

# SAFEGUARDING STATEMENT FOR VULNERABLE ADULTS

Document ref: ECP1  
Date: March 2021  
Review Date: March 2024



**CURSILLO**  
IN THE  
DIOCESE OF ELY

Our Safeguarding Officer is: The Revd Olivia Coles  
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01223 833128 / [revolivia.coles@gmail.com](mailto:revolivia.coles@gmail.com)  
Our Safeguarding Administrator: Ms. Jen Forester  
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07801 070860 / [jenny.forester@gmail.com](mailto:jenny.forester@gmail.com)

Ely Diocesan office

**Safeguarding Duty Phone: 01353 652747**

Diocesan Safeguarding Officer- Sarah King  
E-mail: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)  
Tel: 01353 652735

ELY CURSILLO in the Diocese of Ely is committed to safeguarding all those who attend an Ely Cursillo Weekend and other activities within the Movement. We have adopted The Church of England Promoting a Safer Church Safeguarding Policy Statement for Children, Young People and Adults. We seek to create a culture where everyone is included, respected, listened to, and taken seriously.

We have adopted the following training requirements for members of the secretariat and weekend staff. Core safeguarding learning pathways are now, Basic Awareness(BA), Foundation(Fd) and Leadership(L) modules

Lay Director	BA & Fd
Safeguarding Officer	BA, Fd & L,
Other members of the Secretariat	BA
Safeguarding Administrator	BA, Fd
Weekend Staff	BA

This broadly reflects the training requirements set out for a PCC on the Parish dashboard system adopted by Ely Cursillo.

We follow recommended safeguarding practice training for our Cursillistas on staff team for supporting our Cursillistas/Pilgrims on a Cursillo Weekend. There are always two members of clergy on a Weekend who have been DBS checked.

We will respond without delay to any complaint that a vulnerable adult in our care may have about the behaviour of a volunteer team member serving on behalf of Ely Cursillo. We will seek advice on such matters from the Diocesan Safeguarding Officer, and we will co-operate with statutory agencies during any enquiries they need to make into allegations against a member of Ely Cursillo. During those enquiries we will do our best to ensure that those making an allegation, and those against whom an allegation is made, are supported appropriately.



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We seek to offer informed pastoral care and support to any adult whose life has been affected by abuse, whether the abuse was recent or long ago. Where there is a current risk to vulnerable people that has not yet been brought to light, we will support the person who has suffered abuse in taking information to the appropriate agencies.

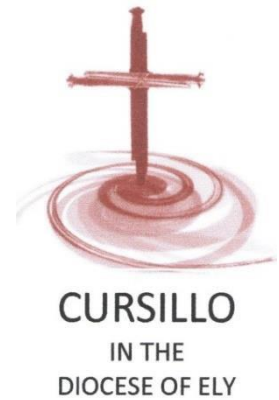
This policy has been developed in association with the Diocese of Ely Safeguarding team.

This policy is reviewed every 3 years, or before the 3 years is completed if there are changes to safeguarding practice or policy in the Diocese of Ely, following legislation changes to bring the policy inline with such changes, or as a result of an unanticipated scenario.

Julie Hughes  
Lay Director  
Ely Diocesan Cursillo



# BURSARIES POLICY



This policy applies to both Pilgrims<sup>1</sup> and Cursillistas attending a residential weekend event organised by Ely Cursillo.

Attendees may apply to Ely Cursillo for financial assistance in the form of a bursary towards the attendance fee, for any value up to and including the full attendance fee, where affordability is an issue for the attendee. Such applications are made via the Booking Secretary for the event at the time of booking onto the event, or directly to the Directors of Ely Cursillo. Applications are considered on an individual basis by the Directors (only) of Ely Cursillo taking into account the personal circumstances of the attendee, including making necessary enquiries to understand better their circumstances, and the financial health of Ely Cursillo at the time of the application. Bursaries are discretionary and the Directors' decision is final. Any additional personal information gathered<sup>2</sup> will be kept confidential and between the Directors only.

No other financial support will be offered by Ely Cursillo. The Directors of Ely Cursillo reserve the right to refuse a bursary request.

This policy is under the control of the Secretariat. Changes are immediate but subject to ratification by the AGM at the next AGM following the changes, or at the AGM the year after this if the changes came into effect within one month of the next AGM following the changes.

This policy is reviewed every 3 years, or before the 3 years are completed if the Secretariat feels that a policy change is needed due to the financial circumstances of the organisation or as a result of an unanticipated scenario.

Julie Hughes  
Lay Director  
Ely Diocesan Cursillo

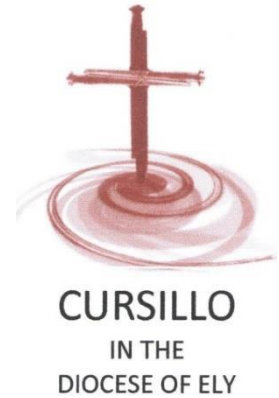
<sup>1</sup> Individuals who are not members of a diocesan Cursillo attending a Pilgrim Weekend event.

<sup>2</sup> Over and above the booking information.



# FUNDING CLW ATTENDANCE POLICY

Document ref: (tba)  
Date: February 2020  
Review Date: February 2023



This policy applies to Cursillistas attached to Ely Cursillo<sup>1</sup> who wish to attend a Cursillo Leaders' Workshop ("CLW") event organised/sponsored by the British Anglican Cursillo Council ("BACC").

In keeping with BACC's recommendation that all members of Secretariat and Lay Rectors of Pilgrim Weekends attend a CLW weekend before taking up their role, Ely Cursillo encourages its Cursillistas entering these roles to go on a CLW. In recognition of the importance of these roles and the people who undertake them, Ely Cursillo will cover the attendance fee (only) of CLW for everyone who takes up any of the above listed roles. Other Cursillistas are welcome to attend a CLW but are expected to fund their own places.

The Secretariat reserves the right to refuse funding an attendee's place on a CLW.

In connection with the above, it is also BACC's recommendation that attendees of a CLW take out appropriate travel insurance to cover them for any financial loss due to not attending the CLW. Ely Cursillo endorses this approach. Where Ely Cursillo is covering the attendance fee, the following conditions apply:

1. If the attendee cancels their place at least one month in advance of their CLW start date, Ely Cursillo will cover any financial losses incurred on the attendance fee and will not hold such losses "on account". Notification must be in writing and given to the Secretariat.
2. If the attendee cancels their place less than one month in advance of their CLW start date, Ely Cursillo will cover any financial losses incurred on the attendance fee but expect the attendee to provide the equivalent value contribution to, or the full deposit for, whichever is greater, their place when they next attend a CLW – hold the losses "on account".

Should the attendee be unable to make the contribution described in condition 2, then they may apply to the Secretariat for a bursary, in which case the Bursaries Policy of Ely Cursillo will apply to this application.

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<sup>1</sup> Attached means registered on the Ely Cursillo database and attending a CLW as an Ely Cursillista.



# FUNDING CLW ATTENDANCE POLICY



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This policy is under the control of the Secretariat. Changes are immediate but subject to ratification by the AGM at the next AGM following the changes, or at the AGM the year after this if the changes came into effect within one month of the next AGM following the changes.

This policy is reviewed every 3 years, or before the 3 years are completed if the Secretariat feels that a policy change is needed due to the financial circumstances of the organisation or as a result of an unanticipated scenario.

Dawn & Steven Ridley  
Joint Lay Directors  
Ely Diocesan Cursillo

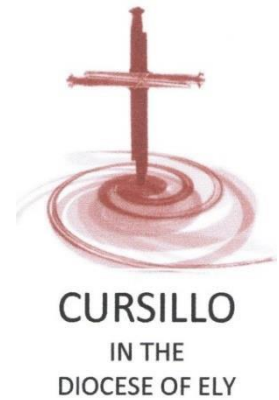


## PILGRIM WEEKEND FEES POLICY

Document ref: (tba)

Date: February 2020

Review Date: February 2021



This policy governs the fee that Ely Cursillo will charge for attendance at Pilgrim Weekends organised by Ely Cursillo.

In connection with, and with reference to, the Financial Reserves Policy of Ely Cursillo, Ely Cursillo sets out to part fund places on Pilgrim Weekends, reducing the contribution paid by both Pilgrims and staff equally, as an appropriate use of the extra funds available over and above our Reserves level. When setting the funding level, in terms of the contribution paid by attendees, the Secretariat balances and takes into account the following:

- The funds Ely Cursillo has over and above the Reserves level at the time of policy review.
- The anticipated regular giving and donations for the coming 12 months.
- The anticipated cost of running a weekend and changes of tariff for our host venue – as detailed in the calculations of the Financial Reserves Policy.

In this funding calculation, an anticipated bursary is also included, covering a pilgrim and a member of staff for the full attendance fee. This bursary level is based on experience from past weekends.

The attendance fee for Pilgrim Weekends is reviewed and set by Secretariat at the start of each financial year to take effect either for the second weekend in the financial year or in the second half of the financial year, whichever is the sooner event. The fee is announced at AGM via the Annual Report.

This policy is under the control of the Secretariat. Changes are immediate but subject to ratification by the AGM at the next AGM following the changes, or at the AGM the year after this if the changes came into effect within one month of the next AGM following the changes.

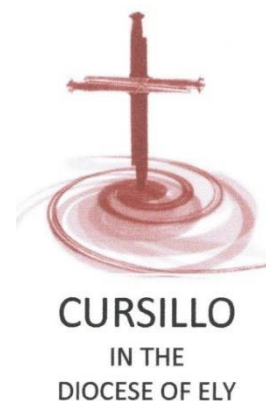
This policy is reviewed by the Secretariat annually or if/when our host venue changes and/or there is a change to the Financial Reserves Policy, whichever is the sooner.

Julie Hughes  
Lay Director  
Ely Diocesan Cursillo



# WEEKENDS REFUND POLICY

Document ref: (tba)  
Date: February 2020  
Review Date: February 2023



This policy applies to both Pilgrims<sup>1</sup> and Cursillistas attending a residential weekend event organised by Ely Cursillo.

An attendee's contribution to the cost of their place on a residential weekend event will be refunded in full provided the attendee gives Ely Cursillo, via the Booking Secretary for the event, written notice at least one month in advance of the event's start date, subject to the event venue's cancellation/refund policy.

For cancellations submitted closer to the event's start date, refunds will be at the discretion of Ely Cursillo. Such requests for refund will be considered by the Secretariat on an individual basis, taking into account when the cancellation request was submitted, the reason for not attending and the event venue's cancellation/refund policy. The expectation is that Ely Cursillo will not be out of pocket, but the Secretariat has the authority to make such decisions in exceptional circumstances. Attendees are recommended to acquire their own travel insurance to cover their potential losses.

The Secretariat reserves the right to refuse a refund request.

This policy is under the control of the Secretariat. Changes are immediate but subject to ratification by the AGM at the next AGM following the changes, or at the AGM the year after this if the changes came into effect within one month of the next AGM following the changes.

This policy is reviewed every 3 years, or before the 3 years is completed if the Secretariat feels that a policy change is needed due to the financial circumstances of the organisation or as a result of an unanticipated refund scenario.

Julie Hughes  
Lay Director  
Ely Diocesan Cursillo

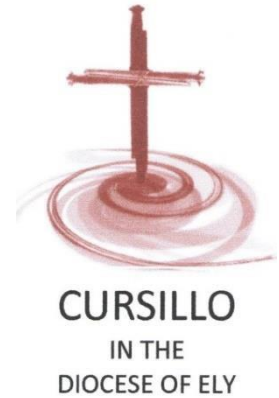
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<sup>1</sup> Individuals who are not members of a diocesan Cursillo attending a Pilgrim Weekend event.



# FINANCIAL RESERVES POLICY

Document ref: (tba)  
Date: Review date February 2021  
Review Date: February 2022



This policy governs the level of the financial reserves that Ely Cursillo maintains over each 12 month period of operation.

Ely Cursillo sets out the financial objective of always having sufficient funds to cover the full costs of the next weekend event. This value is set by Secretariat based on a modelled cost of a three-day weekend using the current tariff of our host venue and the following assumptions/allowances to provide a realistic but maximal cost figure:

- Full occupancy of the host venue.
- Additional costs from the venue for things like extra food/drinks provision.
- Additional expenses incurred for the weekend, such as flowers, banquet decorations and such like.
- Cost of venue hire for the two training days associated with a Pilgrim Weekend.

The weekend event host venue was Bishop Woodford House, the Diocese of Ely's retreat house.

Other venues will now be pursued. The full reserve value calculations are shown on the reverse of this policy document.

The Reserve value is reviewed and set by Secretariat at the end of the previous financial year for the following financial year and announced at the following AGM via the Annual Report.

This policy is under the control of the Secretariat.

This policy is reviewed by the Secretariat annually or if/when our host venue changes, whichever is the sooner.

Julie Hughes  
Lay Directors  
Ely Diocesan Cursillo

