

# **The Irish Pilgrimage Trust**

## **Room Sharing Policy**

Version 01<sup>st</sup> February 2018

The following is a policy statement on room sharing arrangements for the guests and carers of The Irish Pilgrimage Trust. This policy applies for the annual pilgrimages to Lourdes/Hosanna House and friendship weeks to Kilcuan/Cois Cuain.

The Trust takes cognisance of the following when issuing this policy.

- a) The variety of accommodation available to various groups.
- b) It acknowledges the fact that groups are restricted in many cases by the accommodation available to them.
- c) It acknowledges the wishes of parents in relation to room arrangements.
- d) It acknowledges that the Trust has a duty to protect both our guests and our carers.

**It is The Irish Pilgrimage Trust's policy that guests and carers do not share rooms.**

### **General Principles**

1. The overriding principle is to ensure that all pilgrims are safe at all times.
2. The Group Leader must use her/his best judgement, based on information received, when allocating carers and guests to their rooms.
3. The room sharing arrangements must be organised in such a way as to provide the best safety to both guests and carers given the accommodation layout available in that particular hotel.
4. A record must be kept of what room each guest and carer occupied during the week and this must be returned to HQ in the Safety Matters and Forms Booklet.
5. If a Group Leader is uncertain about how to implement these procedures for a given set of circumstances, they should contact either the Trust Designated Liaison Person or the Trust Safety Officer and seek further guidance.
6. It is important that Group Leaders and Carers be aware and alert to the possibility of guests bullying or intimidating other guests. Any such instances should be reported to the Group Leader and recorded on an incident form.
7. When selecting the guests for the group, the Group Leader should bear in mind the layout of their particular hotel and the mix and skills of the carers. If the group is not expecting to have additional carers (doctor, cyclist, students) the Group Leader may have to change the carer/guest ratio to ensure the guests can be fully cared for at all times during their time away.
8. When making a pre-Lourdes home visit the room sharing arrangements should be explained to the parents/guardians.

## **Room Arrangements**

1. It is Trust policy that no carer should share a room with a guest
2. Under no circumstances should a carer put themselves in a situation where they are alone with a guest but should the situation arise whereby a helper unintentionally finds himself/herself alone in a room with a guest, a record must be made as soon as practicable of the date, time, reasons and duration spent alone. The Group Leader must be informed and he/she must record this on an incident form.
3. If an extra bed is brought into a two or three-bedded room, the risk assessment should confirm that this has not compromised health and safety standards.
4. Group Leader should ensure suitable matching of age, physical and learning abilities.
5. There should be only one fulltime wheelchair user per room where practicable.
6. If considered necessary, the Group Leader, in conjunction with the carers, should establish appropriate night supervision that may involve carers being on duty for part or the whole night. The Group Leader should ensure that they have adequate carers to facilitate supervision and that all carers are fully aware of their involvement.
7. If night supervision is considered necessary, the following is recommended:
  - a. There should be four carers on night-duty operating a rota system whereby two carers are “on duty” and two carers are “on stand-by”.
  - b. The carers should comprise two female and two male (except in an all male or all female group).
  - c. Group Leader/carers should inform the guests who is on night duty each night.
  - d. Detailed planning is required to ensure there are enough carers available during the day to cover for the carers involved in night duty.
8. Room Occupancy forms must be completed and returned to HQ.
9. Student carers aged under 18 years must not share with adults or guests.
10. A student carer aged under 18 years may share with another student carer aged over 18 years in circumstances where they:
  11. Have the permission of the Trust Chairperson
  12. Have written consent from the parents/guardians of the student carer who is under 18 years.
13. Parents/guardians who are travelling with their children may share a room with their children.
14. Guests aged under 18 years must not share with guests over 18.
15. Any further exceptions must be approved by the Board of Trustees.