**Staff Commitment**

In addition to the whole pilgrimage code of conduct as noted in the Rights, Role and Responsibilities document, we commit to following our own rules and responsibilities for our own youth pilgrimage.

This commitment is in place to ensure a positive environment to support and promote acceptable conduct at all times.

The expectation is that all staff take responsibility for their own behaviour and promote and maintain a supportive, safe and respectful culture.

Please note, we have tried to offer as much guidance here as possible; but this commitment cannot be exhaustive of all events, situations and behaviours on the pilgrimage.

This commitment should be read in conjunction with the Risk Assessment; Rights, Roles and Responsibilities and Pilgrimage Rules

General

• All pilgrims should uphold the Christian ethos of the pilgrimage.

• Pilgrims should not bring the pilgrimage into disrepute: either through their actions or language. Care should be taken about social media and other forms of media/communication.

• All pilgrims should participate fully in the activities of the Youth Pilgrimage, both before and during the time of the pilgrimage.

Pre-pilgrimage

• Pilgrims must attend preparation meetings for your coach. If you cannot attend a meeting you should inform the Coach Leader in advance. Please be aware that missing preparation meetings may result in you being removed from the staff team.

• Pilgrims should make every effort to attend the two Youth Alive celebrations (Advent and Lent) and the Lourdes departure and reunion Masses.

• Pilgrims should abide by the agreed payment schedule.

Journey to and from Lourdes

• Pilgrimage ID to be worn at all times

• Pilgrimage t-shirts (and hoodies and coats) can be worn

• No alcohol to be drunk at any time

• No non/low alcohol to be drunk at any time

• No alcohol to be bought at shops or duty free (without prior permission of the coach leader. Coach leader should inform staff team if buying alcohol for gifts etc)

• Smoking / vaping allowed in designated non-restricted areas only. Please be respectful of other members of the pilgrimage and the wider public.

In Lourdes

• Pilgrimage ID to be worn at all times (on duty, off duty, day off, free time, evenings)

• Attire should be suitable for a pilgrimage even in free time/nights/day off

• Appearance of the pilgrimage uniform (yellow t-shirts, hoodies, coats, poncho) should not be altered / defaced.

• Pilgrims must stay in their own rooms at night.

• No alcohol (or non/low alcohol) to be bought at shops (unless permission has been granted by the coach leader in advance / CL informs staff).

On Duty

• Pilgrimage ID to be worn at all times

• Pilgrimage uniform to be worn at all times: Yellow t-shirt or hoody or coat

• Pilgrimage uniform should be outer garment (poncho, hoody, coat or t-shirt)

• Sensible shoes / trainers (not flip-flops)

• Shorts/Skirts should be (approaching) knee length or below.

• Leggings can be worn if appropriate

• Coach leader reserves the right to decide on what is appropriate clothing and footwear and can ask a staff member to change.

• Do not accept money from any assisted pilgrim unless with another staff member and details and receipt recorded as evidence. There should be a good reason for taking any money e.g. Mass intentions

• No alcohol (or non/low alcohol) drinks

• Smoking / vaping permitted but away from any assisted pilgrims and being aware of other members of the pilgrimage and wider public. Do not leave assisted pilgrims or young people to go for a cigarette / vape.

Off Duty

• Pilgrimage ID to be worn at all times

• No alcohol (or non/low alcohol) drinks

• Smoking / vaping permitted but away from any assisted pilgrims and being aware of other members of the pilgrimage and wider public.

Nights in Lourdes

• At night coaches can go to a bar or café (no earlier than 10pm). Pilgrims must stay with their coach at night and not leave the bar or café unless permission has been granted by the coach leader.

• Coaches should ensure members of staff are aware that a duty of staff at night is to oversee young people at the bar (especially ensuring they adhere to rules on alcohol consumption).

• Alcohol is only to be bought / drunk by those over 18.

• Last orders and leaving the bar time should be respected. On leaving the bar all pilgrims should be quiet and respectful.

• Two members of staff should accompany under 18’s to hotel on an over 18 night and remain in hotel and on duty.

• Staff may wish to designate one or more ‘non-drinkers’ at nights.

On normal nights:

• Limit of 2 Demis (half pints)

• Wine can be drunk in place of a Demi. One small glass = one Demi.

• Drinks should be bought one at a time.

Over 18’s nights:

• Any drink (within reason) other than shots. The CL / Director reserves the right to decide on what is acceptable.

• Spirits should be drunk with mixers.

• Drinks should be bought one at a time.

**Pilgrimage Guidance Pathway**

Will be used if a staff member is seen to be in significant or continual breach of the pilgrimage commitment:

Step 1

Continual lapses from acceptable standards of behaviour.

Verbal warning issued. Reasons for warning will be noted, along with date and time of warning. Warning given of next steps.

Step 2

Serious misconduct, or a significant escalation from Step 1.

Written warning issued to pilgrim. Reasons for warning will be noted, along with date and time of warning. Warning given of next and final step.

Step 3

Further escalation from Step 2; or serious misconduct/gross misconduct.

For example (but not restricted to), behaviour that, intentionally or not, causes or could have caused significant harm to others, significant damage to property, or significant harm to the reputation of the Pilgrimage, or for the possession of drugs, illegal substances or alcohol when not permitted in the rules.

Discussion to take place with staff member and representatives from Diocesan trustees about the next step that will have to be taken. This discussion will include various options depending on the nature of the disciplinary breach, such as: remaining in Lourdes but not as a member of the youth pilgrimage, remaining in Lourdes but not as a member of the diocesan pilgrimage, asking staff member to return home at own expense.

This full process will be suspended in cases of breaches of safeguarding policy or gross misconduct.