



Liverpool Archdiocesan  
Lourdes Pilgrimage  
Association

# Safeguarding Policy & Procedures

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We all have a right to a life that is free from harm and abuse. The Liverpool Archdiocesan Liverpool Pilgrimage Association (LALPA) recognises that safeguarding those at risk from abuse and neglect is the responsibility of everybody. We aim to ensure that those at risk from abuse or neglect are enabled to be cared for in an environment free from abuse, harassment, violence, neglect, or aggression.

As such, the Designated Safeguarding Lead for the Lourdes Pilgrimage will ensure LALPA's policies and procedures are reflected within the Pilgrimage's policy and procedures and that this is shared with all members of the Pilgrimage.

Our aim is to work with individuals and those involved in their care, to ensure that they receive the support and protection they require; that they are listened to and treated with respect, compassion and dignity.

The Pilgrimage Executive understand the importance of working together to ensure that:

- the human rights and needs of those at risk are always respected and upheld
- a proportionate, timely, professional and ethical response is made to any individual who may be experiencing abuse

We aim to ensure that any individual at risk maintains:

- choice and control
- safety
- health
- quality of Life
- dignity and respect

Our processes ensure that those working for, and on behalf of, LALPA can recognize and respond to the main forms of abuse:

- physical abuse
- sexual abuse
- psychological and emotional abuse
- financial or material abuse
- discriminatory abuse
- neglect and self-neglect
- spiritual abuse
- institutional abuse

This is not an exhaustive list but gives an illustration of the sort of behaviour that could give rise to a safeguarding concern.

Where the Liverpool Archdiocesan Lourdes Pilgrimage Association feels it necessary, failure to meet the obligations of the Safeguarding Policy and Code of Conduct may lead to a volunteer being removed from the trip or where the trip has commenced, being required to leave and return to the UK at their own cost, or other appropriate action.

## Responsibilities of the Designated Safeguarding Lead (DSL)

- promote a culture in which safeguarding can be openly discussed and provide support for those raising concerns
- establish the facts about the circumstances giving rise for concern
- identify sources and the level of risk
- ensure that any information given is recorded and that the Archdiocesan Safeguarding Team is contacted to inform them of the concern or harm. If an individual is at immediate risk of serious harm, the DSL will contact the French police. The Archdiocesan Safeguarding Team will also be informed
- consider the wishes of the individual whenever possible
- safely store any documentation relating to incidents of harm, using body maps to record any injuries where appropriate
- follow the Association's policy guidelines where applicable
- report any incidents of abuse to the relevant parties
- advise and support volunteers and staff on the pilgrimage
- ensure Safeguarding training is provided to all volunteers and staff on an annual basis
- actively promote the Association's Whistleblowing Policy
- delegate responsibilities to the following post-holders within the pilgrimage – Hospitalité President, Senior Medical Officer, Director of the Youth Pilgrimage, Animate Administrator
- use incident reporting, lessons learned and auditing measures to improve the quality of provision
- recognise their responsibility in relation to confidentiality and will share information appropriately
- work with the Archdiocese to ensure that concerns or allegations of abuse are appropriately referred
- ensure that any action that is taken is assessed, proportionate and reflective of the risk presented

## Volunteer and Staff Responsibilities

We are compliant with safer recruitment and employment practices, thus ensuring that our volunteers and staff are fit to work with vulnerable people.

The responsibilities include:

- Be able to recognize and report incidences of harm.
- Report concerns of harm or poor practices that may lead to harm.
- Undertake annual Safeguarding training.
- Follow policy and procedures.
- Know how and when to use the whistleblowing procedures.

## Responding to Disclosure, Suspicion or Witnessing Abuse

Where an individual reports an incident or potential abuse or harm to you:

- stay calm, and allow them to speak without interruption
- reassure them and advise that you will offer support and that you have a duty to pass the information on
- do not investigate or ask questions – this could prejudice any future investigations
- record clear notes of the conversation at the time, or as soon as possible afterwards
- pass on the information as soon as possible to the relevant designated person

## Responding to Abuse or Neglect

The Designated Person must:

- assess any risks and take steps to ensure that those involved are in no immediate danger
- arrange for a trusted companion to stay with the person abused or neglected
- assess whether others are at risk of abuse or neglect and take appropriate steps to protect them
- arrange for assistance from the medical team if necessary
- contact an appropriate emergency service if necessary

## Documenting a Disclosure

The Designated Person must:

- make a note of what the person said using his or her own words and phrases
- describe the circumstances in which the disclosure came about
- note anyone else who was there at the time
- where there are cuts, bruises or other marks on the skin, use a body map to indicate their location
- make sure the information written is factual
- sign and date the report, noting the time and location of the disclosure

## Abuse by another vulnerable individual

We recognise that we may also have a responsibility towards the person allegedly causing harm. In this situation, it is important that the needs of the individual who is the alleged victim are addressed separately from the needs of the person allegedly causing harm.

## Disclosure and Barring Service (DBS) Referral

There is a statutory requirement for the Association to refer an individual to the DBS Vetting and Barring Scheme if they consider that the individual is guilty of deliberate misconduct, such that another person was harmed or put at risk of harm.

## Consent

When reporting information that concerns the safety of an individual at risk of harm, consent from that person is not required. However, informing the individual of your concerns and a referral is good practice, unless it would put you or your colleagues at risk – or would put the individual at further risk.

## Confidentiality

Information will be shared in a manner that is compliant with the statutory responsibilities. Individuals at risk will be fully informed about the information that is recorded and, as a general rule, be asked for their permission before information is shared with others.

## Whistleblowing

Volunteers and staff are encouraged to share any serious concerns about a pilgrim's behaviour. This may not be related to an individual at risk. However, they may not be following a code of conduct, could be pushing boundaries beyond normal limits or displaying conduct which is a breach of the law. Generally, any conduct which compromises health and safety or conduct which falls below established standards of practice with individuals at risk. Whistleblowing is an important aspect of the support and protection of individuals at risk of harm.

All members of the pilgrimage are aware of the Whistleblowing Policy, which is available for this purpose via <https://catholicsafeguarding.org.uk/resources/national-safeguarding-policy/>

## Risk Assessment and Management

The assessment of the risk of abuse of individuals is integral in all pilgrimage assessment and planning processes. The assessment of this risk is dynamic and ongoing; regularly reviewed so that adjustments can be made in response to changes in the levels and nature of risk.

## Review

This policy and its procedures will be annually reviewed:

- in accordance with changes in legislation and guidance on safeguarding or following any changes within LALPA's arrangements
- or following any issues or concerns raised about safeguarding on the pilgrimage.

## References

Catholic Safeguarding Standards Agency Procedures:

<https://catholicsafeguarding.org.uk/resources/national-safeguarding-policy/>

## Publication Responsibilities

Core team responsible for initially producing this publication version:

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ISSUE	REVISION	CHANGE SUMMARY	DATE