



ENSURING SAFE MINISTRY WITH ADULTS WHO MAY BE VULNERABLE (RISK ASSESSMENT & MANAGEMENT)

NAME OF LEADER & CONTACT DETAILS	DIOCESAN/PARISH BASED MINISTRY - Pilgrimage Involving Adults who may be Vulnerable	
NAME OF GROUP: Lourdes Pilgrimage	DATE OF RISK ASSESSMENT:	November 2022
NAME AND ROLE OF PERSON(S) COMPLETING THE RISK ASSESSMENT	NAME: Ger Crowley	Fr. Frank O’Dea
	ROLE: Director of Safeguarding	Pilgrimage Director

Awareness of Risk: The main forms of abuse reported in respect of Adults who may be Vulnerable are Psychological 40%, Physical 33% and Financial 10%

Risk Assessment undertaken by the Leadership Group for the Lourdes Pilgrimage (Assisted Pilgrims)

Dated: November 2022

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed	Person(s) Responsible
Leaders 1	Unsuitable "Group Leaders"	Assisted Pilgrims Fellow Workers Relatives of Assisted Pilgrims	Low	Harm & Exploitation	<ul style="list-style-type: none"> • Safe recruitment procedures • References sought • Vetting • Code of behaviour circulated • All leaders aware of safeguarding procedures • Leaders for the group have attended safeguarding training 	Pilgrimage Director
1.1	Not enough leaders for the activity	Assisted Pilgrims Fellow Workers	Low	Harm	<ul style="list-style-type: none"> • Follow supervision ratios • Rotas to be developed on a yearly basis • Rota for activity shared and agreed with leaders 	
1.2	Unauthorised adult being part of the activity	Assisted Pilgrims Fellow Workers Group Leaders	Low	Safeguarding concerns	<ul style="list-style-type: none"> • All persons working with assisted pilgrims to be Garda vetted, trained (where appropriate). • New staff/volunteers to go through diocesan recruitment procedures. • Supervision Rota in place • Appropriate records kept • No casual workers allowed to help on the pilgrimage. Each worker will fill in the appropriate Application Form, be Garda Vetted, will travel to Lourdes with the pilgrimage and return with the pilgrimage. They will be on a duty roster 	
1.3	Unauthorised photography / recording of videos	Assisted Pilgrims	Medium	Safeguarding concerns	<ul style="list-style-type: none"> • Consent for photos/videos provided on consent form / application form of Assisted Pilgrims • "Group Leaders" aware of Diocesan Social Media policy & procedures. 	

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					<ul style="list-style-type: none"> Storage of photos/videos in line with Diocesan GDPR policy and procedures, and Diocesan Social Media policy. 	
1.4	Inappropriate relationships leading to post pilgrimage exploitation	Assisted Pilgrims	Medium	Exploitation including financial exploitation	<ul style="list-style-type: none"> Code of Behaviour Vigilance by “Group Leaders” Complaints system to Safeguarding Lead 	
Premises 2.	Unsuitable venue for accommodation	Assisted Pilgrims	Low	Health and safety risk	<ul style="list-style-type: none"> All accommodation used will be in Line with French Regulations (health and safety standards) The Acceiul Notre Dame is a purpost built ‘hospital’ to cater for the Assisted Pilgrims while in Lourdes. We order special equipment like bed rails, hoists etc to keep the assisted pilgrims as safe as possible 	
2.1	Multiple group activities in location	Assisted Pilgrims	Medium	Safeguarding concerns Risk of injury	<ul style="list-style-type: none"> Supervision at all times and adequate number of “Group Leaders” and volunteers on the Pilgrimage 	
2.2	Inadequate toilet facilities	Assisted Pilgrims	Low	Breach of privacy safeguarding concerns	<ul style="list-style-type: none"> Toilets must be fit for purpose. Leaders clearly instructed around toilet procedures Disabled toilets are available, or toilets are accessible. 	
Assisted Pilgrims 3	Assisted Pilgrims wandering from the group	Assisted Pilgrims	Possibility	Safeguarding concerns	<ul style="list-style-type: none"> If any approved volunteer or family member is taking an assisted pilgrim out they have to ask permission of a leader who will keep a record of same Procedure agreed for dropping and collecting Appropriate supervision arrangements 	
3.1	Medical issue with an Assisted Pilgrim not having their	Assisted Pilgrims	Possibility	Health and safety	<ul style="list-style-type: none"> Emergency contact information for next of kin and general practitioner on consent forms. 	

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	care or medical needs met				<ul style="list-style-type: none"> • Medical information in consent forms • First aid kit available • Accident and incident form available and are completed following an accident / incident. • Next of kin notified of incident / accident • Serious accidents / emergencies: contact numbers for emergency services • Sufficient number of volunteers including doctors and nurses will participate in the pilgrimage 	
3.2	Activity is not inclusive for those with additional needs	Assisted Pilgrims	Medium	Room not suitable for those with poor mobility. Health and safety.	<ul style="list-style-type: none"> • Ensure room used are accessible to all. • Disabled toilets are available, or toilets are accessible. • Increase supervision ratios when needed. 	
3.3	Assisted Pilgrim not suited to participating, or unable to participate safely, in pilgrimage	Assisted Pilgrims & Volunteers	Medium	Harm to the assisted pilgrim or other participants	<ul style="list-style-type: none"> • The assisted pilgrims will sign an application form which, will also include information to be completed by their GP. They will also be visited at their home/place of residence in advance by a leader • Each application will be subject of a review meeting prior to formal acceptance based on medical/nursing criteria 	

Volunteers 4	Assisted Pilgrim represents risk to Volunteers	Volunteers	Low	Emotional distress to Volunteers Physical injury to volunteers	<ul style="list-style-type: none">• Appropriate medical report on fitness to participate, included in application form• Complaints policy with reporting for Safeguarding Lead	
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Post Pilgrimage Report

Outline any incidents or matters of concern, which arose. For each incident/concern outline, what actions were taken to address same.

Incident/Concern	Action Taken

Diocesan Safeguarding Website: <https://www.limerickdiocesessafeguarding.com/>

Vetting Service:

Vetting Service

vetting@limerickdiocese.org

Training Requests

Safeguarding Service

Email: finola.downes@limerickdiocese.org

Advice/Support
Reporting Concerns

Director of Safeguarding

Tel: 087 3233564

Email: ger.crowely@limerickdiocese.org