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**Guidance for starting face-to-face meetings and activities**

**Background**

As we move to restart face-to-face meetings and activities, there are specific things you as leaders will need to do ahead of getting approval to restart. Our priority is making sure that all our members are kept safe. If you feel your local situation cannot be managed in a safe way, you should not re-open until you have put sufficient measures in place. This is essential for avoiding unnecessary risks to your members and the wider community.

In The B-PSA we do not normally ask you for written Risk Assessments. However, under these changing times it has become a requirement to produce Covid 19 Risk Assessments. You need to produce one for starting back and then one for every session each section in your Group undertakes. This shows that we are taking into consideration all factors to ensure everyone’s safety. Your Group will not be able to restart Scouting if these risk assessments are not carried out. Remember, you are not alone, please ask for help where you need it.

**Approval to restart**

Most decisions to restart face-to-face activities will begin within your Group. For each Section starting face-to-face activities, there will be a process for the checking and approving your risk assessment, together with any other preparations, before face-to-face Scouting can begin. Area Commissioners are responsible for making sure that Groups return safely to face-to-face activities, within a rapidly changing national framework. Every Section meeting will require a Covid Risk Assessment. These will need to be shared with leaders in that Section and a copy passed to the GSM, who will agree that it is safe to hold the session. They will be held for 6 months. A copy must also be sent to the Area Commissioner for information.

**Line of Communication**

Until the readiness level changes to Green, it is important to communicate clearly with the BPSA, as such the following line of communication is to be used.

Members <-> Assistants/ Section Leaders <-> GSM <-> Area Commissioner <-> BPSA Covid Safety Coordinator (Mark Napier).

**What do I need to do?**

We have provided two template Covid 19 Risk Assessments for you to use and have helped by starting off with common risks which all groups are likely to face when restarting face-to face activities. Make sure you review these fully and add all additional risks relevant to your setting and circumstances. The guidance documents will help you identify the hazards. We require an online Day Activity Permit to be completed for every section meeting when away from your usual venue, as per existing procedures.

Once you have approval to restart you will need to make sure that you consult and communicate with all involved (including parents/carers and members), to ensure that everyone understands how things are going to be run as this will be different to how things were before the lockdown. Young people’s parents or carers will need to give written consent to section leaders to allow their child to return and that their child will follow the rules and guidance to the best of their abilities (members will also sign once back at session).

As with any risk assessment you will need to dynamically review (keep reviewing) the situation as things change, especially as we move through the year, as the weather and circumstances change.

The following activities are permitted at the YELLOW readiness level:

• Online and digital youth services

• Detached local youth activities, including pre-planned outdoor activities

• 1-2-1 indoor sessions with young people

• Small Indoor group sessions

NB: No residential / camping activities are allowed until Readiness is at Green.

Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to leaders, young people and parents/carers, and all are encouraged to raise concerns.

2. Additional hygiene measures are in place.

3. Social Distancing will be observed (check current distance determined by the Government currently 2m).

4. Maximum group sizes will be limited and determined by NYA guidelines and members will be consistent where possible.

5. Make adjustments for young people and adults vulnerable or affected by COVID and consult to make sure return plans are accessible and inclusive.

AT ALL TIMES YOU MUST ADHERE TO LOCAL LOCKDOWN RULES, AND IF IT IS IMPOSED YOU MUST STOP FACE TO FACE MEETINGS IMMEDIATELY.

Area Commissioners are to make sure this is adhered to.

Guidance that MUST BE read with this document and when completing Covid Risk Assessments

<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf>

<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf>

**CHECKLIST**

General

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| Have you read and understood the relevant guidance on the NYA webpages? |  |
| Have you incorporated hazards and considerations identified in the relevant guidance into your risk assessment? |  |

People

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| Have you consulted with leaders, NUIs, parents, carers and members? |  |
| Do you have enough volunteers to run each session safely and within ratios? |  |
| Are any volunteers or young people (or members of their household) vulnerable or shielding? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged (where they wish)? |  |
| If you run multiple sessions for smaller groups, do leaders have capacity for extra sessions or would you extend programme activity in alternate weeks, with activities to be done at home for those alternate weeks? |  |
| Have you agreed what to do if there is an incident, someone is injured, or shows signed of COVID-19 during a face-to-face meeting? Do all volunteers know what this is? |  |
| Have you got a way of recording all attendance for each face-to-face session, including adults and visitors / helpers (track & trace) and keep it secure? |  |
| Have you produced a plan for how you intend to communicate with parents/carers? |  |
| Have you got a safe process for engaging and supporting any parents/carers/new volunteers who may have expressed an interest in volunteering? |  |

Programme

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| There should be no activities taking place which require people to be at less than the current social distance (2 metres). |  |
| If needed, are you able to ‘buddy up’ with other sections/groups to ensure you can deliver a quality programme safely? Are there other volunteers in the Area / Association such as Rovers who could support you? |  |
| Are you able to make sure any shared resources used (and surfaces and equipment) are kept clean, between users? Have you identified alternatives options (such as young people bringing their own)? |  |
| Is your programme flexible enough to be delivered both at home and face-to-face (as requirements allow)? How can those who are unable to attend face-to-face still be included and engaged? |  |

Places

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| Have you selected a proposed meeting place(s)/venue(s) for running your programme and considered how you can meet government guidelines? Including access consideration/drop off and pick up arrangements? Are there passing places or a one way system in place? Outdoor ratios. |  |
| Have you considered what facilities may be needed for handwashing, drying, alcohol hand gel and toilet facilities? |  |
| Travel: How do volunteers and young people get to the venue? Is it within walking distance? Do people from different households usually car share or take public transport? |  |
| Have you produced updated Covid Risk Assessments for each activity and meeting? |  |