



Ampleforth Hospitalité of our Lady of Lourdes

Application Form for Helpers on the 2020 Pilgrimage

Friday 17 July 2020 to Friday 24 July 2020

Returning helpers to arrive in Lourdes no later than **13.00 on Friday 17 July**

First time helpers to arrive in Lourdes no later than **13.00 on Thursday 16 July**

Applications for the 2020 Pilgrimage are now open. Thank you for your interest in applying. Please read the following guidance notes before completing your Application. Further information about serving on the Pilgrimage can be found on the [ALH website](#)

1. **Application Timetable.** Please send in your application as soon as possible. This will increase the likelihood of your being accepted as places are limited. Applications received after 30 April will attract a late application fee of £50.

2. **Costs.** The costs for this year's pilgrimage are as follows:

Pilgrimage cost (includes flights and travel insurance): £810.00

Pilgrimage cost (without flights or travel insurance): £610.00

Single room supplement: £240.00

Extra night supplement: £65.00

If your application for a place on the Pilgrimage is accepted, you will be sent an Invoice for a non-refundable deposit of £100. Your place on the Pilgrimage will be confirmed on receipt of the deposit payment, which will give details of the date by which final payment is due. If you have any queries in relation to travel or accommodation in Lourdes please contact Mrs. Bregje Dawson: alhtravelorganiser@gmail.com

3. **First time pilgrims on the Ampleforth Pilgrimage or those returning after a gap of 10 years or more.** Before applying, please contact our Pilgrimage Director Diana Williams: alhdirector@gmail.com or, if you are a student at Ampleforth, please contact Fr. Ambrose: ambrose@ampleforth.org.uk. You will also need to provide details of two suitable independent referees. Click [here](#) to learn more about what we mean by a suitable independent referee.

4. **Safeguarding.** All helper pilgrims, including members of the clinical team, chaplains and chaperones, must have produced an appropriate DBS certificate in the name of the Ampleforth Hospitalité (or another entity which is part of Ampleforth Abbey Trust) or an acceptable foreign equivalent background check dated after 24 July 2017. Please note that this is a change in policy which now requires a full check to be made every 3 years, rather than every 5 years. Alternatively, they must produce an appropriate DBS certificate for us to check under the update service. An appropriate DBS certificate is for an enhanced check, including a check of the barred lists, for both adult and child workforces. Click [here](#) for further details in Appendix A, Background Check Procedures of the Pilgrimage Safeguarding Policy. Full details are available from the Safeguarding Officer, Philip Westmacott: philip.westmacott@hotmail.co.uk +44 (0)1653 628035.

5. **Commitment required.** Helpers are allocated to different functions on the Pilgrimage and all of these need to be covered for the whole week. You will be asked on the Application Form to commit to serving for the entire week. If you are unable to honour this commitment, please consider applying another year. By only coming for part of the week you may be depriving someone else of a place who is able to give a full week of service to the Assisted Pilgrims. If you believe your

circumstances are exceptional please write to Diana Williams: alhdirector@gmail.com before submitting an application and your case will be considered by the Pilgrimage committee.

6. **Helping on the Pilgrimage.** There are a number of different ways in which pilgrims serve in Lourdes. You will be asked in the Application Form in which of the categories below you are best placed to serve. If you are unsure about this or have any questions or concerns please contact Nik Birkett: nikrievaulx@aol.com before applying. Many Pilgrims will be asked to undertake one or more specific roles, which it is hoped they will accept.

a. Helper - Your role will be to help and support our Assisted Pilgrims, including with their personal care, in the Dining Room and out and about in Lourdes. This work can be physically demanding, as it may involve helping those with limited mobility by, for example, pushing a wheelchair or helping someone get up from a bed or chair, or in the toilet or shower. If you have any medical concerns in relation to carrying out this role and would like to discuss these with our clinical team, please contact either the Chief Doctor, Hamilton Grantham: alhdoctors@gmail.com , or Chief Nurse, Jenny Micklem: alhnurses@gmail.com, giving your contact details. Any other concerns please contact Nik Birkett: nikrievaulx@aol.com

b. Light Worker – You would like to help but are not able to carry out the duties of a Helper, as outlined above, as these may, for example, be too physically demanding for you. You may be able to help in other ways, such as by singing in the choir, serving in the Tea Bar, acting as a Mealtime buddy or providing companionship to our Assisted Pilgrims. If you have any medical concerns that you wish to discuss, please contact either the Chief Doctor, Hamilton Grantham: alhdoctors@gmail.com or Chief Nurse, Jenny Micklem: alhnurses@gmail.com, giving your contact details.

c. Doctor or Nurse – Registered Doctors, Nurses and Allied Health Professionals are invited to join our clinical team, providing additional care to the Assisted Pilgrims.

d. Chaplains– Priests, deacons, religious and lay chaplains are invited to support all our Pilgrims.

e. Designated Carer – You will be coming on the Pilgrimage specifically to accompany a named Assisted Pilgrim.

f. Other – You will coming on the Pilgrimage as a member of the Oremus Group (formerly the Hotel Group) but will not be carrying out a role that has been identified in the other categories.

“I would like to be in the Oremus Group” question - This group includes, but is not limited to, pilgrims who will not be providing personal care to Assisted Pilgrims. Such pilgrims may choose to join in some of the following: Lectio Divina, a group praying the Rosary, singing in the choir or serving in the Tea Bar. The Oremus group includes at least one chaplain and usually a number of helpers and light workers. If you would like to be in this group, please answer Yes to this question.

7. **Allocation of places on the Pilgrimage.** In recent years, the pilgrimage has been consistently over-subscribed. We need to achieve a balance between young helpers, experienced helpers, clinical team, chaplains and those who help in other ways. Please be aware that, in offering places, we will keep this balance in mind. Regrettably this may mean that from time to time we need to refuse an application simply because allocation of places to that group has already been filled.

8. **Training.** All pilgrims who help on the Pilgrimage will be required to attend appropriate training and will not be able to participate unless this has been completed. Click [here](#) to see what training you will need and when and where it can be accessed.

9. **Medical Information.** If you have any concern about any allergy, dietary requirement, pregnancy or medical condition, please contact our chief Doctor, Hamilton Grantham: alhdoctors@gmail.com or our Chief Nurse, Jenny Micklem: alhnurses@gmail.com
10. **Financial assistance.** If you need financial assistance to fund your pilgrimage to Lourdes, there are bursaries available for which you may qualify. Please go to [Financial Assistance](#) for further information.
11. **Statement of Commitment and Safeguarding Summary.** Before completing the Application Form, please ensure that you have read and agreed the [Statement of Commitment and Code of Conduct](#) and the [Safeguarding Summary](#) These should be printed off and signed and kept by you for your own records.
12. **Other Documents.** You will need to have the following documents in order to complete the form:
- Passport
 - DBS certificate or equivalent (see paragraph 4 above)
 - EHIC
 - Doctor's contact details

If you were on the pilgrimage last year, the system can pre-populate many of your details if you are able to enter your email address (as used on the previous application) and the Applicant ID from last year's application (which can be found in the confirmation email that you received last year – subject "Enquiry Confirmation for Enquiry from Ampleforth Hospitalite of Our Lady of Lourdes").



Ampleforth Hospitalité of Our Lady of Lourdes

Travel Organiser
Finkley House
Finkley
Nr. Andover
SP11 6AE

Reservations: 01264 339644

Email: bregjedawson@yahoo.co.uk
<http://lourdes.ampleforth.org.uk/>

Applicant ID :

Applicant Email :

Please check that the details entered are still current.

When completing the application form, please ensure that you check each page carefully before pressing "Next" – previous pages can be reviewed using the "Previous" button if necessary. Also, pressing "Return to Home" will take you out of the application form and back to the pilgrimage website without submitting the application.

Disclaimer

If you have selected a flight package in your application form, the following disclaimer will apply:

The Committee of the Ampleforth Hospitalité of our Lady of Lourdes (ALHC) assists Pilgrims with their travel arrangements by introducing them to the Pilgrimage tour operator Tangney Tours. Your application, should it be accepted by the ALHC, will be subject to the terms and conditions of Tangney Tours which will be made available on the back of your invoice, once you have been accepted on the Pilgrimage. These booking conditions are provided in accordance with the ATOL regulations and the ATOL guarantee secures all aspects of the Pilgrim's travel and accommodation arrangements. The Committee shall

not be responsible for any act, error or omission of Tangney Tours, including the bankruptcy, administration or liquidation of them or any other third party, which may result in loss or damage howsoever arising of whatever nature.

If you are travelling to Lourdes independently, and have only requested the reservation of accommodation with the provision of meals, the following disclaimer will apply:

The Committee of the Ampleforth Hospitalité of our Lady of Lourdes assists Pilgrims with their accommodation arrangements whilst in Lourdes and has accepted the booking conditions of the hotel(s) used for the 2020 pilgrimage. These booking conditions are available on request from the hotel(s) in question. The Committee shall not be responsible for any act, error or omission, including the bankruptcy, administration or liquidation of any third party, which may result in loss or damage howsoever arising of whatever nature.”

[Link to Application Form](#)

Statement of Commitment and Code of Conduct

The Ampleforth Hospitality of Our Lady of Lourdes Pilgrimage

We go to Lourdes in response to Our Lady's request. Our Lady wants to bring us closer to her Son. When there we put ourselves at her disposal. Our prayer and serving our Assisted Pilgrims ("APs") is serving her.

Pilgrimage is first of all a spiritual journey permitting us to get to know God better ... we create the circumstances where we can find Him or He can find us.

Our Pilgrimage is about our service to each other and most particularly our service to the APs ... this is intimately involved with our spiritual search in the same way as loving God and loving our neighbour are inseparable.

Our Pilgrimage is a time of joy and of fun ... laughter, companionship and social times are important.

Our Pilgrimage is not a spiritual retreat spent in a solitary inward-looking way ... our route to God is with others in our groups and through prayer and action combined.

Our Pilgrimage does not require helpers to be available to our APs all the time and have no space for themselves or for fun ... a balance is necessary so that we can provide a warm, welcoming and relaxed atmosphere in which people have a successful pilgrimage.

Our Pilgrimage does not allow us to ignore the interests of others by spending too much time and energy on "having a good time"... we must always be able to fulfil the spiritual and service side of the pilgrimage. A pilgrimage implies a sense of sacrifice and a change of heart. When the balance between pilgrimage and party is lost sight of, then the whole of our pilgrimage is affected and damaged.

By joining the Ampleforth Pilgrimage we become part of the Ampleforth Family founded on Benedictine values. We must strive to be worthy successors of the traditions set by the founders of the Pilgrimage, Fr Martin Haigh and Cardinal Basil Hume, and the generations of Ampleforth monks and families who have supported and developed the Pilgrimage over the years.

THE ROLE OF THE HELPER

Why go to Lourdes as a helper?

The primary reason for going to Lourdes is to take part in a pilgrimage. A pilgrimage is a journey to a holy place; it is a spiritual experience and we should have a desire to deepen our relationship with God. A second but very important reason is to share our pilgrimage with others and especially those who are sick or disabled and may need the support of a helper.

What is expected of helpers?

Voluntary helpers on our pilgrimage welcome and care for all other pilgrims; specifically they support the team of doctors and nurses in caring for pilgrims who are sick or disabled. The service they give is varied and can be very demanding, both physically and mentally. Because of the nature of our service helpers must be fit and emotionally stable. Helpers offer their service to others in a spirit of love and generosity. A helper could be expected to do any or all of the following:

- Pray together with other pilgrims
- Listen to and chat with pilgrims
- Assist with mobility for example by assisting sick or disabled pilgrims into or out of bed, or from bed to a wheelchair or voiture (which is a simple vehicle used to aid mobility in Lourdes) and vice-versa
- Assist with washing, dressing and other personal care needs
- Assist at mealtimes
- Go to the Grotto and services together including daily Mass and take part in Processions
- Take pilgrims shopping and to places of interest in Lourdes; this may involve pushing someone in a wheelchair or pulling them in a voiture up and down steep hills.
- Go to the cafes together
- Spend time together
- Be a companion, a friend
- Be of service to those in need

What is expected of you in terms of personal conduct?

- Helpers should respect others in every way
- Helpers should be responsible in their behaviour and sensitive to the needs of others

- Helpers should ensure that any private information they receive whilst caring for an Assisted Pilgrim remains confidential, as outlined in their training.
- Helpers should put the pilgrimage and the needs of other pilgrims first and self last
- The needs of the sick or disabled person always comes first
- All are expected to adhere to the Pilgrimage Code of Conduct and the Dress, Health and Safety, and Safeguarding policies set out by the Ampleforth Lourdes Hospitalité Committee.
- Helpers should exercise self-control. No pilgrim should behave in a manner which could offend others or bring the good name of the Ampleforth Abbey Trust into disrepute

If you feel you are ready to offer your services to the Ampleforth Pilgrimage you will be expected to prepare fully for the pilgrimage, by completing the appropriate training course and you will be given guidance and support in your training from experienced helpers. Once in Lourdes you will be part of a group under the direction of two Group Leaders and a Chaplain.

STATEMENT OF COMMITMENT

Everyone has their own reasons for going on Pilgrimage to Lourdes and individual wishes and preferences are respected. However, whilst no one should feel compelled to do more than they are capable of, the Pilgrimage does have a code with which pilgrims are expected to comply. There are good reasons for this:-

- We make our Pilgrimage to Lourdes in response to Our Lady's invitation. We are made aware there of her love and her wish that we should be drawn closer to her Son. We are conscious of her request that we should do penance and pray for sinners. No member of the Pilgrimage should prejudice the spiritual benefit that others are searching for.
- We enable the Assisted Pilgrims to go to Lourdes and care for them there, both physically and by praying with them. There will be many other fellow pilgrims, not in the Assisted Pilgrim Hotel, whom we can help in a variety of ways. For the week of Pilgrimage we try to put the interests of others before our own.
- Lourdes is administered by the Sanctuary authorities, as well as the Hospitalité Nôtre Dame de Lourdes, under the Bishop of Tarbes and Lourdes, and we go there at their invitation. Any behaviour that falls short of the standard they expect is likely to lead to that invitation being withdrawn. It is the duty of those entrusted with the running of the Ampleforth Pilgrimage to take whatever action they consider necessary to ensure that the correct standard is maintained.
- The Pilgrimage is under an obligation to comply with certain policies, including Health and Safety and the Safeguarding Policy. The Policies, the Code of Conduct and the Dress Code, have been prepared by the Ampleforth Lourdes Hospitalité Committee ("ALHC") and will be enforced to protect the good name of Ampleforth and to ensure the enjoyment of everyone on our Pilgrimage.

CODE OF CONDUCT

We therefore require you, as an Ampleforth Pilgrim to Lourdes, to sign that you accept the Code of Conduct which confirms your understanding of the Statement of Commitment and your willingness to respect and comply with its intentions in spirit and in practice.

- I will accept the authority of those appointed to positions of responsibility by the ALHC and will be honest and open in my dealings with them
- I agree to take part with the Assisted Pilgrims in all the main pilgrimage ceremonies
- I will attend all meetings at which my presence is required
- I will put the interests of others and particularly the Assisted Pilgrims, before my own and not, by act or omission, diminish their Pilgrimage experience.
- I accept responsibility for the security of my own belongings and valuables
- I will ensure that any private information that I receive as part of my role as a helper is kept confidential.
- I will behave in such a way as to uphold the good name of the Ampleforth Pilgrimage
- I will accept and comply with the Policies, codes of practice and dress laid down by the ALHC.
A copy of these policies will be available in hardcopy from the Chief Handmaid's office in the St Frai Assisted Pilgrim Hotel in Lourdes.
- I will ensure that I report or highlight any breaches of policy, near misses or accidents during the pilgrimage to the ALHC in order to ensure the welfare of my fellow pilgrims and the Ampleforth Pilgrimage.

I have read and understand this Statement of Commitment and Code of Conduct and will comply with it.

Signed:

Name:

Date:

Ampleforth Lourdes Pilgrimage: Safeguarding summary

'You must love your neighbour as yourself' Mt 22:39

Everyone should be treated with dignity and respect.

We all have to keep ourselves and each other safe throughout the pilgrimage. That includes, but is not limited to, preventing abuse of any sort.

The Pilgrimage has a variety of policies and procedures to help ensure our safety – for example Safeguarding, Health and Safety, Missing persons, Complaints and Whistle-blowing, and Data protection. The policies and procedures are all kept in the pilgrimage office on our floor of the St Frai.

Training, the Good practice guidelines, the Statement of commitment, Lanyards and badges, Chaperones, Group leaders, Daily group meetings, *Responsables*, Personal care buddies and the Clinical team all help us look after one another.

Sorting out concerns or allegations can be difficult, upsetting and disruptive for all concerned, but this should never be a reason to avoid reporting a concern. If you follow the key points below, this will help to ensure everyone is looked after and any matters requiring intervention can be dealt with appropriately.

A few key points:

1. Avoid situations where you are alone with an Assisted Pilgrim. There should always be two helper pilgrims with red or green lanyards present when personal care is given.
2. Always listen to Assisted Pilgrims to understand their needs and be responsive to their reactions.
3. If in doubt seek help and guidance.
4. Ensure that immediate safety needs are met. This may mean summoning help from others, such as the police.
5. If you witness abuse or behaviour that raises a safeguarding concern, or someone tells you about it, you must report it to the Pilgrimage safeguarding officer or assistant safeguarding officer.
6. If someone tells you about something that might be abuse, you should listen and record what you are told. Don't judge or ask leading questions, but keep an open mind. Don't promise to keep it secret. The pop up has some useful pointers. Tell the Pilgrimage safeguarding officer as soon as possible.
7. If in any doubt about the well-being of another pilgrim, or a possible safeguarding issue, there are many who can help including the Clinical team, your group leaders, the *responsables*, senior members of the pilgrimage, the safeguarding officer and assistant, and the chaperones. Doing nothing is not an option.
8. Always wear your lanyard and name badge.

Contact phone numbers

Pilgrimage Safeguarding officer (Philip Westmacott) +44 7921 648426

French Police emergency 112

Non urgent police enquiries 05 62 94 66 66

I have read and understand this Safeguarding summary and will comply with it.

Name (Please print)

Signed

Dated

Lourdes Training 2020

A. Ampleforth First timers (M6 or U6)

1. Must attend a preparatory session organised by Fr Ambrose with Emma at Ampleforth.
2. Must be in Lourdes by 13.00 on Thursday for on-site familiarisation and training (will normally travel on a specific flight organised by the pilgrimage).

B. USA First timers

1. Must attend a preparatory session organised by Margaret Shafer and Joe Michaud .
2. Must be in Lourdes by 13.00 on Thursday for on-site familiarisation and training.

C. Other schools' under 18 First timers (if any)

1. Must attend a preparatory session organised by your Chaperones
2. Must be in Lourdes by 13.00 on Thursday for on-site familiarisation and training with their chaperone.

D. Other First timers aged 18+

1. Will be sent an introductory pack, and should email alhtraining@gmail.com to say they have read it.
2. Must be in Lourdes by 13.00 on Thursday for on-site familiarisation and training.

E. UK based Helper Pilgrims (apart from non-first-time clinical team)

1. Must attend a training session in Ampleforth, London, Cheltenham, or Edinburgh.
 - London Saturday 30th May morning
 - London Wednesday 17th June evening
 - London Saturday 4th July afternoon
 - Ampleforth Sunday 14th June 12:30-14:30
 - Ampleforth Tuesday 23rd June
 - Cheltenham Saturday 20th June
 - Edinburgh Saturday 20th June

(there will also be a session arranged at Ampleforth for returning helpers in Year 13 only)

F. Non-UK based Helper Pilgrims who are unable to attend a UK training session (apart from non-first-time clinical team)

1. Must obtain the prior approval of the Director to train in Lourdes.
2. Must arrive in Lourdes by 09.00 on Friday to attend a training session in Lourdes.
3. Should inform the Travel Organiser if they wish the Pilgrimage to book them into a room in Lourdes on Thursday evening.

G. Non-first-time clinical team

1. Must attend a skype session – two dates will be offered.

H. Other Pilgrims who will not provide personal care staying in hotel (Black Lanyard)

1. Must attend briefing conducted by Anna Mayer in the hotel on the first Friday evening.

I. Designated carers (and who have not opted for DBS, training (and a red lanyard)).

1. Will be sent an introductory pack, and asked to email alhtraining@gmail.com to say they have read it.
2. Must attend a half hour session in the St Frai at 17.00 on the first Friday evening.

J. Assisted Pilgrims

1. Will have had an explanatory pack if first timers,
2. Will have had safeguarding summary explained by the Clinical Leadership Team, and
3. Will be briefed over supper in St Frai dining room on first Friday – 2 helper rule, fire, photos, safeguarding reminder, signing out.

Appendix A - Background Check Procedures of the Pilgrimage Safeguarding Policy

1. All applications to join the Ampleforth Lourdes Pilgrimage are subject to acceptance. All Pilgrims must satisfy these background check procedures.
2. Recent Pilgrims, that is those who have attended the Pilgrimage in any of the previous 10 years, will normally be accepted if they apply before the deadline for applications, the travel organiser is able to arrange sufficient flight and hotel capacity, and they satisfy the criteria in this Background Checks Procedure.
3. **References.** New Pilgrims, who are defined as those who have not attended the Pilgrimage in the last 10 years, will be asked to provide two independent references. Referees will be asked a standard set of questions relevant to the intended role of the Applicant on the Pilgrimage. The wording for the reference requests can be obtained from the Safeguarding Officer (“SO”). References should be obtained from persons who disclose a sufficient knowledge of the applicant (e.g. in the case of a child, a member of staff at their school who has had pastoral responsibility for them for at least the current academic year).

3A. *Draft Procedure for taking up references*

- a. **Providing referee details.** Every New Pilgrim will be asked to provide contact details, including a postal address, of two independent referees when they apply to come on Pilgrimage. As indicated in column C below, the referees should be suitable to the role to be performed, and what can reasonably be obtained for a pilgrim of that type.
Any pilgrim who is uncertain about whether the referees they offer are suitable or independent is encouraged to contact the SO.
- b. **Seeking references.** A standard reference request will be sent direct to each of the referees by the person indicated in column B and will not be provided via the prospective pilgrim. The reference request for Assisted Pilgrims will be in a simplified form as they will not be providing care to others. If the person indicated in column B is concerned at the independence or suitability of the referees offered they will refer the matter to the SO.
- c. **Assessing and recording references received.** If the person indicated in column D is satisfied with the references offered they will make a permanent record of their decision and its date. If the LSSC or CA(USA) has concerns about a reference offered they should review the matter with the SO before a place is confirmed.
- d. The Director of Safeguarding may be consulted where there remains doubt about any aspect of the references provided.

Table of guidance on taking up references

A. Type of pilgrim	B. Who requests references	C. Preferred status of referees	D. Who reviews references
1.Assisted	SO or a deputy	Professional (e.g. Parish priest) or personal	SO or ASO
2.Carer only for designated Assisted pilgrim	SO or a deputy	Employer (other than the Assisted Pilgrim they will accompany) or Professional (e.g. Parish priest) or personal	SO or ASO
3.Clinical team member	SO or a deputy	Employer or former employer, or Professional – e.g. a senior medic	SO or ASO
4.Helper Pilgrim who is a student at Ampleforth	Lourdes Schools Safeguarding Coordinator (LSSC)	Tutor, housemaster/mistress, with pastoral care of the student	LSSC
5.Pilgrims resident in the U.S.A.	Coordinator of Applications (USA) (“CA(USA)”)	Tutor, housemaster/mistress, with pastoral care in case of students. Otherwise as indicated in row 1,2,3, 6 or 7 as applicable	CA(USA)

6. Other Helper Pilgrim still in full time education	SO or a deputy	Teacher, moral tutor, employer or professional	SO or ASO
7. Other pilgrim, (including all other helpers)	SO or a deputy	Employer, former employer, or Professional (e.g. Parish priest) or personal	SO or ASO

4. If it appears from the application form that **the applicant has no identified link** to someone who has been an Ampleforth Pilgrim in the past, has no identifiable connection to either Ampleforth, or any of the other schools that support the Pilgrimage, then the Travel Organiser (“TO”) will phone the individual to enquire how they came to apply, and the Director will assess whether there is a sufficient link to a known Pilgrim, Ampleforth, or an associated school before accepting the individual (which acceptance will in any case be subject to satisfactory references and when applicable satisfactory completion of this background checks procedure). If in doubt about an applicant’s suitability the Director will consult with the Chair and the Spiritual Adviser or, if either of them is unavailable, another senior member of the ALHC before refusing (or accepting) an application. The Director will not normally decline an application from an Assisted Pilgrim on the grounds of the lack of such a link or connection.
5. All Pilgrims must make an annual **Safeguarding Self-disclosure Declaration** (“SSD”) as part of the application process. If an applicant answers Yes to any of the SSD questions the Safeguarding Officer (“SO”) will be informed by the TO.
- 5.1. If after obtaining written details of the reason for any answer YES and discussing the matter with the Pilgrim concerned the SO is satisfied that the matter recorded presents no significant risk (e.g. a traffic offence such as speeding or a single instance of driving while intoxicated), he will approve the application, make a written record of his decision and enter the information listed above on the database.
- 5.2. If the SO entertains any doubt about the suitability of the Applicant in light of the matter disclosed he will discuss the application with the Director of Safeguarding to seek his or her advice and, where appropriate determine what further information should be sought.
- 5.3. The decision on whether to approve the application of any such Applicant will be made by the following individuals (the **Risk Assessment Panel**):
- 1) The Director of Safeguarding
 - 2) The Director of the ALH
 - 3) The SO and/or the ASO of the ALH
 - 4) The Chair of the ALH
 - 5) The Spiritual Adviser of the ALH.
- Views will be sought by the Risk Assessment Panel from any other individual who may usefully provide input into the assessment, including appropriate individuals from Ampleforth College and other schools involved. The SO will make a written record of the decision and communicate the outcome to the Applicant.
- 5.4 The Pilgrimage application form may state that an Applicant who has previously answered Yes to any of the questions in the SSD need not answer Yes in future applications if
- a. They have made a full disclosure to the SO in relation to the matters about which they previously answered ‘yes’ (the ‘Disclosed Matters’)
 - b. They have been told by the SO that the Disclosed Matters are not a bar to their attending the Pilgrimage, and
 - c. There have been no developments in relation to the Disclosed Matters since they were disclosed to the Pilgrimage, and
 - d. There are no other matters requiring disclosure.

6. Different Background Check procedures apply to 7. Assisted Pilgrims, 8. Helpers who provide personal care¹ and/or who are to act as chaplains and/or chaperones and 9. Other helpers, including carers brought by an assisted Pilgrim to help that Pilgrim but not others.

7. Assisted Pilgrims.

7.1. All Assisted Pilgrims attending their first Ampleforth Pilgrimage will be required to produce two satisfactory references – see paragraph 3 of this Appendix above.

7.2. All Assisted Pilgrims will be required to make an annual SSD in their application form.

7.3. All Assisted Pilgrims will be required to cooperate fully with the Pilgrimage clinical team in assessing their prospective needs for care and support during the Pilgrimage.

7.3.1. The Pilgrimage clinical team will use their judgment to decide whether they need additional information from the Assisted Pilgrim's GP and which Assisted Pilgrims should be visited by a member of that team before acceptance.

7.3.2. Where an Assisted Pilgrim is well known to the Pilgrimage clinicians and it is clear from their medical application form that their condition has remained stable over the past twelve months, the Chief Doctor may decide that the information they have supplied on their application form is sufficient to offer them a place on the Pilgrimage and that no visit is required. In most other cases information from the GP and a visit will be required.

8. Helper Pilgrims who will provide personal care, Chaplains, Chaperones

8.1. Pilgrims resident in England, Wales or Northern Ireland – Disclosure and Barring Service (DBS)

8.1.1. Each such helper must produce for inspection an Enhanced DBS check with a check of the Barred Lists for the child and adult Workforce. The following members of the Pilgrimage have been authorised to inspect applicants' DBS certificates:

Diana Williams (the Director), Ambrose Henley (The Spiritual Director), Nik Birkett (Chief Lady Handmaid), Bregje Dawson (The TO), Ros Wood (Secretary to the ALHC), the SO, and the ASO.

8.1.2. The check will be valid for the same duration as DBS checks currently carried out by AAT or SLET, which is currently three years. This period must not have expired before the last scheduled day of the Pilgrimage.

8.1.3. The following members of the Pilgrimage have been appointed as DBS Liaison Officers and are authorised to assist applicants to apply for a DBS certificate and to carry out identity checks:

Diana Williams (the Director and Primary Liaison Officer), Ambrose Henley (The Spiritual Director), Bregje Dawson (The TO), Nik Birkett (Chief Lady Handmaid), and Jane Stein.

8.1.4. The following members of the Pilgrimage have been appointed as Identity (I.D.) checkers:

Dr Rita Rigg (Scotland), Mrs Anna Mayer (Wales and the West Country).

An Identity Checker will make a written record of the relevant details of the original documents which they inspect and that they have satisfied themselves of the requirements of the DBS ID checking process ('What you must do as part of the ID checking process'). These records will be made available on request to any of the Liaison Officers and to the SO.

8.1.5. The person inspecting a certificate will inform the SO if any DBS certificate discloses any information about the Applicant. If no such information is disclosed, that is each category contains the information 'NONE RECORDED', they will enter on the secure database used by the Pilgrimage (currently Topicplus+) against the Pilgrim's name:

- the certificate number,
- the date of issue
- the name of the Employer as shown on the certificate,

¹ For the avoidance of doubt, personal care includes washing, toileting, dressing or assistance with their food at mealtimes and taking responsibility for an Assisted Pilgrim when they are away from the St Frai.

- the date the certificate was inspected and
- the initials of the person who carried out the inspection.

8.1.6. If information is disclosed in a DBS certificate this will be considered by the SO in conjunction with any information supplied in the Applicant's SSD who will then decide on the suitability of the applicant or refer the decision to the Risk Assessment Panel, in accordance with paragraph 4 of this Appendix above. If the applicant is accepted onto the Pilgrimage the SO will enter the details required in 7.1.4 on the secure database.

8.1.7. **Use of the Update service**² - Where permissible the Pilgrimage may accept a DBS certificate issued for another employer which has been issued at the same level (enhanced with a check of the barred lists), and for the same workforce – (adult and child) provided the applicant has first given their written permission, which may be given by email, for the Pilgrimage to carry out a check using the update service. The update service may also be used to extend the validity of existing DBS certificates.

8.1.8. Where the update service is used the person carrying out the check will keep a record of the result of the check and enter the appropriate details on the secure database.

8.1.9. The following members of the Pilgrimage have been authorised to use the update service Breggie Dawson, Ros Wood, the SO, the ASO.

8.2. **Other Certificates.** In exceptional circumstances Enhanced DBS Disclosure Certificates from other organisations, which may not be checked using the Update Service, may be accepted in lieu of such a certificate issued in the name of the Ampleforth Hospitalite ("ALH") or another Ampleforth Abbey Trust entity. In the event that the ALH wish to consider the acceptance of such a third party DBS certificate, then the decision will be made by the Director of Safeguarding on a case by case basis in consultation with the SO, having due regard to the additional risks posed, including any additional conditions or arrangements required to ensure the diligence of the process and outcome. This may include supervision and risk assessment as part of the methods adopted, to ensure the process is modelled on a best practice arrangement.

8.3. Pilgrims resident in other countries

8.3.1. Those helpers who are not British residents cannot get a DBS check. The Pilgrimage requires the nearest available equivalent criminal record check to be carried out, e.g. a police check³. If no equivalent check is available in the country of residence of the applicant the SO will consult with the Director of Safeguarding to consider what other checks may be accepted in place of a DBS check.

8.3.2. **Junior Helpers who cannot obtain a police check.** A number of countries will not provide a police check for someone who is under 18 years of age⁴. Such Pilgrims must provide a **safeguarding self-disclosure declaration** which is **attested to in an affidavit** or equivalent declaration by a parent or guardian. The SO can advise on an appropriate form of words for affidavits.

8.3.3. The police checks, references and self-disclosure declarations and affidavits will be inspected by the SO or, in countries where several Applicants provide such documents, by a professional person resident in that country who is known to and authorised by the Pilgrimage. The person carrying out the inspection will enter the relevant data on the secure database or provide to the SO a spreadsheet setting out the results of such enquires, which results the SO will then record on the secure database. Any doubt about the adequacy of such documentation will be referred to the SO.

8.3.4. The data recorded should include against the Pilgrim's name the following information in relation to the police check:

- Any identifying number,
- the date of issue,

² See <https://www.gov.uk/dbs-update-service>

³ This works well for most of the countries of continental Europe (e.g., Germany, France, and Switzerland).

⁴ This currently includes Spain and the USA.

- the name of the issuing Police department,
- the date the certificate was inspected and

8.3.5. the initials of the person who carried out the inspection.

8.3.6. The following persons have been authorised to inspect police checks, references, self-disclosures and affidavits for the following countries: all countries: The SO and ASO; for the United States of America: Margaret Shafer, Joe Michaud.

9. Other Pilgrims

This category is limited to

- A.** those who **do not provide personal care** to any Assisted Pilgrim and
- B.** those who are accepted on to the Pilgrimage as **a carer only for a designated Assisted Pilgrim**. Pilgrims in this category must have been accepted by the clinical team and must not provide personal care to any other person during the Pilgrimage.

9.1. All Other Pilgrims must provide an SSD in accordance with paragraph 5 of this Appendix above and, if they are New Pilgrims, references in accordance with paragraph 3 of this Appendix above.

9.2. All Pilgrims who seek to join the Pilgrimage in category 9B above will be invited to qualify as Helper Pilgrims by producing a DBS check or equivalent and undertaking training.

10. Sex Offenders register

10.1. The current policy of AAT is that no person currently subject to the UK's sex offenders' notification requirements (commonly referred to as being on the sex offenders' register) is to be accepted as a member of the Pilgrimage in any capacity whatsoever or to attend events related to the Pilgrimage.

10.2. The current policy of AAT is also that no person currently subject to any other countries sex offenders' notification requirements (commonly referred to in the UK as being on the sex offenders' register) is normally to be accepted as a member of the Pilgrimage in any capacity whatsoever or to attend events related to the Pilgrimage. However, in the case of a person subject to such notification in another country the reasons why that person is subject to such notification will be considered and if it is for behaviour which would not give rise to that person being subject to such requirements in the UK, that person may be accepted as a member of the Pilgrimage and may be invited to take part in Pilgrimage related events⁵.

10.3. Where it has come to light that a person applying to attend the Pilgrimage has been subject to sex offender registration in the past the matter will be referred to the Director of Safeguarding. If the Director of Safeguarding decides the application should be considered further, he will engage the Safeguarding Committee to conduct a risk assessment before any decision is made on attendance.

11. Records

11.1. With the assistance of those listed in paragraphs 8.1.1 and 8.3.4 of this Appendix the SO will ensure that there is maintained on the secure database for each accepted Pilgrim a record of the answers given to the SSD during the Application process and the details listed in paragraph 8.1.4 or (8.2.4) or 8.3.4 of this Appendix. The SO will maintain a separate confidential record of any information given and decisions made under paragraph 5 of this Appendix above.

⁵ It is necessary to maintain some discretion in relation to persons on non-UK sex offenders' registers as, for example, homosexuality and/or homosexual acts are regarded in some countries as offences, and could result in a homosexual person being placed on such a register. Discrimination on grounds of sexual orientation is generally unlawful under the UK's Equality Act 2010.

Suitable Referees

A. Guidance on References for the Ampleforth Lourdes pilgrimage.

All first time pilgrims, and those who have not been on the Pilgrimage in the last 10 years, are asked to provide details of two referees.

The process is intended to be proportionately robust but not unduly cumbersome and time consuming for either pilgrims, especially Assisted Pilgrims, or for the organisers.

If you have any questions or doubts about our procedures on references, or difficulties in identifying suitable referees, please contact the Safeguarding Officer, Philip Westmacott, who will be pleased to help.

Tel: 01653 628035, philip.westmacott@hotmail.co.uk

1. Suitability

The referees must be independent - so not a relation or just a close friend of the prospective pilgrim. Referees should have sufficient knowledge of the prospective pilgrim to comment on their suitability for the role to be performed by that pilgrim.

Referees should have known the prospective pilgrim for at least 1 year. If a person has recently moved school or job, references should generally be offered from both the current and immediately preceding employer or school so as to cover at least the last year.

2. Guidance on who should normally give references for different classes of pilgrim:

Clinical team – normally at least one from the pilgrim's current employer, unless they moved jobs recently (e.g. in the last year), in which case also one from the former employer (or University tutor, if in first job).

Students – normally tutor and another teacher with pastoral overview – e.g. a Housemaster/mistress from current and, if necessary, immediately past school.

Young pilgrims – e.g. at university - Tutor and school; could also be an employer.

All other pilgrims (and in some cases the second referee) – Employer (and former employer where appropriate), otherwise if possible someone who understands the reputational risk of giving a reference which is incomplete or inaccurate, e.g. a professional person subject to registration.

One of the two references might be from a member of the pilgrimage who knows the pilgrim e.g. from working with them, including in a volunteer capacity, not just as a friend.

3. How references are obtained

Referees will be provided with a standard form for giving the reference, together with a brief explanation of the pilgrim's role.

References given by letter should normally be given under the letter head of any organisation concerned (e.g. school, parish, employer).

If a reference from an employer is sent by email it should be sent from an organisational email account, rather than a private email account, and include the sender's signature block – typically including the physical address and contact phone number. Reasonable checks may be made as to authenticity – e.g. to check that a parish priest's reference has been sent from the email address advertised on the parish website.

An SAE will be provided to all (non-school) referees unless the reference is to be given by email.

4. Review of references

All references will be read and considered and any doubts investigated and resolved before a prospective pilgrim is accepted. Follow up calls to referees may be made.

The satisfactory review of references received will be recorded by the person who reviewed the reference or by the Safeguarding Officer ('SO').



Ampleforth Lourdes Hospitalité Pilgrimage Financial Assistance 2020

There are a number of sources of funding available to those taking a full part in the Ampleforth Hospitalité Pilgrimage to Lourdes:

1. **The Alastair Roberts Memorial Fund (ARMF)** is a charitable trust providing financial subsidy to young people who wish to visit Lourdes as helpers. ARMF has an upper age limit of 30.

Apply directly to armf.org.uk

Strict closing date 1st March

2. **The Catenians** also offer financial assistance to those going on Pilgrimage to Lourdes. Their fund is open to those who are under 25.

Apply directly to catenianbursary.com

Applications must be received by 13th May

3. **The Jack Petchey Foundation** is available to young people who live in London and Essex.

Apply directly to jackpetcheyfoundation.org.uk at least 3 months before the start of pilgrimage.

4. **The Templar Pilgrimage Trust**

Apply directly to templarpilgrimustrust.org.uk

5. **The Ampleforth Lourdes Hospitalité (ALH)** offers the following Financial assistance :

a) **The General Bursary Fund** is open to helpers of all ages, who will normally be expected to have completed at least one Pilgrimage to Lourdes with Ampleforth.

b) **The Young Helpers Bursary Fund** is open to helpers who are under 30 and will normally be expected to have completed at least one Pilgrimage to Lourdes with Ampleforth. (Maximum award £250)

c) **Nurse Bursary Fund:** there are specific bursaries available for Nurses. For more information please contact the Chief Nurse, Jenny Micklem alhnurses@gmail.com

Nurse bursary requests must be received by 31st March.

d) **Leaders Fund:** for those who have accepted a Leadership role on the Pilgrimage. (Maximum Award £100)

To obtain an application form for one of these ALH funds please indicate on your online application form that you wish to apply for funding from ALH and you will be sent the relevant form.

All ALH bursary requests must be received by 30th April.

If your application for a bursary from ALH is successful, we will inform you of the award and the full amount will be deducted from your invoice.

Your application to the Ampleforth Lourdes Hospitalité will be treated confidentially by a small sub-committee of the Ampleforth Lourdes Hospitalité Committee (ALHC), who will review each application on its merits, and try to assist as many people as possible within the limited funds available. This committee is made up of: Chair, Caroline Joy, Director, Diana Williams, Fr Ambrose Henley, Spiritual Adviser, Treasurer, Gavin Williams, and Lucy Rowan-Robinson.