

Faith and Light



England and Wales
[Registered Charity 1063111]

Community Guidelines for Good Practice

2012

Faith & Light is an International Christian Association of people with learning disabilities, their families and friends.

Faith and Light is not a social service or a voluntary group in the generally accepted sense of the word. It is formed as communities of people with different gifts and vulnerabilities who enjoy being together. We recognise that some members of our communities need particular help and support to be safe, and cared for.

INTRODUCTION

Since 1998 Faith and Light has operated as a company and a charity, and is governed by company and charity law for England and Wales. The Trustees' (directors) role is to make sure that Faith and Light fulfil its duties as a responsible charity and company. They do this by providing guidance and support to the provincial councils for UK North (less Scotland, which is covered by the Charity Commission for Scotland) and UK South. The aim is to keep everyone safe, to ensure good practice and to help others recognise that Faith and Light is a reputable organisation.

The number of Trustees should not be less than five but no more than ten. Anyone can be proposed as a Trustee. Trustees are usually elected for a three year term of office [this can be renewed twice].

The current trustees are:

Liz Neame	UKSouth [Chairman]
Angela Glover	UKSouth
Liz Blatherwick	UKNorth
Ann Emmott	UKNorth
Glen Edey	UKSouth
Donal Lucey	UK North
Tony Wilkinson	UKNorth
Jeremy Blatherwick	[Treasurer and Secretary]

Each year every community will be asked to sign a declaration that they have done their best to follow these Guidelines. This will be done at the same time as the yearly financial statement, and the annual CRB registration check

THE GUIDELINES ARE:

- Risk assessment
- Critical Incidents
- Insurance
- Safeguarding Children and Vulnerable Adults
- Photographs and Images
- Money
- Appendices giving more detailed information and copies of forms

RISK ASSESSMENT

This can seem frightening and very technical; however it is largely about planning and common sense. It is increasingly about having evidence that you have thought about managing potential difficulties and situations and have a written plan to deal with any unfortunate eventualities that may occur. There is a checklist in the appendices that it would be advisable to complete for any activity outside the community meetings.

The following are guidelines and advice:

- Be aware that everyone has a responsibility for our own health and safety and for that of others. Behave sensibly and responsibly.
- Think carefully through all risks that could be associated with regular meetings and periodically check. For trips out, holidays etc. You should photocopy and fill out the checklist for each such event, and keep it.
- Give community members, their parents and carers full details about what is happening: a letter can be a good way of doing this. Keep a copy of such letters on file.
- If Faith and Light use public and commercial facilities (buildings, transport, churches etc) it is reasonable to assume that they have done all the appropriate safety checks.
- Using members' cars to transport people is probably the most dangerous activity that happens in Faith and Light. Insist that drivers:
 - Are qualified, insured and that their vehicles are legal and roadworthy.
 - Drive within legal limits and drive safely.
 - Take proper breaks for rest and refreshment.
 - Ensure that no one with challenging and/or difficult behaviour can interfere with the driver.
- Think if you should make a pre-visit to a new place.
- Be prepared to say **NO!** If you can't give an individual with special needs the help, care and support they need you may not be able to involve them. Saying **NO** is harder than saying **YES**.
- When you arrive at a new place ensure your key members look and walk round so they are familiar with the place and can help others.

- Be careful with small things such as placing bags and equipment so people do not trip over them.
- Hazardous/Adventure activities: properly qualified and licensed professionals should lead these. Ask for details about qualifications and licenses.
- In busy towns people can get separated from their party. Consider giving people a “getting lost” letter that they can hand to a member of the public. This could include mobile phone numbers of accompaniers.
- Be prepared to break your party into small groups in which people can support each other. Always ensure that each child and adult with a learning disability has a specified accompanier.
- Remember mobile phones, AA/RAC membership can help us get help.

Some Particular Considerations:

Clearly some people with learning disabilities will tell you what they need; others will not be able to. Some people will have non-verbal ways of indicating their needs and preferences and accompaniers will need to learn these. Children and young people also need accompaniment by responsible adults to ensure they are safe.

- **Safety:** Out and about: - traffic, strange places, coping with crowds, What degree of support does the person need? No help at all? Or a general eye kept on them or someone vigilant and with them constantly??
- **Mobility:** Stairs, uneven surfaces, escalators, getting in and out of bed, on and off the toilet, what distances can a person manage? Do they have equipment to help? Does accompanier know how to use it safely? Do accompaniers know how to move people safely?
- **Personal:** Eating, choking, diets, bathing, dressing, continence, What level of assistance does each person need? What is person’s preference for how these things are done e.g. right arm first, when putting a jumper on! Hates tea, loves fruit juice. How will they tell you they are hungry/ need the loo???
- **Money:** How much responsibility does the accompanier need to take for someone’s personal monies? Does the accompanier need to keep receipts, make an account of expenditure?

- If an incident occurs make sure that it is fully discussed with parents/carers, as soon as possible.
- Seek advice from others if necessary.

CRITICAL INCIDENTS

Sometimes despite good planning and risk assessment serious incidents do occur. The following critical incident process is to provide support to everyone involved, and to decide whether there is any learning that can be gained from such a situation that may minimise the risk of it happening again.

When an event has occurred that caused significant harm or injury to a Faith and Light member, or could have caused significant harm or injury to a Faith and Light member there is a duty of care to inform either the Provincial Coordinator or the Chairman of Trustees. If the situation is resolved this discussion should take place within 2 weeks of the incident occurring. This matter will then be discussed by the provincial team who will decide how best to support those involved and assess any learning, and send a written report to the next Trustees meeting. If the outcome is more serious then this discussion must take place as soon as possible, and meetings of the provincial councils and trustees may need to be arranged to maximise the support needed.

INSURANCE

The annual community contribution to Faith and Light pays for a limited insurance that covers public liability. This, in non-legal terms, means it is only effective if Faith and Light corporately are negligent and could be sued for a very large sum.

The policy does not cover personal accidents, loss of possessions, dropping candle wax on the church carpet etc.

Some community members may have their own private policies covering matters like this.

Sometimes Communities should take out specific insurance to cover particular activities, events and holidays.

If you go abroad ensure that you are covered for medical emergencies and possible medical evacuation back to home.

If a Faith and Light member with learning difficulties causes an accident and a negligence claim results, or a carer who is a Faith and Light member is hurt, the carer is covered by the member to member terms of our insurance policy.

If there is a possibility that a claim may need to be made on Faith and Light's Public Liability Insurance Policy

- The Community Leader should contact their Provincial Coordinator to discuss the situation as soon as possible.
- If it appears that a claim may be necessary the Provincial Coordinator will contact the Chair of Trustees/Company Secretary who will advise further after talking to our insurers.
- Do not admit liability.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

This policy outlines good practice in Faith and Light, which is aimed at:

- Preventing abuse or any other harm to a vulnerable person of any age
- Outlining what to do if someone is concerned about the safety or wellbeing of a vulnerable person.

The most important part of keeping vulnerable people safe is using your common sense and having an awareness of what is going on in your community. Communities need to know who is present. Notice strangers and new people. New people need to be properly accompanied and to really feel welcomed. Finding your way around a new group can be very difficult for people who are not confident and talkative. This accompaniment is also a gentle way of learning about new people and their gifts as well as understanding some difficulties and limitations they may have.

It is about being prepared to challenge people and behaviour that you don't feel totally comfortable about. In addition to this we need to do what is legally required

Who is a Vulnerable Person?

Children and young people – with or without disabilities

Any adult who is vulnerable by virtue of a disability, age, or illness and who is unable to guard themselves against significant harm or exploitation.

Who needs to be CRB/ISA checked?

All accompaniers, leaders and befrienders need to be CRB/ISA checked. An accompanier is any adult who undertakes a supportive role for a vulnerable person, and a befriender is any adult who contributes to the activities within a community meeting (e.g. making tea, helping with transport), or anyone going away with Faith and Light and staying overnight (e.g. Lourdes pilgrimage)

For most Faith and Light communities this means using the umbrella safeguarding systems of the church where they are based. However due to the current lack of clarity around the future requirements of CRB/ISA

Faith and Light's current policy is that each person requires an enhanced CRB/ISA check from any source.

Links with Church Protection Arrangements

As Faith and Light is affiliated to local church communities/parishes each community leader and core group member must familiarise themselves with the protection arrangements for this church.

- By attending any training offered by the church.
- By using the process for references and checks for volunteers in the church organisation and supplying the required information.
- By reporting concerns about vulnerable members to the appropriate person in the church organisation.

Faith and Light welcomes a wide variety of people with different gifts; however some people are not suitable to work with vulnerable people.

Process for welcoming new people to Faith and Light

Do

Use a member of the Core Group to accompany any new person, family or visitors.

See and take a copy of a current CRB certificate or get a CRB/ISA check (as below)

- Give the accompanier/befriender and church protection representative a "job description" (See appendices)
- Invite them to complete a volunteer application form and supply with 2 referees
- The Community Leader will link the applicant with the local Church Representative [different titles may be used in different churches]. They will provide you with a Confidential Declaration Form and check it with you. You will need to supply identification details which the representative will check.
- The Church Representative will send it to the relevant Diocese or Denomination from there it will be sent to the CRB/ISA.
- The CRB/ISA will check various data bases and respond to the Diocese/Denomination.
- If this information suggests someone is not suitable to work with vulnerable persons the Church Representative should decide what to

share with the Community Leader and decide if confidential discussion should take place with the person.

- Each person will receive a copy of their own Disclosure. Keep it safely. For most people all sections on the Disclosure will say “None Recorded”
- Each CRB/ISA will need to be renewed periodically at a period decided by your Diocese/Denomination. Good practice states that this is every 3 years.

EACH YEAR EVERY COMMUNITY WILL BE EXPECTED TO SUPPLY A LIST OF ALL BEFRIENDERS/ACCOMPANERS WHO ATTEND MEETINGS AND EVIDENCE OF THEIR ISA/CRB REGISTRATION. THIS WILL BE SUBMITTED ALONGSIDE THE ANNUAL STATEMENT OF ACCOUNTS, ANNUAL LIST OF CURRENT LEADERS AND THE COMPLIANCE WITH GOOD PRACTICE AGREEMENT.

When someone wants to join the community who has a learning disability

Do

The Core group should identify one accompanier (at least) who will get to know the person and their family or carers over time. This enables a relationship of trust to form and the development of understanding about the vulnerable person’s emotional and practical needs.

Do Not

- Allow new people to accompany vulnerable people alone or to give personal care without supervision.
- Leave young people under 18years with sole responsibility for a vulnerable person.

Friendships and Sexuality

Do

- Be aware that adults and young people with learning disabilities have sexual desires

- Use appropriate and sensitive language
- Remember that physical touch can sometimes be misinterpreted, no matter how well intentioned.
- Encourage everyone to say if they are unhappy or worried about attitudes or behaviour of someone in the community.
- Think about the gender, age of companions e.g. a 17 year old woman should not be asked to support a male adult (young or old!) with personal care.

Do Not

- Behave in ways that treat adults like children
- Encourage adults to disregard “acceptable norms” of social behaviour. This diminishes them and excludes them.

PERSONAL SAFETY & CARE

Do

- Make sure each child and person with a learning disability has the right number of companions. (This may vary according to the activity) Companions must take time to learn about what is essential to keep the person safe and well.
- Listen to parents and paid carers who know the person well. (For children it is essential to gain parental permission)
- Consider whether an activity is suitable for each person with a disability.
- Try to reduce risks by forward planning and finding out about facilities and dangers in new places.
- Take “time out” with someone who is becoming stressed or over excited.

Do Not

- Be tempted to say yes to everyone when planning community activities.
- Take people on events without the right number of companions who have the ability and necessary knowledge to accompany a person well.
- NEVER assume that another community will be able to provide yours with companions.
- Allow the community to grow too big (50 is the maximum proposed in our Charter)
- Don't invite people with learning disabilities to join the community without knowing the community can provide or find companions.

Health & Medical:

Everyone going away with Faith and Light should complete a medical form(see appendices).

Everyone under 18 going away with Faith and Light should have a signed emergency medical consent form signed by their parent or guardian (see appendices).

Some people and adults with learning disabilities will take care of their own medication. Some people will need the help of their accompanier.

- The named accompanier must visit the child/adult before an event/trip to discuss needs and ensure they have a good understanding of what the vulnerable person might need from them whilst away.
- One copy should be retained by the owner [or their accompanier], and a second copy given to a designated person (preferably with some first aid knowledge). This information is highly confidential and should be returned to the person on return home.
- Accompaniers should always have an emergency contact number when away from home with a friend who has a learning disability or if they have responsibility for a child.
- All medicines should be kept in a safe place.
- Accompaniers should only administer what is recorded on the pharmacy label- we should not take verbal instructions from parents or carers when these differ from what is on the label.
- Some health conditions require additional medication to be taken as needs arise. This requires a judgement. Parents and carers need to carefully describe when such medicines may need to be given.
- Some health conditions e.g. epilepsy, asthma can become acute and dangerous. We need to have the necessary information and skill to recognise when expert medical help is needed.
 - It is advisable that a family member or other regular carer is one of the accompaniers in such circumstances.
- A well maintained First Aid Kit should be to hand. At least one person in the community should undertake some First Aid Training and keep it up to date.

In the event of an accident or injury:

When we accompany people and need to seek necessary medical attention we should give medical personnel the Medical Information form [See appendices].

- Decisions to treat an injury or illness can only be made with an adult patient's consent.
- If the person is unable to give consent because they do not understand, the doctor has to make a "best interests decision". S/he may seek the companions' views; in non-emergencies s/he could use contact information on the Medical form to help make a more rounded judgement.
- If the person is unable to give consent because they are too ill or unconscious doctors should make decisions based on duty of care to preserve life.

Whatever the situation Faith & Light companions cannot sign medical consent forms on behalf of adults with learning disabilities. Companions of children and young people may be required to sign medical consent forms, in some circumstances.

RESPONDING TO CONCERNS OR DISCLOSURES

Faith & Light must recognise that adults with learning disabilities and children can be harmed by some people. Sometimes this harm is called "Abuse": Here are some examples:

Physical:	Kicking, slapping, restraint, nipping
Financial:	Taking money or possessions without consent or understanding
Sexual:	Sex without consent; wrong touching, exposure to pornography
Psychological:	Threatening, name-calling, bullying, undermining, coercing
Neglect:	Failing to provide necessary care, isolation, not getting medical attention
Institutional:	Any of the above in a care setting. It usually means the standards of care are poor

Abuse may be deliberate or unknowing; passive or active, a one off incident or something which is repeated. It may be recent or have gone on for years.

Anyone can harm an adult or child; - a parent, a Faith & Light member, a person with a disability, a member of staff, a family friend or neighbour etc

Abuse is ill treatment, which results in significant impairment of physical or mental health, or of physical, intellectual, emotional, social or behavioural development.

There are four ways information might come to you:

- Any child (i.e. anyone under 18years old) or an adult with a disability may tell you something that makes you concerned
- It may be that you notice signs of harm, injury or neglect.
- You may be told something by another person who has witnessed the abuse,
- The person causing harm may tell you something

Do

- Listen to the person carefully.
- Allow the person to tell their story, without interruptions, or prompts.
- Be careful not to jump to conclusions.
- Appear calm. Don't show that you are shocked.
- Reassure the person, that they have done the right thing to tell you.
- Tell them you take what they are saying seriously.
- Write down what you have been told as soon as possible afterwards.
- Date and sign anything you write down.

Do Not

- Press the person for lots of details.
- Make promises you can't keep.
- Promise to keep what they say a secret.
- Discuss your concern with the person who may have harmed the adult.
- Tell anyone who doesn't need to know.
- Try to investigate or search for evidence.

WHAT TO DO NEXT

- Write down your concerns, what you have been told, or seen. Be factual, and concise.
- You must share the concern with an appropriate person. Tell your church protection representative.
- This representative will help decide what steps should be considered to protect the vulnerable person, investigate the concerns further and whether to contact Social Services or the Police.

- The Community Leader/Chaplain must inform the Provincial Coordinator or Chaplain who will in turn alert the Chair of Trustees.
- If an abuse investigation begins, The Provincial Council, Chaplain/Chaplain/Chairman of Trustees will delegate an appropriate person from Faith & Light to support the Community. Together we look at ways to respond to the hurt and uncertainty and accompany all those affected.

It is important to remember

- Don't let alarm at abuse cloud common sense. Some concerns can be put right gently and quickly.
- Don't share personal information with any one who does not need to know.
- Some adults with learning disabilities will be able to make their own decisions about what they want to happen next. We must listen and take notice of them. Sometimes we may not agree with their decision or view but this does not give us the grounds to override them.
- Sometimes adults will be unable to make choices or decisions about certain matters, e.g. because they do not understand the issues or risks.
- **All suspicions or concerns about harm to a child (i.e. anyone aged 18 and under) must be reported to your church protection representative or Social Service.**
- There may be times when, whatever the adults views on what should happen about an abuse concern, it may have to be investigated e.g. if the person suspected of the abuse has access to other vulnerable people (a Faith & Light member, a health or social worker, a teacher, etc.

Photographs and Images

Everyone enjoy photographs, videos and other images. They can have great value in our Faith and Light Communities:

- They can help recall what we have done.
- People enjoy receiving them as little gifts.
- Professional carers sometimes welcome them as records of the achievements of their “service users”.
- They can help portray our work to the wider church.

However we need some guidelines:

- Ask your Core Group and Community for their advice and permission before taking any photographs.
- If any individual expresses reservations suggest only take images that do not include them,
- Do not take any images that could be described as being suggestive or might cause embarrassment.
- If images are to be used in formal publicity get consent in writing. (See form in appendices)
- Before taking photographs of children obtain permission from their parent’s
- When displaying photographs of children or vulnerable adults never put their names next to their image as they are unable to give true consent.

MONEY

Money is just obviously just one of the things necessary to enable Faith and Light to fulfil its mission. It is important to maintain the quality of the mission and always keep money in its rightful place.

The Charity Commission has very strict rules about how we handle money, but these rules are designed to help charities to keep their affairs in good order.

Each community must:

- Have a Community treasurer who may not be the same person as the community leader.
- Have a Faith and Light bank or building society account with at least two signatories and ensure that interest is paid gross on such accounts.
- Keep financial records for at least three years.
- Bank cheques and cash as soon as possible and keep receipts.
- Complete a Statement of Accounts and Registration Form (see appendices) for each year and submit to the Provincial Treasurer by the end of February. Please send separate cheques for subscription and solidarity payments. **IT IS VERY IMPORTANT TO STICK TO THIS TIME SCHEDULE.**
- Notify the Provincial Treasurer of any accounts opened, closed, or change of signatories.
- Provincial accounts will be submitted to the Charity Commission and to Companies House as required.

Faith and Light

Appendices

APPENDICES

These are a series of forms and documents designed to help Leaders of Faith and Light Communities and Organisers of Faith & Light events capture information which will help safe accompaniment.

- Checklist on Health and Safety [Risk Assessment]
- Annual summary of Accounts Form
- Annual registration Form
- Medical Information
- Letter to carers
To be used when going away from the communities home base. The Community leader should ensure that each person with a disability and each young person under 18 has an accompanier. The accompanier/s should ensure the form is completed and make sure they know as much as possible about how to accompany their friend.
- Consent Form
To be completed by the parents/legal guardians of any young person under 18years old, who is going away with a community. The accompanier should ensure that they understand how much independence a young person may be allowed. Does their parent expect 24hour accompaniment by an adult, or can the young person safely do some activities without adult supervision?
- Photograph consent form
- Accompaniers Responsibilities.
To be given to new accompaniers and your Parish/Church Protection representatives. This form will help them with their job of checking all volunteers.
- Accompanier Registration Form
To be given to new accompaniers, its self explanatory.
- Useful Contact Numbers
A reference for use in the event of there being a concern about the wellbeing of a child or vulnerable adult. Leaders will need to find their local numbers

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Checklist on Health and Safety

Please fill in and keep. For places you use regularly it is only necessary to fill in periodically.

	YES	NO
Details given to members, carers etc.	—	—
Brief your own drivers on safety.	—	—
Do you need a pre-visit?	—	—
Are there people you need to say NO to?	—	—
Check licences/qualifications for hazardous activities.	—	—
Do you need to give people a “getting lost” letter?	—	—
Do you need to seek advice from others?	—	—
Are you insured?	—	—

Add any other notes or details.

Signed.....Date.....

Risk Assessment Checklist for Larger Gatherings

This risk assessment is intended for use at events where several Faith and Light groups meet for a day, or part of a day, in a church, church hall or similar premises. Where Faith and Light use such public facilities, it is assumed that the church or hall letting organisation has done an appropriate building based risk assessment with safety checks.

This document is intended to cover any further action necessary because of the number of people with learning/physical disabilities who may be present.

People with learning disabilities may be vulnerable because they may be unable to recognise everyday hazards and may have communication difficulties, including being unable or slow to communicate distress.

Hazard	Who might be harmed and how	Essential Preparation by the Event Organiser	Essential Preparation and Action for Community Leaders
Slips, trips and falls	Anybody Minor to significant injury	Check:- All walking surfaces are in good order- note any uneven surfaces There is appropriate ramping for wheelchair access. Note if any areas do not have ramping Ensure spillages are cleaned immediately Cars and drivers are available to transport to A & E if necessary Communicate to Community leaders what the environmental limits and risks are	Designated volunteers (accompaniers) know how to use individual wheelchairs and other walking aids Community leaders and accompaniers will monitor hazards and report as necessary to event organiser Inform event organiser of any community member attending event with mobility difficulties. In situations where the mobility needs of an individual cannot be met at the event the Discuss this with that person and determine whether or not it is wise for them to attend.
Vehicle movement in car parks	Anybody Minor to fatal injury	Ensure car park marshals are available at key times of arrival and departure	Ensure that everyone is accompanied avoid any one who is unsafe going to car park unsupervised.
Fire	Anybody Minor to fatal injury	Check that premises have correctly signed emergency routes Nominate volunteers to be marshals in the event of a fire. Explanation of emergency routes to gathering at the beginning of proceedings	Ensure that everyone is accompanied and those that need it are supervised Know exactly who is in their group in the event of a fire call Ensure that any member of the community who leaves the building inform them
Managing	Anyone		Ensure that those attending

continence	Distress	<p>Check Toilets are well signed and whether an Accessible toilet available</p> <p>Check whether there is facility available for people who need to change whilst lying down</p> <p>Advise community leaders of facilities</p>	event are aware of facilities available and that they can manage with what is available.
Weather conditions for outside activities	Anybody Sunburn, blisters, heatstroke, dehydration	<p>Advise community leaders of what to bring, what the activities of event will include</p> <p>If extreme weather conditions are likely event organisers should ensure that</p>	Ensure that all members of the community know what the event involves and what they are advised to bring.
Safeguarding issues Disclosures of abuse	Vulnerable people and accompaniers Minor to serious distress and/or injury	Ensure there is a designated person to co ordinate response to any safeguarding issues that arise at the event.	Ensure they have emergency contact numbers for all community members Reports any matters of concern to the designated safeguarding person

Critical /safeguarding incidents

When an event has occurred that caused significant harm or injury to a Faith and Light member, or could have caused significant harm or injury to a Faith and Light member, the Provincial Coordinator should be informed.

She/he will check that all necessary steps have been taken to safeguard the person

Consult with sources of expert sources of advice as needed.

Offer practical support/advice as needed.

The Provincial coordinator will request a summary of events and actions from the person/community responding to the concern

This will be shared with Provincial Team to consider what if any lessons can be learned

This report will be shared with the Chair of Trustees in anonymised form within 2 months of the incident occurring

In the event of a major incident which is likely to be of immediate public concern the Chair of Trustees will be informed immediately

Risk Assessment Checklist for Individuals

This risk assessment is intended for use at events where several Faith and Light groups meet for a day, or part of a day. Where Faith and Light use public facilities, it is assumed that the church or hall letting organisation has done an appropriate building based risk assessment with safety checks. This risk assessment is a tool to assist community leaders with their planning – not everything will be applicable to every event. It is assumed that event organisers will communicate with community leaders to ensure they know what is entailed in the day. People with learning disabilities may be more vulnerable because they may be unable to recognise everyday hazards and may have communication difficulties, including being unable or slow to communicate distress.

Hazard	Who might be harmed and how	Measure to reduce risk-Community Leader will-	Measure to reduce risk-Community Leader will ensure:-	Monitoring of hazards
Slips and falls	Anybody especially those with mobility difficulties Minor to significant injury	Check with organiser of event:- Is there ramping/lifts for wheelchair access? Are there steps/uneven ground? Distances to walk?	Each person has sufficient designated companions who can assist the person That designated companions are familiar with & able to operate wheelchairs/walking aids	Community leaders and companions should monitor hazards throughout visit and report as necessary to event organiser
Manual handling	People attempting to lift others or being lifted by others Minor to significant injury	Should only be attempted by trained and confident people - if not available in emergency ambulance should be called	Companions need to be sufficient and capable to transfer/move a person safely family/carer or other if needed Know how to operate hoists, other aids to moving and handling if needed Receive instruction on how to do this if needed	As above
Sudden illness Injury	Anybody but especially people with a pre-existing condition Minor to fatal injury	Designate a person who will hold a master list of community member names and emergency contact numbers Designated person who carries a first aid kit	Designated companions have current medical information & emergency contact number Provincial council will work with community leaders to ensure First Aiders are present	As above
Medication		Ensure up to date medical information is collected by	Designated companions have current medical	As above

		designated accompanier	information/consent form if needed & emergency contact number Accompanier knows the occasion to use prn medication,	
Fire	Anybody Minor to fatal injury	Know who is in their group & in the event of fire report to event fire warden to let them know whether members are accounted for	Accompaniers familiarise themselves with emergency exits, fire refuges, and assembly points	As above
Difficult behaviour, Acute anxiety	Anybody Distress or minor to significant injury	Check what activities are entailed in an event:- Duration of the day Travel arrangements Is there space and opportunity for quiet space? Consider with accompaniers whether a person will cope with a particular activity/event If the activity is felt to be unsuitable for a person this will be explained Should be confident to say No you cannot come this time to someone whose behaviour cannot be managed and either they or others are at risk	Designated accompaniers:- understand what stresses or upsets a person What settles and calms a person Accompaniers discuss with person/family carers/ community leader etc strategies for managing difficult behaviour & how to help the person cope	As above
Wandering off, getting lost	Anyone Distress, injury or theft	Everyone carries an ID & mobile contact number with them so that there is a possibility of contacting the	Sufficient designated accompaniers for those likely to wander off and/or be unable to orient themselves/seek help	As above

		community leader/ accompanier Obtain maps if appropriate- If appropriate give community members a card with address office contact of place where event is being held Gives clear instructions to Community members about places/times of departure from an event	in a strange place Accompaniers carry a mobile phone.	
Diet & Food Allergic reactions Choking	People with eating problems, allergies Minor to fatal injury	Check what special arrangements are available at the event for people with particular dietary needs. Inform accompaniers so if necessary they can make alternative preparations	Designated accompaniers know the level of assistance a person needs & what to do if there are problems Bring essential food items if they are unavailable at the event	As above
Managing Contenance	People with communication difficulties Distress	Check what toilet facilities are available at an event – whether there are disabled facilities/ changing rooms	Designated accompaniers know the level of assistance needed for toileting Accompaniers bring necessary aids	As above
Weather conditions, Travel away from home	Anybody Discomfort, Sun burn, Hunger etc	Check what is likely re weather conditions, activities Advise community members what is needed to protect them against weather e.g. sun cream, hats, water, -- or even rain & thermal gear!!! What might be needed for comfort, meals etc	Designated accompanier assist person – advise family/carer to ensure person has what they need for the event So they are comfortable, and protected	As above
Loss of belongings, money	Anybody Distress	Liaise with event organiser in the event of lost	Accompaniers know level of assistance person need to	As above

documents, valuables		<p>belongings – they might be traced.</p> <p>For overnight stays, advise community members to use hotel safes for valuables</p>	<p>manage their belongings safely. If accompaniers are to manage money for a person the accompanier should keep a record and return this to the carer/family on return home. Report anything suspicious to police immediately.</p>	
<p>Safeguarding issues Stranger danger Disclosures of abuse</p>	<p>Vulnerable people and accompaniers Minor to serious distress and/or injury</p>	<p>Ensure vulnerable people are adequately accompanied Ensure volunteers are able to recognise abuse and listen to disclosures Ensure volunteers are able to report safeguarding issues to community leader</p>	<p>Report to designated person</p>	<p>Designated person will take action as necessary</p>

Critical incidents

When an event has occurred that caused significant harm or injury to a Faith and Light member, or could have caused significant harm or injury to a Faith and Light member, there is a duty of care to inform either the Provincial Coordinator or the Chair of Trustees.

If the situation is resolved this discussion should take place within 2 weeks of the incident occurring. This matter will then be discussed by the provincial team who will decide how best to support those involved and assess any learning, and send a written report to the next Trustees meeting.

If the outcome is more serious then this discussion must take place as soon as possible, and meetings of the Provincial Council and Trustees may need to be arranged to maximise the support needed.

COMMUNITY NAME

.....

NAME OF COMMUNITY LEADER	ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
NAME OF COMMUNITY TREASURER	ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
NAME OF COMMUNITY BANK ACCOUNT	ADDRESS OF BANK	BANK SORT CODE	BANK ACCOUNT NUMBER
NAME OF ALL BANK SIGNATORIES	ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
NAME OF ALL BANK SIGNATORIES continued	ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
DAY AND TIME OF COMMUNITY	VENUE		

We are aware of the Faith and Light Guidelines for Good Practice and continue to do our best to implement them in our Community.

Signature: Community Leader

.....

Statement of Accounts for the year ended 31st December 20...

Opening bank balance At 1st Jan 20	£	Bank Code Acct No	
INCOME		EXPENDITURE	
Donations/subs (use separate sheet if necessary)	£	Annual community subs to Province	£
	£	Solidarity payments Through "Province"	£
	£	Telephone	£
	£	Petrol	£
	£	Postage	£
	£	Others: please specify	£
	£		£
	£		£
TOTAL	£		£
Fundraising (use separate sheet if necessary)	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
SUB TOTAL	£		£
OTHER INCOME (please specify)	£		£
	£		£
TOTAL INCOME	£	TOTAL EXPENDITURE	£
		Closing bank balance at 31 Dec 20...	£

I certify that this is a true record of our accounts for the year ending 31 December 20...

Signed: -

Leader Treasurer

.....

COMMUNITY:

.....

COMMUNITY LEADER:

.....

ADDRESS.....

.....

.....

COMMUNITY TREASURER:

.....

ADDRESS:

.....

.....

Dear Pilgrim,

When you are on pilgrimage we hope you will have a good time and keep well. Your friends and the organisers will do everything possible to ensure that this happens.

Sometimes people become unwell, accidents can happen, we lose our tablets! It can be difficult to remember everything about our health. Some people are unable to say very clearly what they need to keep well and need someone to help them.

In order to prepare you are asked to follow the advice in this letter

Attached are 2 forms which will help us know what to do in an emergency.

1. The Emergency/Medical Form

- Everyone should complete page 1 of the form
- Please complete the whole form if you are taking medication or have any medical condition,
or if you need your Faith and Light friend to help look after your medication or give it to you whilst you are away.

2. Under 18s consent form

- To be completed for those under 18 if they are not to be accompanied by their parent/guardian.

Filling in the Forms

- You can complete it yourself or ask whoever you live with to do it for you e.g. your carer, parent, a member of staff

- Your Faith & Light friend who is accompanying you should talk to you and your carer to make sure that s/he understands everything on the form and finds out about anything that will help you stay safe and keep well whilst you are away.

What Happens to the Forms?

- You must bring it with you!!!!!!
- Keep a copy for yourself
- If you have an accompanier make sure they have a copy
- Give a copy to your community leader or the person they designate to look after the forms
- The forms should be given back to you after the pilgrimage.
- The forms should not be given to anyone else in Faith & Light

When will the forms be used?

- If you became ill or injured and needed medical treatment and could not explain things your Faith & Light friend will show your form to the doctor or whoever is treating you. This will help the doctor decide what treatment is best for you.

Depending on the circumstances this may include surgery, a general or local anaesthetic, additional medication.

- In the event of a serious illness your Faith & Light friend would also contact your emergency contact to seek advice.

Passports: Please ensure everyone travelling has a passport that is in date by 6 months of time of travel

E 1 11 European Health Insurance Card

Everyone travelling on the pilgrimage must have one of these. There are 3 ways to apply for one;-

- Online <http://www.e111.org.uk/>
- Go to a Post Office for an application form
- Telephone 0845 606 2030

Other information about your care

There may be lots of other care needs which your Faith and Light friend needs to know about to help you enjoy your time away and stay safe. If you are unable to understand or explain to what needs to be done it is important that your carer/parent tells your Faith and Light friend.

Some things that might be important:

- Likes & Dislikes eg food, noise,
- How you cope in strange places, with traffic, in crowds, finding your way around
- What makes you unhappy, unwell, anxious, and how you tell us when you feel like this.
- What helps to calm and relax you?
- How much help do you need to manage your money, and other belongings?
- What help do you need to get dressed, to bathe, to eat and drink etc and do you like things done in a certain way?
- On the booking form we will ask questions about your mobility and care needs so that we get room allocation/sharing and travel arrangements right.

With every good wish and prayers that you will have a happy, healthy pilgrimage and return home safely, full of joy and good spirits!!

Faith & Light - Medical/Emergency Information – Strictly Confidential

Name: _____ **DOB:** _____

Address: _____

_____ **Telephone:** _____

Person to Contact in an emergency: _____

Telephone: _____

Name & Address of GP: _____

_____ **Telephone:** _____

Brief details of any medical condition/s

**Any other information that will help keep you well or be useful in an emergency:
eg allergies, dietary requirements, type of sun cream to be used (please supply)**

Do you need assistance to take care of or administer your medication? **YES/NO**

If “yes” please describe what help should be given.

Regular Medication. Ask your pharmacist for a print out and attach to the form (if you have this it is unnecessary to write everything out below)

Name & Dosage	Frequency & Times	Method	Any other instructions

Continue on a separate sheet if necessary

Medication to be taken occasionally or as needed. Attach a pharmacy print out if you can AND please explain the exact circumstances when this medication should be used.

Name, Dosage, Method	Instructions on when this should be used

Continue on a separate sheet if necessary

Form Completed by _____
If completed on behalf of someone else please state your relationship

Signature

Date

Relationship

A consent form must be signed by the parent/legal guardian of anyone under 18 years old., and attached to this Medical Information Form.

Faith & Light - Parents/Guardians Consent Form

Event:-

To be completed by the parent/legal guardian of a young person (under 18 years old) when the parent/guardian is NOT accompanying their child. It should be attached to Medical Form

NB This applies to all young people, not just those who have a disability

Name of Child/Young Person _____ DOB _____

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

Emergency Contact Number/s:

Name of Responsible Person: _____ -

- I am willing for the above named child/young person to participate in the above event.
- I have provided The Responsible Person all necessary information about health and care needs. Completed Medical Form is attached.
- In the event of illness or injury I am willing for the above child/young person to receive the following treatments as advised by the attending medical practitioner:-
 - Any necessary medical, surgical or dental treatment.
 - An anaesthetic (general or local)

I understand that in the event of any emergency "The Responsible Person" will make efforts to contact me to seek advice.

- ***The above named young person is capable of making his/her own decisions on the above matters. (Please delete if this does not apply)***

Signature of Parent/Legal Guardian: _____

Date: _____

Photograph Permission Form

There are many occasions e.g. fiestas, barbeques, pilgrimages and fundraising events where videos and photographs of Faith & Light communities are taken.

These may be used for publicity purposes, such as our own website, where news of all community activities will be posted.

Please indicate below whether you do, or do not, approve of your photograph being used for this.

Name of Community :

Name of Member :

I am happy to permit my photographs to be used in formal publicity material

I am happy to permit my photograph to be used on a website.

I am happy for my photograph to be used for personal use.

I do not wish my photographs to be used

(please tick)

Signed:

Faith & Light Accompanier Registration Form

Faith & Light Community
Leaders name & address
Tel no

Dear

We are pleased you wish to be part of our Faith & Light Community.
Please find attached a leaflet that tells you something more about Faith & Light and about our community.

We now ask you to complete the short form below. The reason for this is:

- For our community records so that we can contact you when necessary
- To give a copy to our church protection officers. They will write to you in due course and request you provide references, and complete a criminal records check. This is now a requirement of the state as part of measures to protect vulnerable adults and children.

Your Full Name _____

Your Home Address

Tel _____

Name of your Home Parish -

Name & Address of Your Priest/Minister _____

Faith & Light Accompanier Description of Responsibilities and Duties

Please find attached a leaflet that explains something about Faith and Light and our Charter.

There are 3 broad areas of responsibility for accompaniers:-

1. Accompanying Vulnerable People

Accompaniers are people who spend time with adults and children, some of whom may have disabilities.

- At monthly meetings with all community members
- Occasional days out, holidays, weekends away with other community members
- Participating in parish events and services
- When friendships develop the accompanier may make arrangements to meet his/her friend with a disability on other occasions e.g. in their home, other social activities.

Some accompaniers may need to help some people with personal needs such as: going to the toilet, to manage money, to get dressed, to eat etc

Accompaniers need to safeguard vulnerable members by sharing responsibility for their safety. Accompaniers will be asked to befriend one particular vulnerable member of the community and undertake particular responsibility for their well being. (This accompaniment will be shared with at least one another person when it entails personal, intimate care)

Accompaniers should have openness to learning from people with disabilities, rather wanting to always do things for them.

2. A Community Member

Willing to participate in the monthly community meeting
Able to listen to others and see the gifts of others.

3. Christian Values

It is not essential for accompaniers to be Christians. However accompaniers should recognise that our Charter is founded on love of Jesus and our reason for being is to create community as He did.

Useful Emergency Contact for Faith & Light Communities

These numbers are also useful to give vulnerable people and their parents/carers as they could use these numbers themselves

Faith & Light Country _____
Community _____

Faith & Light		Church Protection Officers	
Name/s	Contact Number/s	Name/s	Contact number/s
Provincial Coordinator/s	1. 2.	Parish Officers	
Provincial Chaplain		Diocesan/Regional	
Vice Provincial Coordinator			
Chair of Trustees			
Social Services			
<p><i>They are all organised differently! Ultimately they have statutory responsibilities for the protection of children and are required to have arrangement in place the protection of vulnerable adults.</i></p> <p><i>As a rule there are 2 points of contact Adults/Older People and Children. Sometimes there is a single Help Desk in a local authority which will route you to the team you want.</i></p> <p><i>When you phone you will need to be clear about the age of the person concerned, and where they live as sometimes teams are organised into districts.</i></p>			
Department	Contact Number	Department	Contact Number
First Contact		Out of Hours <i>i.e. emergencies at weekends, or after 5pm on weekdays</i>	
Older People over 65s			
Adults 18 -65s			
Children under 18s			

The Commission for Social Care Inspection Local Office:

Regulates Residential/Nursing Homes and Home Care Agencies, and some Children's Services

The Commission will deal with complaints and queries about these services.

National Confidential Help lines;

Childline	0800 1111	Womens Aid	08457 023 468
Action on Elder Abuse	080 8808 8141	Male Domestic Violence	01744 454290
Respond <i>for people with Learning Disabilities</i>	0808 808 0700		

Faith and Light have a charter and constitution which are very helpful in understanding how Faith and Light works, and what is important to the organisation. These are available from your Provincial Coordinator.