



The Shrine of  
Our Lady of Walsingham

# Safeguarding Checklist

For events with  
Children and Young  
People



# ABOUT

WCTA Ltd (The Anglican Shrine of Our Lady of Walsingham) is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation. WCTA Ltd acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Attending a residential stay or large event is one of the most memorable occasions in the lives of children and young people.

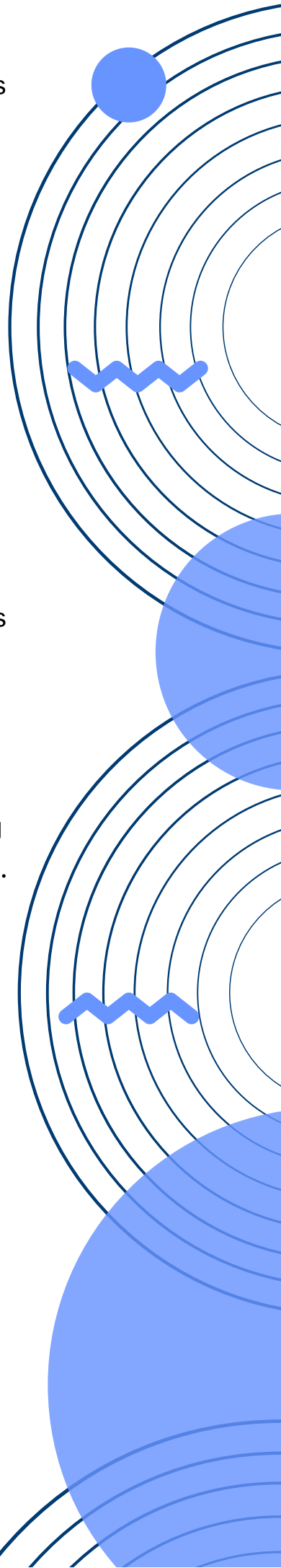
For many it is a wonderful opportunity to go away with others and also to form new friendships. Coming to the Shrine of Our Lady of Walsingham offers a chance for the Christian journey to begin or strengthen in a supportive environment.

However, these types of events hold a range of safeguarding challenges and issues that must be thought through carefully.

As with any activity that takes place, especially away from home it is vital that sufficient preparation takes place.

It is very important that you have ensured that everything on the checklist has been acted upon and that it is signed and returned to the Shrine by the day stated on the event letter. Failure to do so, by the date requested, will mean that your group will not be allowed to take part in the event.

Please complete and return to: [schools@olw-shrine.org.uk](mailto:schools@olw-shrine.org.uk)  
Caroline Ward (Schools and Young Pilgrims Officer)  
The Milner Wing  
Walsingham  
NR22 6BP



# CHECKLIST

Please read each section carefully and then tick to show that it has been undertaken. Complete any further information if necessary. The checklist must then be signed by the group leader and also the named person responsible for safeguarding for your parish.

Name of parish group \_\_\_\_\_

Name of diocesan group (if applicable) \_\_\_\_\_

Name of group leader \_\_\_\_\_

Names of adult helpers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The leader of the group and all adult helpers (anyone over 18) have undergone a DBS check within the last 3 years through the diocese. They have been issued with clearance certificates which have been personally seen by the safeguarding officer for the parish.
- A safer recruitment process has been followed for all staff and volunteers attending with the group.
- All adult leaders and helpers have attended training in Safeguarding from the diocese within the last 3 years.
- The Shrine's and the parish's safeguarding policy has been read by all adult leaders/helpers.
- All adult helpers/leaders have undertaken relevant training in order to work with children and young people.

- The group has an appointed person for safeguarding during the event and all children and young people know who they can go to if there is a problem.
- The Shrine's consent and medical forms have been completed for all participants who are under the age of 18. **(Parish/diocese consent forms will not be accepted).**
- A risk assessment has been completed, including for the times when young pilgrims are off site, and shared with all adult leaders (also a copy has been sent to 'Affinity Events' if attending the Youth Pilgrimage.)
- The Shrine's 'Health and Safety' guidelines have been read by all leaders/helpers.
- The Shrine's 'Health and Safety' guidelines will be followed, **including the route up to the Roman Catholic Shrine along the Pilgrims Way, which avoids the very dangerous road with no pavements.**
- The Shrine has been informed of any relevant concerns about any of the children/young people that they need to be aware of and informed of any participants who do not have permission to be photographed.
- There is at least one adult member of the group who has undertaken the relevant first aid training.

**To be signed by the group leader:**

I confirm that all of the above points have been read and acted upon. I have read and will be guided by the Shrine's Safeguarding policy during the event.

Group Leader Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**To be signed by the named person responsible for safeguarding for the parish:**

I confirm that all of the above points have been read and acted upon.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_