



# POPE JOHN PAUL II AWARD

## Information and Implementation Pack

## Implementing the Pope John Paul II awards:

The person in a particular school or parish who coordinates the award there is called the award leader. They can be a teacher or chaplain in a school or any suitable person in a parish.

Enrolment in the awards usually takes place in Sept/Oct.

1. The application form (*see attached*) is filled in by each young person. They are also required to get parental permission which is part of the form. The award leader then forwards the application forms to the awards office.
2. The award leader then gives each participant a record card (*see attached*) corresponding to the Level (*Gold, silver, bronze, papal cross*) which they have chosen.
3. The award leader should liaise with schools and parishes to help applicants select parish involvement and social awareness tasks to do for the award.
4. Applicants complete the number of hours required in both the parish and social strands in accordance with their chosen level.
5. When the total hours have been built up applicants complete their 1500 word presentation (*see attached guidelines for presentation*) they then give their completed record card and presentation to the award leader who signs it and forwards it to the award committee at the award office.

6. Record cards and presentations are ratified by the awards committee and successful applicants are notified about the awards ceremony
7. The award ceremony takes place and medals are presented.

As a practical example: a Transition year student is enrolled by the award leader in their school. They might for example visit a nursing home ( or faith friends or other approved activity, see attached list ) as part of Transition year, so they can apply to use this as their social awareness work, Then can then go to their local parish and ask to be a Eucharistic minister (or reader other approved activity) . If they are going for the bronze award they need to do each activity 8 times. That is to say visit the nursing home on 8 occasions and be a Eucharistic minister on 8 occasions. They get their record card signed by the facilitator every time they do an activity. So a nurse, manager or teacher signs every time they visit the nursing home and a priest or sacristan signs every time they are a Eucharistic minister. If they are short hours they can use a top us which might include assisting in the diocesan pilgrimage to Lourdes for example. Once they have completed their hours, they write the 1500 word presentation (see attached template) and submit it along with the record card to the award leader who forwards them to the awards office.

You can find more information at  
<http://thepopejohnpauliiaward.com>

## Participants Code of Ethics.

The Pope John Paul II Award values and encourages the participation of young people in activities which allow them to live their faith in Jesus Christ in the community of the Church. The Award is committed to helping young people enhance their spiritual, physical, emotional and social development through participation in school, parish and community activities.

In keeping with this ethos, the Award has drawn up a Code of Ethics for all participants. Participants will:

- Abide by the policies and procedures already in place in their schools, community groups where the Award activities will take place
- Seek signed consent from parents/guardians to participate in activities and events associated with the Award
- Treat people with courtesy, dignity and respect
- Avoid inappropriate language and/or sexually suggestive comments/jokes
- Not engage in any behaviour that could be construed as bullying or abusive
- Not engage in any inappropriate physical contact
- Respect a persons right to privacy
- Act with particular care if visiting residential homes
- Abide by arrangements and procedures for participating in and leaving activities, events and venues
- Act according to directions and regulations when carrying out fundraising activities for charities
- Report immediately to the school leader or designated Child Protection Person of the Diocese if they have any concerns about their own safety and well-being, or that of another participant
- Sign up to the Code of Behaviour before beginning the Award

Participants found to be under the influence of alcohol or illegal substances during activities will be asked to withdraw immediately from the Award and their continued participation will be reviewed in consultation with their school.

## Some Suggested Activities.

### Social Awareness

Helping in a local Primary School.  
 Volunteering in a charity shop (SVP, Sue Ryder, NCBI etc.)  
 Fundraising for local charities or community groups (Bake Sales, Quizzes, Bucket collections etc.)  
 Training younger children in sport.  
 Volunteering at a local sports club.  
 Being a leader at a local youth club.  
 Volunteering with St Vincent De Paul.  
 Shoebox appeal.  
 Cycle against suicide.  
 Visiting nursing homes/Day-care centres/retirement villages etc.  
 Helping at active retirement group.  
 Living scenes.  
 Tidy towns.  
 Clare 250 mile cycle.  
 Relay for life.  
 Being a leader with Scouts/Beavers.  
 Fundraising for missionaries.  
 Taking part in food drives.  
 Homework Clubs.  
 Trócaire GLAS ÓG.

### Parish Involvement

Helping in the Parish Office.  
 Preparing parish newsletter.  
 Assisting in play and pray / Godly play/ Children's Liturgy.  
 Taking part in faith friends program.  
 Singing in a choir.  
 Playing music at Mass.  
 Being a Minister of the Eucharist.  
 Reading at Mass.  
 Helping to take care of the local cemetery.  
 Cleaning the church.  
 Faith Friends.  
 Distributing the newsletters.  
 Taking up basket collection.  
 Taking part in local parish or diocesan youth group.  
 Decorating the Church for particular events/Easter/Christmas/school mass etc.  
 Taking part in Taize prayer groups.  
 Assisting at Confirmation Retreats.  
 Adoration of the Blessed Sacrament.  
 Altar serving at Mass.  
 Composing prayers of the faithful.  
  
 Pilgrimages to Lourdes/Taize/Youth 2000 Roscrea Festival/World Meeting of families etc can be used as "Top Up" hours for the awards.

Activities which are part of a TY programme or Gaisce can be included in Award hours for the pope John Paul II Awards

### Safeguarding information for parents/guardians of those participating in the Pope John Paul II Award

The Pope John Paul II Award values and encourages the participation of young people in activities which allow them to live their faith in Jesus Christ in their parish and wider community. The Award is designed to facilitate involvement in school, parish and community activities.

We appreciate that the safety of your child is paramount, and to this effect all activities will be carried out in accordance with the Safeguarding Children Policy and Standards for the Catholic Church in Ireland, the diocesan Safeguarding Policy & Procedures including Codes of Behaviour for Adults and Code of Behaviour with Children.

When a young person carries out voluntary work with organisations outside the school, parish or diocese, those organisations are to be named on the Parish & Social Activities Form and need to be approved by the Pope John Paul II Award Committee.

The following protocol applies to those who engage in the Award:

- Parental/guardian consent is a requirement for all those participating in the Award who are under 18 years.
- Both the completed Application & Consent Form and the Parish & Social Activities Form must be given to the Award Leader or Parish Coordinator prior to engagement in the Award.
- The parish/school will ensure there is adequate supervision and a safe environment for participants to carry out their chosen activities through school or parish.
- Specific activities may require additional parental/guardian consent at the discretion of either, or both the Pope John Paul II Award Committee/Coordinator and Award Leader.
- Where possible, it is highly recommended that participants of the Award would carry out their parish involvement and social awareness activities in groups of two or more.
- Participants under 18 do not need to be vetted or have completed the safeguarding awareness programme to work with younger children or vulnerable adults/adults at risk or in need of protection. However, they must be supervised at all times by an adult over 18 years who has successfully gone through the vetting and safeguarding procedures.
- Participants 18 years and over **MUST** be vetted and complete the safeguarding awareness programme to work with younger children or vulnerable adults/adults at risk or in need of protection.
- Participants must act in accordance with the diocesan Safeguarding Policy & Procedures, including the Codes of Behaviour for Adults and Code of Behaviour with Children.
- Award Leaders/Parish Coordinators must be vetted and work in accordance with the Code of Conduct.
- Photographs may be taken of participants during Award activities/trips to help promote the Award. Photographs **MUST NOT** be posted on social media websites without the prior consent of the participant, parent and leader.
- Participants may be asked to provide an email and mobile phone number for communication. These details will only be used by the leaders for Award related activities. Texts and emails may be used to promote Award events. *If you are unhappy with this please inform the Award Leader/Coordinator.*
- Participants medical conditions or dietary requirements are the responsibility of the parent/guardian. Please make the Award Leader/Coordinator aware of any medical conditions, special needs or dietary requirements your child may have.  
**Please Note: Award Leaders/Coordinators cannot administer any medication.**
- External organisations outside diocese, school and parish will complete the Pope John Paul II Award Safeguarding Agreement Form to state they can provide a safe environment for Award participants and have adequate supervision and insurance in place.
- The participating diocese only accepts liability or responsibility for an incident caused by the negligence or breach of statutory duty of the diocese, its servants or agents.
- By signing this Pope John Paul II Award Application & Consent Form, the parent/guardian is taking responsibility for the safety and well-being of the participant during activities that take place outside the scope of the diocesan Safeguarding Policy & Procedures.

Note: Each diocese in Ireland has its own diocesan Safeguarding Policy & Procedures including Codes of Behaviour for Adults and Code of Behaviour with Children. Copies can be obtained from your diocesan office or the diocesan website.

# APPLICATION & CONSENT FORM

POPE JOHN PAUL II AWARD

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Published: September 2017

Parish Attended	<input type="text"/>	Church Name	<input type="text"/>
School	<input type="text"/>		
Select Award:	Gold Award <input type="checkbox"/>	Silver Award <input type="checkbox"/>	Bronze Award <input type="checkbox"/>
		Papal Cross <input type="checkbox"/>	

Participant	<input type="text" value="PRINT Name"/>		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth	<input type="text" value="/ /"/>	Address	<input type="text"/>	
	<input type="text"/>	Postcode	<input type="text"/>	
Home Telephone	<input type="text"/>	Mobile	<input type="text"/>	
Contact Telephone Number in Case of Emergency	<input type="text"/>			
Email	<input type="text"/>			

Participant Signature: I \_\_\_\_\_ would like to take part in this Award and will act in accordance with the Award Code of Ethics as I volunteer in my parish and community (See the Code of Ethics on page 10 of the Pope John Paul II Award handbook).

## Parent/Guardian Consent

X the boxes below if accepted

- ☐ I understand that during voluntary activities, photographs may be taken and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the diocese.
- ☐ I understand that during Award activities, videos (which may include webcam) may be taken and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the diocese.
- ☐ I have read the Safeguarding Information for parents/guardians overleaf.
- ☐ Medical Emergency: In the event of illness or accident, I give permission for medical treatment to be administered to my child where considered necessary by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible.

Please note: Award Leaders/Coordinators cannot administer any medication. However, should your child require medication or intimate care needs, please discuss this with the Award Leaders/Coordinators who will work with you to establish how your child can be best accommodated in accordance with relevant procedures.

Parent/Guardian Signature: I \_\_\_\_\_ give permission for my child to participate in the Pope John Paul II Award.

Parent/Guardian	<input type="text" value="PRINT Name"/>	Date	<input type="text"/>
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Award Leader/Parish Coordinator	<input type="text" value="PRINT Name"/>			
School/Parish	<input type="text"/>			
Address	<input type="text"/>			
<input type="text"/>	Postcode	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Signature	<input type="text"/>	

Please return this completed form along with the enrolment fee to the designated Award Leader in your school/parish.

### **Safeguarding information for organisations outside of diocese and school, helping participants of the Pope John Paul II Award**

The Pope John Paul II Award values and encourages the participation of young people in activities which allow them to live their faith in Jesus Christ in their parish and wider community. The Award is designed to facilitate involvement in school, parish and community activities.

We are grateful to the many clubs, societies, charities and community projects that help Award participants achieve their Award by facilitating voluntary placements/work experience. We hope these organisations will benefit greatly from the generosity and energy of the young volunteers.

We would appreciate the cooperation of all organisations in ensuring the safety and well-being of all young people who engage in this Award, and in turn with your organisation. To this effect, where activities associated with the Award fall outside the scope of the diocesan/school and Parish Safeguarding Policy, organisations will complete the Pope John Paul II Award Safeguarding Agreement Form and the following procedures will apply:

- Activities must be named on the Pope John Paul II Award Application & Consent Form and approved by the Pope John Paul II Award Diocesan Committee/Coordinator.
- Organisations must provide adequate supervision, insurance and a safe environment for Pope John Paul II Award participants. The organisation must be approved by the Pope John Paul II Award Committee and these organisations will be required to complete the Safeguarding Agreement Form verifying that they have adequate safeguarding policies and procedures in place.
- The Pope John Paul II Award Committee and National Safeguarding Officer will endeavour to approve all organisations named by the Award participant on their application, in signing the Application & Consent Form the parent/guardian is taking overall responsibility for the safety and well-being of the participant during activities that take place outside the scope of the diocesan Safeguarding Policy & Procedures.



# SAFEGUARDING AGREEMENT FORM

POPE JOHN PAUL II AWARD

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## Organisations outside of diocese and school, helping participants of the Pope John Paul II Award

We would like to thank you for helping Pope John Paul II Award participants achieve their Award by allowing them to volunteer within your organisation.

It is the responsibility of your organisation to provide adequate supervision and a safe environment for the Pope John Paul II Award participants. By signing this form you are agreeing that your organisation has a Safeguarding Children Policy and appropriate procedures, including insurance in place. Please see the safeguarding information overleaf.

Name of Organisation

Address

Venue/Location of Meetings/Activities

Contact Name

PRINT Name

Position

Signature

Date

Will you take the responsibility to ensure that the Pope John Paul II Award participant volunteering with your organisation will be supervised at all times.

Yes

Do you have a policy statement and procedures on the safeguarding of children and young people?

Yes

No

Do you have appropriate (public liability and/or employers liability and professional indemnity if appropriate) insurance cover for the activity?

Yes

No

Name of Insurance Company

Policy Number

Period of Cover

Limit of Indemnity

For administration

# RECORD CARD-GOLD AWARD

Pope John Paul II Award

Name

Parish Attended

Award Leader

ID No:

## Parish Involvement - 20 Weeks

Date	Activity to complete	Facilitator
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## Social Awareness - 20 Weeks

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## Award Top-Ups

Date	Activity to complete	Facilitator
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## To be completed by Award Leader

Presentation Completed	<input type="text" value="Y"/>	<input type="text" value="N"/>
Award Leader Signature	<input type="text"/>	
Date	<input type="text" value="/ /"/>	

# RECORD CARD-SILVER AWARD

Pope John Paul II Award

Name

Parish Attended

Award Leader

ID No:

## Parish Involvement - 14 Weeks

Date	Activity to complete	Facilitator
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## Social Awareness - 14 Weeks

Date	Activity to complete	Facilitator
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## Award Top-Ups

Date	Activity to complete	Facilitator
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## To be completed by Award Leader

Presentation Completed

Award Leader Signature

# RECORD CARD-BRONZE AWARD

Pope John Paul II Award

Name

Parish Attended

Award Leader

ID No:

## Parish Involvement - 8 Weeks

Date	Activity to complete	Facilitator
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## Social Awareness - 8 Weeks

Date	Activity to complete	Facilitator
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## Award Top-Ups

Date	Activity to complete	Facilitator
/ /	<input type="text"/>	<input type="text"/>
/ /	<input type="text"/>	<input type="text"/>

## To be completed by Award Leader

Presentation Completed	<input type="text" value="Y"/>	<input type="text" value="N"/>
Award Leader Signature	<input type="text"/>	

## Pope John Paul II Award

## Parish Involvement - 26 Weeks

Award Top-Ups		
Date	Activity to complete	Facilitator
/ /		
/ /		

## Social Awareness - 26 Weeks

To be completed by Award Leader	
Project Completed	<input type="text" value="Y"/> <input type="text" value="N"/>
Award Leader Signature	<input type="text"/>

# RECORD CARD GUIDELINES

## POPE JOHN PAUL II AWARD

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To achieve the Pope John Paul II Award, you are required to make an on-going commitment to complete parish and social awareness activities each week. These activities should be recorded on the Award Record Card which can be downloaded from the Award website.

### Completing the Award Record Card correctly

- You must only complete one parish AND one social awareness hour/activity each week.
- Record Cards must be signed by the activity facilitator when you, the Award participant completes EACH hour/activity. *The Record Card should not be signed as a block or as a repeated signature at the end of a period of hours.*
- You are responsible for ensuring the Record Card is signed at the end of each hour/activity. The Record Card should be carried with you when completing Award activities. Printing the Record Card on card instead of paper or keeping it in a poly pocket is helpful.
- You can complete your parish hours in a local parish of your choice. You can use reading at school masses, taking part in school liturgies, etc, as some of your parish hours but only up to a maximum of 50% of the hours in your chosen Award level. The remaining 50% should be carried out in the actual parish.
- You can use peer mentoring, homework clubs, tutoring, Guardian Angel Scheme, Dissolving Boundaries Project or similar, as some of your social awareness hours but only up to a maximum of 50% of the hours in your chosen Award level. The remaining 50% should be completed outside of school hours and in the community. For example, 10 hours of the Gold Award could be for the homework club and 10 hours for volunteering in a charity shop.
- Participants who are members of Youth Groups such as SEARCH, Youth 2000, Alpha Youth and the IOSAS (Island Of Saints And Scholars) Community can use their attendance at the weekly meetings as 1 Top-Up. Any work outside the weekly meetings can be used as additional hours.

### Gold Award Activities

Parish Involvement - 1 hour x 20 weeks  
Social Awareness - 1 hour x 20 weeks  
Day Activity (5 hours or more) - recorded as 2.5 hours  
Weekend Activity (2-3 days) - recorded as 4 hours  
Week Activity (5 days or more) - recorded as a Top-Up of 6 hours

### Silver Award Activities

Parish Involvement - 1 hour x 14 weeks  
Social Awareness - 1 hour x 14 weeks  
Day Activity (5 hours or more) - recorded as 2 hours  
Weekend Activity (2-3 days) - recorded as 3 hours  
Week Activity (5 days or more) - recorded as a Top-Up of 4.5 hours

### Bronze Award Activities

Parish Involvement - 1 hour x 8 weeks  
Social Awareness - 1 hour x 8 weeks  
Day Activity (5 hours or more) - recorded as 1.5 hours  
Weekend Activity (2-3 days) - recorded as 2 hours  
Week Activity (5 days or more) - recorded as a Top-Up of 3 hours

### Papal Cross Award Activities

Parish Involvement - 1 hour x 26 weeks  
Social Awareness - 1 hour x 26 weeks  
Day Activity (5 hours or more) - recorded as 3 hours  
Weekend Activity (2-3 days) - recorded as 4.5 hours  
Week Activity (5 days or more) - recorded as a Top-Up of 7.5 hours

# AWARD REFLECTION GUIDELINES

## POPE JOHN PAUL II AWARD

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To achieve the Pope John Paul II Award, you are required to complete parish and social awareness activities each week. When the full hours of both strands are completed you are asked to reflect on what the Award has meant to you, how you've used your talents, your intellect and your social skills for the well-being of others and for the Glory of God.

The reflection may be written or an interview. If an interview, it must be conducted by your Award Leader, recorded and transcribed. If a written reflection, it should be submitted to your Award Leader.

The reflection should include:

**1. An answer to the question - What does it mean to you to be a baptised member of the Church?**  
(250 words as guidance)

The following points can be used to guide your answer:

- Your life in the Church community began at Baptism. Baptism is a beginning not an end, it is an invitation to live our lives as active members of the body of Christ and as such it demands a response from us.
- At Baptism we are initiated into God's family, each of us are baptised in the name of the Father, Son and Holy Spirit but Jesus also encourages us to "Go and make disciples of all nations; baptising them in the name of the Father, and of the Son, and of the Holy Spirit" (Mt 28:19)
- By participating in the Pope John Paul II Award you can respond to Christ's challenge when He said "You will be my witnesses not only in Jerusalem, Judaea and Samaria, but to the ends of the earth" (Acts 1:8)

**2. A personal reflection and evaluation on your parish involvement and social awareness work.**  
(800 words as guidance)

This is an opportunity for you to review your activities in the parish involvement and social awareness strands of the Award. It is where you describe what you did, where, how often and your personal reflection on the activity, perhaps including fears, challenges, confidence, skills and feedback you received.

**3. Your reflection on how the teachings of Christ are relevant to your chosen activities.**  
(250 words as guidance)

This is an opportunity for you to relate the Word of God to your Award activities. Visiting a residential home, the care of the elderly and vulnerable, reading at Mass, cleaning the church, Eucharistic minister, raising funds for charity, can all be related to scripture. For example, visiting a residential home can be related to Christ's teaching in the 'Last Judgement' Mt 25: 31-46 where he says "when I was sick you visited me".

**4. Conclusion**  
(200 words as guidance)

How has completing the Award helped you to understand and appreciate the contribution that young people can make within the Church today.

# AWARD REFLECTION

## POPE JOHN PAUL II AWARD

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Name	Gold	Silver
School Name	Bronze	Papal Cross
Name of Award Leader		
Your ID Number	Submission Date	

Guidelines to assist you complete your Pope John Paul II Award Reflection are available on the Award website.

**Q1. What does it mean to you to be a baptised member of the Church?**  
(250 words as guidance)



Q2. A personal reflection and evaluation on your parish involvement and social awareness work. (800 words as guidance)

**Q3.** Your reflection on how the teachings of Christ are relevant to your chosen activities.  
(250 words as guidance)

**Q4.** **Conclusion** (200 words as guidance)

How has completing the Award helped you to understand and appreciate the contribution young people make within the Church today.