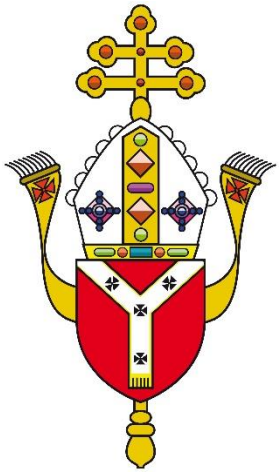
DIOCESE OF WESTMINSTER



LOURDES PILGRIMAGE POLICY STATEMENT

ROLES AND RESPONSIBILITIES

REDCAP GROUP LEADERS & TEAM LEADERS

Policy prepared by	Pilgrimage Co-ordinator
Third Party Policy	No
Approval of Lourdes Pilgrimage Committee	20 June 2024
Approval of the Safeguarding Committee	27 June 2024
Approval of The Directors of the Trustee	5 July 2024
Review History	Reviewed May 2026 - Minor changes
Review Date:	March 2027

1. Introduction

All Redcap Group Leaders and Team Leaders must understand their roles and responsibilities to ensure safety and promote the well-being of the Redcaps whilst on the pilgrimage. Implementing this guidance will assist them to do so.

2. Prior to the Pilgrimage

2.1. Team Leaders will have prior knowledge of the Westminster pilgrimage and Lourdes, and have volunteered as a Redcap for a minimum of two-years and before being recommended for Team Leadership by a Team Leader, Group Leader or a member of the Pilgrimage Management team.

2.2. Group Leaders will be authorised by an officer of the legal entity (School Headteacher, Parish Priest etc.) to join the pilgrimage and must adhere to the pilgrimage onboarding processes as set out by the Lourdes pilgrimage executive group.

2.3. All Redcap Group Leaders and Team Leaders must complete the following actions by the respective deadlines which are set by the Lourdes Pilgrimage Committee and Lourdes Pilgrimage Executive Group:

a. Register via the diocesan pilgrimage online registration system
b. Complete the safer recruitment process for volunteers and a DBS application (DBS to be updated every 3-years for regular volunteers, DBS to be valid for the role undertaken)
c. Attend pre-pilgrimage planning meetings
d. Agree to, sign and return the Code of Conduct for Adults
e. Attend the pre-pilgrimage training day which will include:

i. Meeting the team
ii. A safeguarding briefing regarding safer working practice
iii. A health and safety briefing
iv. A security briefing
v. Wheelchair training
vi. Updates on current Lourdes infrastructure
vii. A celebration of Mass

3. During the Pilgrimage

3.1. <u>Good Supervisory Practice / Daily Reviews</u>

3.1.1. Group Leaders are legally responsible for any of the Redcaps in their group who are under the age of 18 during any part of the pilgrimage. Team Leaders manage the day-to-day duties of their team of Redcaps. Group Leaders and Team Leaders liaise with each other to ensure the adequate supervision of Redcaps (in-person or remote) is clearly understood and adhered to.

3.1.2 Group Leaders must have a reasonable prior knowledge of their Redcaps, including any medical needs or disabilities. Appropriate relevant information regarding individual Redcaps must be shared with the Pilgrimage Youth Director, who will disclose to the relevant people as necessary in-line with GDPR requirements.

3.1.3 Redcap Team Leaders will be issued with a list of their team of Redcaps, which they must keep securely accessible during the pilgrimage.

3.1.4 Group Leaders and Team Leaders will meet regularly throughout the day with their Redcaps. Any changes to assigned Redcap duties will be communicated via the designated pilgrimage messaging platform.

3.1.5 Group Leaders and Team Leaders will work together to monitor the appropriateness of activities throughout the pilgrimage.

3.1.6 Group Leaders and Team Leaders will monitor the physical and emotional condition of the Redcaps throughout the pilgrimage. If a Redcap is unable to carry out their assigned duties, suitable alternative arrangements must be made for their welfare, supervision, and that of their assisted pilgrim. Any changes must be communicated via the designated pilgrimage messaging platform.

3.1.7 Group Leaders and Team Leaders will have contact details for the Pilgrimage Youth Director, Chief Redcap and other Pilgrimage Management Personnel.

3.1.8 Group Leaders and Team Leaders must familiarise themselves with their hotel fire evacuation plan and location of hotel first aid equipment.

3.1.9 Group Leaders and Team Leaders will be provided with contact details of the pilgrimage Medical Team in case of medical emergencies.

3.2 <u>Applying a Curfew</u>

3.2.1 Group Leaders will ensure that the Redcaps are in their hotels and settling in their rooms by 11.30pm, unless a supervised activity is arranged.

3.2. Activities after 11.30pm will be supervised by Group Leaders and/or Team Leaders. Redcaps will be escorted back to their hotels by Group Leaders or Team Leaders.

3.2.3 Group Leaders will ensure that all Redcaps for whom they are legally responsible are back at the hotel by the agreed time, which will have been pre-communicated.

4. Safeguarding

4.1 Group and Team leaders will be familiar with the Pilgrimage Safeguarding policies to ensure they can support their teams and report any safeguarding issues.

4.2 Group and Team leaders will have read the Lourdes Sanctuary Safeguarding policy and procedure 'Charter for the Protection of Minors and Vulnerable Persons 2023' and have signed the annual statement of intent at the start of the pilgrimage.

Signature of Group Leader or Team Leader:	
Print name of Group Leader or Team Leader:	
Date:	
Signature of Leader or Safeguarding Representative:	
Print name:	
Date:	