events.

I.D. WRISTBANDS

We issue wrist bands for children/young people and leaders for our large scale children's/youth events. These should be put on when you arrive and should not be taken off, even at night. You will be asked to show your wrist band when you enter the site and

other venues. If you discover people in your accommodation areas/on the camp site who are not wearing a wrist band please report this to organisers/security personnel immediately.

PARENTAL CONSENT/MEDICAL FORMS

A form must be completed and signed by parents for each child/young person in the group stating that they agree to their child participating in the trip and the various activities on offer whilst in Walsingham and surrounding area.

Please use our own Consent Form which is available on the Shrine website.

PLEASE READ THIS CAREFULLY AS IT INCLUDES EXTRA MEDICAL DETAILS REGARDING MEDICATION AND ASTHMA

It is crucial that this information has been gathered so as to ensure the safety of children/young people should they suddenly become unwell/have an accident.

Asthma - You will also note that our form asks parents to think carefully about seeking a GP's advice about camping in the countryside if their son or daughter suffers from asthma. The form also urges parents to discuss all these issues fully with you the group leader (see check list below).

It is also advisable to have a form completed for each adult helper regarding any illnesses/medication they are taking in case of emergencies.

We strongly advise that you have more than one copy of the consent form with you. It is advisable for each adult helper to have copies so that they have them readily to hand if they are responsible for individual children/young people in case of emergency.

Please brief all adult helpers/leaders before you depart about children/young people who are taking medication for any ongoing condition such as: Asthma, Arthritis, allergies, heart problems, hearing/sight defects etc.

Youth Pilgrimage

You must hand in your forms at the Leaders' Meeting before the event begins. If you do not have all your forms to hand by this meeting then a complete set must be handed to the paramedics at the First Aid point by the end of the first evening liturgy.

This is vitally important as experience has shown that medical emergencies can occur on the first evening and it is not always easy to find the leaders. In such an instance the paramedics can have instant access to the necessary details and offer appropriate First Aid.

These should be in a sealed envelope or plastic wallet that is clearly labelled with your parish name, group leader's name and emergency mobile phone number.

Check List on Medical Conditions/Medication

If parents have given details about medical conditions/medication on their child's/young person's form ensure you are totally satisfied before you agree to bring this young person away on the trip.

- Have you checked that the child has all medication required with him/her?
- Does the child have two named and labelled sets of medication for the time period you are away? i.e. one they keep themselves and one set you store in case they lose theirs. This is advisable.
- Is the young person confident about storing and administering their own medication? Have you checked with parents?
- If you agree to administer medication – are you confident about doses and how to administer?

If the child/young person has Asthma or other severe allergies it is advisable to:-

- Talk directly with parents about the fact that you are going to be staying in the countryside in close proximity to fields of grass and crops.
- Point out that when camping, extreme changes of temperature will occur especially at night, this may affect asthma sufferers, so make parents aware of this.
- IF IN ANY DOUBT...Ask for a letter from the individual's GP stating that in their opinion it is safe for this child/young person to stay in these conditions/take part in the activities on offer.
- Discuss fully with all helpers (as advised by parents/carers), what to do if the young person is feeling ill/has an attack. **Have an agreed plan of action.**

FIRST AID

We strongly advise that the group leader and all adult helpers attend a First Aid course before bringing the group away. **At least one** leader should have done so.

The Youth Pilgrimage Camp Site – professional medical support

There will be trained paramedics at a First Aid point available on site 24 hours a day.

Do not hesitate to contact them at any time should you be concerned about any member of your group.

If you are ever in any doubt about the health of anyone in your group – seek help/advice straight away from the paramedics at the First Aid point, no matter how trivial it may seem – they are there to advise/support you.

Medication Storage - Youth Pilgrimage

You may wish to store spare sets of medication at the First Aid point during the event. Speak to the medics about this. Fridges will be available.

Medication Storage - Children's/Families Pilgrimages

We advise that you store medication yourself. Fridges are available, however, if required – ask staff at the Hospitality reception in the Shrine grounds, for advice on location.

Accidents during the Youth Pilgrimage

If any child/young person or adult has an accident on the site, please go to the First Aid point to complete an accident form in the log book.

Emergency Bell Points on Youth Pilgrimage Camp Site – for emergency use. There will be signed areas on the Youth Pilgrimage camp site where bells are located for young people/leaders to ring for help in an emergency. Please make sure all adult helpers find out where these are on arrival. Please instruct your young people about responsible use of these **in emergencies only.**

On the Shrine site

Children’s Pilgrimage. We advise you to hand in copies of parental consent/medical forms to the Hospitality Reception on arrival – but make sure leaders still hold copies at all times whilst in Walsingham.

Families Pilgrimage. If parish leaders are bringing children and young people to this event where parents are not present the above guidelines for the Children’s Pilgrimage should apply.

There should always be a trained First Aid member of Shrine staff available throughout these events. If you need help, go to the Hospitality Reception tel: 01328 820239, **24 hours a day. Hospitality will phone doctors/emergencies services if necessary.**

Hospitals

The nearest hospital with an A&E dept. is Queen Elizabeth’s at King’s Lynn. This is a 45 minute drive away from Walsingham.

Doctors

There is a surgery in Walsingham and one five miles away in Fakenham. Telephone numbers may be obtained from the First Aid point (Youth Pilgrimage site) or at the Hospitality Reception.

FIRE SAFETY

On the Youth Pilgrimage campsite and in all Shrine buildings, including the Shrine itself, there are fire extinguishers, fire fighting equipment and instructions on evacuation procedures.

Please instruct all adult helpers to check the location of these on entering these areas and to read instructions carefully.

We advise you to walk the site with your group and all leaders and find out where instructions and fire fighting equipment are located.

We strongly advise that group leaders organise fire training in their youth groups/parishes. Contact your local Fire Brigade.

Lists of names

Please ensure that all adult helpers have a list of names of those in their care so that a roll call can be taken if evacuation in case of fire, or suspicion of fire, is necessary.

FOOD AND COOKING SAFETY

We advise that you encourage those leaders who will be responsible for transporting, storing and cooking food at the Youth Pilgrimage to attend relevant basic Food Handling and Hygiene courses. Most Local Authorities will advise on where these are held in your area.

Please ensure that all gas appliances are sited well away from tent walls and with a metal shield behind them. Please note that, for Health and Safety reasons, generators are not allowed on the campsite.

Food Allergies

Please inform the Hospitality Reception in advance if you have booked meals at the Shrine, of any food allergies and special dietary requirements. The Refectory will do their best to help.

There can never be a complete guarantee that food is entirely free from contact with certain ingredients such as nuts or gluten. If allergies are extremely severe, it may be best not to eat from the Refectory menu. Please ensure that relevant medication is carried at all times for those who suffer from nut allergies, coeliac disease etc.

FACILITIES FOR THE DISABLED

Disabled toilets are available on the Youth Pilgrimage campsite, in Shrine accommodation and the Refectory.

The Youth Pilgrimage Campsite is accessible to wheelchairs, though the grass may be long and the ground uneven and may be stony in places. Therefore assistance may be required. We advise that you check out the site with your wheelchair user on arrival.

There is disabled access to all buildings around the Shrine grounds. Assistance may be required in places where there are slopes/ramps and small kerbs.

A Loop system is available for the deaf/hard of hearing in the Shrine Church and in the worship marquee at the Youth Pilgrimage.

Epilepsy sufferers: It would be advisable to inform parents that powerful lighting and special effects are used during worship and social events in our marquees during the Youth Pilgrimage and at the disco at the Children's and Families Pilgrimage.