



## The Catholic Association Pilgrimage to Lourdes Young Helpers Information

Thank you for expressing an interest in coming on pilgrimage to Lourdes with the Catholic Association as a Helper. Please ensure you read these guidance notes before completing the application form.

You can fill out the enclosed application form OR apply online via this link:

<https://form.jotform.com/200396343767360>

Volunteers aged under 18 applying online must also have a parent or guardian submit the Online Parental Consent Form available via this link: <https://form.jotform.com/200404496263350>

### Details

Young Helpers Group Catholic Association Pilgrimage to Lourdes **Friday 20 to Friday 27 August 2021.**

### Travel (to be confirmed)

Due to the ongoing Covid-19 pandemic, we are unable to confirm travel details at this time. We will be in touch to confirm fares and dates of travel as soon as possible in early 2021. Typically, the Young Helpers Group departs from the UK a day prior to the pilgrimage (i.e. Thursday 19<sup>th</sup> August) and returns a day after (i.e. Saturday 28<sup>th</sup> August).

### Cost (to be confirmed)

As above, exact fares and additional details will be confirmed as soon as possible in early 2021. The full fare inclusive of all travel, full board accommodation (shared room) and travel insurance is **in typically the range of £550-£650**. We also ask Young Helpers to pay a deposit (usually £150-200) by 1<sup>st</sup> June, with the remaining balance to be paid by 1<sup>st</sup> July. The balance can be paid in instalments prior to this.

Payment is ordinarily requested by direct transfer to:

**BACS:** Please include 'CA YOUTH' and the young helper's name in the reference field

**Account Name:** Tangney Tours Limited

**Account Number:** 2855 2619

**Sort code:** 40-51-62

**Cheques:** Made payable to Tangney Tours

### Preparation Day – London, 2021

We will hold a Preparation Day in London for all helpers in London in **June/July 2021**. This day is essential for new helpers, to learn more about the work and the pilgrimage as a whole, and to meet more experienced volunteers, including some of the organizers. It is also a useful day for experienced helpers. We will complete DBS application forms on this day – please refer to the section below for more information on this. **We will be in touch in early 2021 with further details.**

### Notes for filling out the form:

- Please ensure the form is fully completed – your place will not be guaranteed until all information is received.



## The Catholic Association Pilgrimage to Lourdes Young Helpers Information

- To join the Young Helpers Group you have to be at least 17 years of age by the 21<sup>st</sup> August 2021 and under 25 years of age otherwise we are unable to accept your application.
- Please make sure your email address is clearly written and **NOT a school or university one** as we will be using this to send information after term has finished.
- It is necessary for us to **obtain two personal reference for all new helpers**. Please include email details wherever possible as we prefer to use emails for taking references. **Please note that we may reach out to referees via phone or email to verify the information provided.**
- Please let us know of any medical or dietary issues. All information that you give us is kept strictly confidential.
- On return of the form Under 18's should submit a Parental Consent Form along with their application.
- Please contact the Youth Group Leaders if you would like to send your application via post. **PLEASE NOTE THAT STANDARD POSTAGE MAY NOT BE SUFFICIENT TO SEND THE FORM.**

Please send the form to: [young\\_helpers@catholicassociation.co.uk](mailto:young_helpers@catholicassociation.co.uk) and [cayouth2020@gmail.com](mailto:cayouth2020@gmail.com).

### Useful information regarding Lourdes and Young Helpers

Lourdes lies in the foothills of the Pyrenees in South West France. Here Bernadette Soubirous saw apparitions of the Virgin Mary, and this is why Lourdes has grown into a pilgrimage centre. The Catholic Association comprises of a number of Diocese and groups who join together in pilgrimage for one week of the year. Although there is a strong social aspect to the week, please consider that we are there primarily to help others and to enhance our own spiritual experiences.

As a helper with the "sick" or "disabled" (generally referred to as Assisted Pilgrims or 'APs'), you will need to understand the terminology of Lourdes. The building where many of our AP's stay is called the Accueil Notre Dame. This is not a hospital, as you would recognise it. The word Accueil roughly translates as Welcome. It is a large, modern building, a cross between a hotel and a hospice. Assisted Pilgrims may also stay in Hotels.

Volunteer work includes the following categories:

- **Rolling duty:** Helping people to move from the Accueil or hotels to the events of the pilgrimage (e.g. masses, processions), or to shops, cafes etc. Usually this involves pushing wheelchairs.
- **Accueil Care duty:** Assisting the nurses with the care of the guests, e.g. helping them to wash and dress, making beds, and cleaning their rooms.
- **Other duties:** Include helping in the Accueil dining room, and the vital job of ensuring a steady supply of tea and coffee from our kitchen (but not cooking, as the food is provided).
- **HCP:** Working with the Helpers' Children's Programme. They have a preference for people who have been a CA volunteer at least once before and who have experience of childcare/teaching/youth groups.
- Another key role is to spend time with our guests, chatting, socialising, shopping etc.



## The Catholic Association Pilgrimage to Lourdes Young Helpers Information

Male helpers are called “Brancardiers” meaning “stretcher-bearers”, and wear the official blue pilgrimage polo shirt when on duty, to help identify them as workers in our group. Female helpers are called “Handmaids”, and are all provided with a uniform (blue dress).

**Most of you will work in teams comprising a mixture of Handmaids and Brancardiers and will participate in a mixture of Accueil Care and Rolling duties, under the supervision of experienced team leaders.** Other experienced helpers will be assigned to specific roles for the whole week, where continuity is required.

Lourdes is a stimulating experience, where volunteers, like you, work in the service of others and make friends for life. We look forward to receiving your application.

It is essential for the purpose of organizing rotas that all volunteers are available in Lourdes for the entire week, from Friday 20 August until Friday 27 August even where individual travel arrangements are made.

### DBS Checks

A DBS check must be carried out on any person volunteering for the CA Lourdes pilgrimage. The CA carry out enhanced checks under both adult and child sections as all volunteers may be involved with regulated activity with either vulnerable adults or children during the pilgrimage. DBS checks are free for volunteers.

**Please note that you must provide details of two referees in your application form if you are a new helper or need to complete a new DBS check.**

You will fall into one of the 3 categories below. If you are unsure which applies please contact us for advice:

1. You already have an enhanced DBS certificate for vulnerable adults and children and the certificate is registered with the online DBS Update Service. A copy of the certificate (ideally a scan in PDF format or a photo, clearly showing the whole front of the page) should be sent with your application form. An authorised representative of the CA will then check your details online with the DBS. More information is available here: <http://tinyurl.com/q7gz8xl>
2. All other UK residents: A new check needs to be carried out. The DBS application form will be completed at the Pilgrimage Preparation Day. **You will need to provide details of two referees.** You must bring all the relevant information and ID documents as specified here: <https://tinyurl.com/tyu2hvx>
3. Non UK residents: Please contact our safeguarding officer. There is further information about this available here: <https://tinyurl.com/loean7t>

If you have lost your certificate and it was previously obtained through the CA please contact us on [contact@catholicassociation.co.uk](mailto:contact@catholicassociation.co.uk)



## The Catholic Association Pilgrimage to Lourdes Young Helpers Information

### Pilgrimage Safeguarding Training

Looking after and keeping our Assisted Pilgrims safe is at the very heart of our pilgrimage and so, to ensure we keep this objective at the forefront of all we do, it is important we all make time to ensure we have enough training to carry this out effectively.

We want all helpers to have completed a recent relevant piece of safeguarding training in preparation for their pilgrimage role. If you have previously provided evidence of relevant safeguarding training to the pilgrimage this remains valid for this year's pilgrimage.

There is an online resource available commissioned by the Catholic Church. It is available for anyone with a role within the church where safeguarding is relevant - that can be for anyone - a parent, grandparent, teacher, liturgy leader, visitor to the housebound/sick etc and of course those serving others on a pilgrimage e.g. you! You do not have to be a Catholic but you will be ministering to others in the church community so it is still available to you. Many of you may already work in a profession where regular safeguarding training is already mandatory. If that is the case then a copy of your most recent dated training certificate or other appropriate evidence will suffice however, we would suggest if your professional role is with children there is still much to be learned by completing the Vulnerable Adults module online and vice versa.

**To get the username and password to log in to the system to complete the training all you need to do is email (if you phone - they'll ask you to email your details anyway) your details to your Diocesan Safeguarding team (see below).** All you have to say is that your role is as a helper on a Lourdes pilgrimage. It doesn't matter which Diocese, the one you live in or the one you travel to Lourdes with.....like the church, the training is the same whichever Diocese you go through.

Now, all you need to do, is get comfy with your computer for an hour or two's easy reading and answering of multiple choice questions with a click of a box. You can even go back and look up the right answers...they want you to pass. You can stop and go back to it and it will pick up where you got to as well.

There are a **whole variety of courses to choose from** but for most helpers the suggestion is you **complete the one about Vulnerable Adults**. If you work with Glanfield or HCP then the children's one may be more appropriate but being mindful there are vulnerable adults in the groups too.

Once complete, please download, save your certificate and send a copy to the safeguarding officer - **Cliona Devereux** at [safeguarding@catholicassociation.co.uk](mailto:safeguarding@catholicassociation.co.uk) **by the end of June 2021**. It is important that not only do we practise good safeguarding procedures but that we are seen to be doing so too. It offers reassurance to our most vulnerable pilgrims and their families that we care about them and their wellbeing.



## The Catholic Association Pilgrimage to Lourdes Young Helpers Information

### Diocesan Safeguarding Teams

Details for each of these teams below has been taken from Diocesan websites - there are a lot more safeguarding details and links available via the websites (alternatively, **please copy and paste the relevant link into your browser**):

**East Anglia:** <https://www.rcdea.org.uk/e-learning/>

**Northampton:** <https://northamptondiocese.org/safeguarding/>

**Clifton:** <https://cliftondiocese.com/departments/safeguarding/safeguarding-e-learning/>

**Southwark:** <http://www.rcsouthwark.co.uk/Safeguarding%20Training.html>

**Salford (Stonyhurst):** <http://www.dioceseofsalford.org.uk/safeguarding/rep/s/> (scroll the page down - it is there, lower on the page under parish reps)



Catholic Association  
Young Helpers Application Form  
Friday 20 to Friday 27 August 2021

PLEASE PROVIDE  
A PASSPORT  
PHOTO

You can also apply online by clicking here: <https://form.jotform.com/200396343767360>

Please send the form to the Young Helpers Group Leaders, Sarah Sparrow and Andy Joyce at [young\\_helpers@catholicassociation.co.uk](mailto:young_helpers@catholicassociation.co.uk) and [cayouth2020@gmail.com](mailto:cayouth2020@gmail.com)

Please use **BLOCK CAPITALS**:

**AS SHOWN ON PASSPORT:**

<b>FIRST NAMES:</b>		<b>SURNAME:</b>	
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**ADDRESS THAT TICKETS SHOULD BE SENT TO AT THE BEGINNING OF AUGUST:**

	<b>POST CODE:</b>	

**HOME TELEPHONE NUMBER:**

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**MOBILE NUMBER:**

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**EMAIL:**

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**RELIGION:**

--

**PRIEST & PARISH:**

--

**DATE OF BIRTH:**

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**PASSPORT NUMBER:**

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**PASSPORT COUNTRY OF ISSUE:**

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**PASSPORT EXPIRY DATE:**

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**Catholic Association**  
Young Helpers Application Form  
Friday 20 to Friday 27 August 2021

**EMERGENCY CONTACT 1 NAME:**

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**RELATIONSHIP:**

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**EMERGENCY CONTACT NUMBER 1:**

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**EMERGENCY CONTACT NUMBER 2:**

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**EMERGENCY CONTACT 2 NAME:**

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**RELATIONSHIP:**

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**EMERGENCY CONTACT NUMBER 1:**

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**EMERGENCY CONTACT NUMBER 2:**

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**SO THAT WE CAN ALLOCATE YOU A UNIFORM, PLEASE CONFIRM:**

**POLO SHIRT SIZE (S/M/L/XL etc.):**

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**FEMALE DRESS SIZE (8/10/12 etc.):**

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**(FEMALES ONLY) PLEASE STATE YOUR HEIGHT IF SHORTER THAN 1.57M  
OR TALLER THAN 1.68M**

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**I HAVE MY OWN CA UNIFORM (TICK IF YES):**

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**CURRENT EDUCATION/OCCUPATION:**


**EXPERIENCE OF WORKING WITH SICK OR DISABLED PEOPLE:**


**IF YOU HAVE BEEN TO LOURDES WITH THE CATHOLIC ASSOCIATION BEFORE, PLEASE CONFIRM WHETHER YOU ARE HAPPY TO:**

<b>WORK A NIGHT DUTY</b>		<b>BE A TEAM LEADER/DEPUTY</b>		<b>WORK IN THE PISCINES</b>		<b>WORK IN THE HCP GROUP</b>	
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**Catholic Association**  
Young Helpers Application Form  
Friday 20 to Friday 27 August 2021

**IF THIS IS YOUR FIRST PILGRIMAGE WITH THE CATHOLIC ASSOCIATION:**

**WHAT ARE YOUR EXPECTATIONS OF THE PILGRIMAGE?  
WHAT PERSONAL STRENGTHS DO YOU HAVE TO OFFER?**


**MUSIC:** The music group play at all Catholic Association services during the week.

**IF YOU WOULD LIKE TO BE INVOLVED WITH THE MUSIC GROUP PLEASE STATE:**

<b>INSTRUMENT:</b>		<b>STANDARD:</b>	
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**IF THIS IS YOUR FIRST PILGRIMAGE WITH THE CATHOLIC ASSOCIATION OR YOU REQUIRE A NEW DBS CHECK:**

**PLEASE PROVIDE DETAILS OF TWO REFEREES. THESE SHOULD IDEALLY BE YOUR CURRENT EMPLOYER, TUTOR/LECTURER/TEACHER, PARISH PRIEST/CHAPLAIN, YOUR DIOCESAN YOUTH WORKER AND/OR AN ESTABLISHED CATHOLIC ASSOCIATION VOLUNTEER. PLEASE NOTE THAT WE MAY REACH OUT TO REFEREES VIA PHONE OR EMAIL TO VERIFY THE INFORMATION PROVIDED.**

**REFEREE 1**

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>EMAIL:</b>	
<b>PHONE NUMBER:</b>	
<b>HOW LONG HAVE YOU KNOWN THE REFEREE?</b>	
<b>IN WHAT CONTEXT?</b>	





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**REFEREE 2**

<b>NAME:</b>	
<b>ADDRESS:</b>	

<b>EMAIL:</b>	
<b>PHONE NUMBER:</b>	
<b>HOW LONG HAVE YOU KNOWN THE REFEREE?</b>	
<b>IN WHAT CONTEXT?</b>	

**SAFEGUARDING TRAINING:**

We want all helpers to have completed a recent relevant piece of safeguarding training in preparation for their pilgrimage role. If you have previously provided evidence of relevant safeguarding training to the pilgrimage this remains valid for this year's pilgrimage.

For information on how to complete your safeguarding training for the 2021 pilgrimage, please review the information sheet provided above.

**Have you previously submitted evidence of relevant safeguarding training to the Catholic Association (i.e for a previous pilgrimage)?**

Yes / No\* \*please circle your answer

**If you have not previously undertaken relevant safeguarding training, have you reviewed the Safeguarding Training section within the information sheet provided above?**

Yes / No\* \*please circle your answer

**ALL YOUNG HELPERS:**

<b>PLEASE GIVE NAMES OF THOSE (FROM YOUR SCHOOL/YEAR GROUP) THAT YOU WOULD LIKE TO SHARE A ROOM WITH.</b> We will try our best to put you with some of these but cannot guarantee this. Final decisions regarding room allocations will be made by the Group leaders.	

Please note that this booking will be managed by Tangney Tours and operated under their standard conditions which can be found at <http://tinyurl.com/aulu7tc>. Details of included travel insurance can also be found at <http://tinyurl.com/bboenqu>.



Catholic Association  
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**IF YOU HAVE SPECIFIC TRAVEL REQUIREMENTS DUE TO A PRE-ORGANISED EVENT OR A MEDICAL CONDITION, PLEASE GIVE DETAILS BELOW.**

***(SIGNATURE PAGE FOLLOWS)***



**Catholic Association**  
Young Helpers Application Form  
Friday 20 to Friday 27 August 2021

**PLEASE SIGN BELOW TO CONFIRM:**

- That all the details given on this form are correct on the date given below.
- That you will provide your Head of Service within the Catholic Association with any further relevant information, and notify them of any changes prior to the departure of the pilgrimage.
- That you accept **TANGNEY TOURS** terms and conditions - <http://tinyurl.com/aulu7tc>.

**AND THAT YOU WILL KEEP TO THE CODE OF CONDUCT**

**YOU MUST:**

- Operate within the Pilgrimage's principles and guidelines and any particular procedures of the CA
- Treat everyone equally and with respect
- Engage and interact appropriately with all pilgrims
- Challenge unacceptable behavior and provide an example of good conduct you wish to follow - an environment which allows bullying, peer pressure, inappropriate language, shouting or any form of discrimination is unacceptable
- Respect the dignity of each individual and their right to personal privacy
- Recognize that particular care is required in moments when you are discussing sensitive issues with others e.g. maintain appropriate boundaries
- Observe the French legal age limits with regards to alcohol consumption
- Avoid situations that compromise your behavior and relationship with other pilgrims

**YOU MUST NOT:**

- Engage in any inappropriate behavior with other pilgrims - physical, verbal and sexual

**WE FEEL STRONGLY ABOUT THESE ISSUES.** If you do not adhere to these conditions, an early return to the UK may be organized for you and you will be invoiced by Tangney Tours. In addition, if you received funding from your parish, they will be informed that you have not behaved appropriately and you may be expected to repay their funding.

<b>YOUNG HELPERS NAME IN CAPITALS:</b>	<b>YOUNG HELPERS SIGNATURE:</b>
<b>PARENT/GUARDIAN NAME IN CAPITALS (WHERE YOUNG HELPER IS UNDER 18):</b>	<b>PARENT/GUARDIAN SIGNATURE (WHERE YOUNG HELPER IS UNDER 18):</b>
<b>VOLUNTEERS AGE ON 23/8/2021:</b>	<b>DATE OF SIGNATURES:</b>



Catholic Association  
Young Helpers Application Form  
Friday 20 to Friday 27 August 2021

**MEDICAL INFORMATION FOR YOUNG HELPERS**

THIS WILL BE SENT TO THE PILGRIMAGE'S CHIEF DOCTOR – DR NUALA MELLOWS

<b>YOUR FULL NAME:</b>	
<b>DATE OF BIRTH:</b>	

Please ensure that you have an EHC (European Health Insurance Card) for travel in Europe. EHC is free and can be obtained from [www.ehic.org.uk](http://www.ehic.org.uk)

<b>EHIC EXPIRY DATE:</b>	
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**YOUR DOCTOR'S DETAILS:**

<b>NAME:</b>			
<b>ADDRESS:</b>			
		<b>POST CODE:</b>	
<b>PHONE NUMBER:</b>			

<b>PLEASE STATE ANY MEDICAL CONDITIONS YOU HAVE:</b>	<b>MEDICATION AND DOSE TAKEN:</b>

<b>PLEASE STATE ANY ALLERGIES OR DIETARY REQUIREMENTS YOU HAVE:</b>



Catholic Association Young Helpers  
 Lourdes Pilgrimage 20 – 27 August 2021  
 Under 18s Consent & Medical Form

You can submit an online version of this form via the following link:

<https://form.jotform.com/200404496263350>

Personal Information of Young Person

Surname:	Name:
Date of Birth:	Age:
Address:	

Medical Information

A. Does this person have any medical conditions which require ongoing treatment (including medication)?  
? Yes No

If yes please give details:

B. Has this person been treated within the past two years for any significant health issue (physical or psychological)? Yes No

If yes please give details:

C. Does this person have any allergies? (e.g. Penicillin, Gluten, Dairy, Nut etc)  
Yes No

If yes please give details:

D. If necessary what type of pain / flu relief medication should this person be given?

E. Does this person have a disability that you feel we should be aware of?

Yes      No

If yes please give details:

F. To the best of your knowledge has this person suffered from, or been in contact with, any contagious or infectious diseases in the last four weeks?    Yes      No

If yes please give details:

G. When did he or she last have a tetanus injection?

Are there any other details you feel the leader should be aware of? Please include fears or phobias as this will assist adult leaders should a difficulty arise.    Yes      No

If yes please give details:

**Dietary Requirements**

Does this person have any special dietary requirements?    Yes      No

If yes please give details:

**Emergency Contact of Parent / Guardian**

First named person:

Name:

Relationship to the young person:

Telephone numbers:

Mobile:

Home:

Second named person:

Name:

Relationship to the young person:

Telephone numbers:	
Mobile:	Home:
Family Doctor:	
Name:	
Address:	
Telephone Number:	

*(Declaration & signature page follow)*

## Under 18s Consent Declaration

Having read the supporting information provided:

- I agree to \_\_\_\_\_ taking part in the Catholic Association Lourdes pilgrimage and taking part in the activities described.
- I confirm that he/she is in good health and fit to participate.
- I acknowledge the need for him/ her to behave responsibly in line with the code of conduct.
- I am happy with the accommodation arrangements.
- I understand that group photographs may be taken during the event in line with the Church's policy. I give my consent to this.
- I am happy for this information to be shared amongst those who will be responsible for this person during the pilgrimage
- In the event of significant past medical history: I am happy for this form to be passed on to the medical team who may need to seek further information from me

In the event of illness or accident every effort will be made by the event leader or assistant to contact me. If for any reason this is not possible:

I hereby consent to the helper named overleaf receiving in addition to routine treatment any emergency medical treatment including surgery and anaesthesia. This will be decided upon by a French Specialist after consultation wherever possible with one of the Catholic Association's Medical Officers.

**Below is a French translation of the previous paragraph for the French Doctors.**

Par ce document, je donne mon accord pour que l'aide, désigné ci-dessus, reçoive, en plus de son traitement habituel, tout traitement médical d'urgence, comprenant éventuellement intervention chirurgicale et une anesthésie. Ce traitement sera décidé par un spécialiste français, après consultation, quand ce sera possible, par l'un des médecins accrédité par The Catholic Association.

Signed

Parent / Guardian

Name

Date

If you need to give extra information please use a separate sheet

The local Leaders responsible for the Young Helpers Group are **Sarah Sparrow** and **Andy Joyce**.

Please return this form to [young\\_helpers@catholicassociation.co.uk](mailto:young_helpers@catholicassociation.co.uk) and [cayouth2020@gmail.com](mailto:cayouth2020@gmail.com).