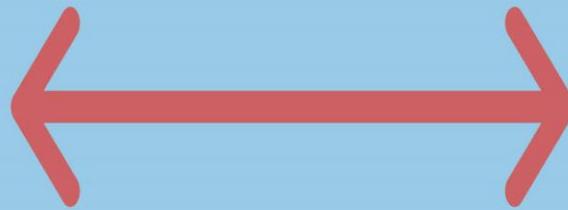


Covid-secure guidance

for YFCs

Advice for opening
YFCs in a Covid-
secure way.



**Fun, Learning and
Achievement**



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Covid-secure guidance for YFCs

Advice for opening YFCs in a Covid-secure way

WALES only

1. Background

We are all looking forward to getting YFCs up and running and in doing so we must ensure that we keep elected officers, YFC members and visitors safe and not risk spreading Covid-19; and at all times comply with the government guidance.

This document has been created to help YFC activities restart and is based on Welsh government legislation and guidance along with the guidance published for the youth sector in Wales which has been developed in consultation with a range of Welsh government departments.

It is important that this guidance (and the links for further information) are understood and followed for all planned YFC activities. The club committee (charity trustees) are responsible and accountable to the Charity Commission for compliance with organisational actions and to the Health and Safety Executive for compliance with risk management, including Covid-19 risk management.

All YFC clubs and county federations should be aware of the likelihood of local or regional lockdowns being put in place in the case of cluster outbreaks of Covid-19. Local lockdowns will be reported by news media and local authorities. Be aware that these could be put in place with immediate effect which will impact YFC plans. Therefore, for some activities (for example a Club or County AGM), an alternative way of doing the activity should be considered in the planning phase or perhaps that activity should be planned as a virtual activity from the outset. AGMs that are already planned for video call platforms, can continue to be done online.

2. Working together: we all have responsibilities

2.1. NFFYFC & WFFYFC

- 2.1.1. To ensure that all NFFYFC and WFFYFC activities and meetings always comply with government policy and guidance.
- 2.1.2. To ensure that government policy and guidance is complied with concerning the NFFYFC and WFFYFC office and staff.
- 2.1.3. To keep up to date with English and Welsh government advice and legislation and produce guidance and communicate this via NFFYFC's website and to YFC county federations to ensure that clubs and county federations have the required information to operate.
- 2.1.4. To offer training on this guide by video call to staff and county chairs (or their representative).

2.2. County Federations

- 2.2.1. The county Covid-19 Response Group (or executive committee if no Covid Response group is in place) to understand the guidance and supporting information and to implement at county organised activities – always including Covid-19-Secure planning and protocols.
- 2.2.2. To ensure that government policy and guidance is complied with in relation to the county office and staff.
- 2.2.3. To disseminate and present this guide to every YFC club in the county federation (county federations could offer to hold a video call with all club chairs and secretaries to work through the guidance – the NFFYFC will provide training information and presentation for this).

- 2.3. **YFC clubs.** To put in place:
 - 2.3.1. Covid-Secure plans for all YFC activities.
 - 2.3.2. Produce a risk assessment and a Covid-Secure assessment protocols for all activities.
 - 2.3.3. Communication *with every club member* (and parents of those under 18 years of age) on how the club will operate in a Covid-Secure way.
- 2.4. **Members**
 - 2.4.1. To help YFC by following the guidance set out by clubs or county federation.

3. Re-opening YFC

21 Sept 2020: Today the governments of England, Northern Ireland, Scotland and Wales have said that Covid infection numbers are increasing across all age groups.

Therefore further Covid restrictions cannot be ruled out. The YFC community should proceed with caution when thinking about and planning activities. It would appear probable that local lockdowns will be more frequent, and that the UK governments will act in union to put in place UK wide restrictions as a means to slow and reduce the rates of infection. The Prime Minister is set to address the House of Commons tomorrow.

Reputation management: As the rates of infection rise:-

- members of the YFC may not wish to participate in an event in person
- members of the local community may challenge a decision to run a small pre-planned YFC activity
- and negative posts may appear on local social media.#

YFCs should think about the public image of activities and must account for local situations.

3.1. What are the current regulations and guidance from welsh government?

https://gov.wales/sites/default/files/publications/2020-09/the-health-protection-coronavirus-restrictions-no-2-wales-regulations-2020-as-amended_0.pdf

3.1.1. *“Keep Wales safe:*

- *always observe social distancing*
- *wash your hands regularly*
- *if you meet another household, outside your extended household, stay outdoors*
- *work from home if you can*

Stay at home if you or anyone in your extended household has symptoms.

If you have symptoms get a test”.

3.2. Reasonable measures to minimise risk of exposure to coronavirus

- that 2 metres is maintained between any persons on the premises (except between two members of the same household, or a carer and the person assisted by the carer);
- where persons are required to wait to enter the premises, that 2 metres is maintained between them (except between two members of the same household, or a carer and the person assisted by the carer),
- take any other reasonable measures for that purpose, for example measures which limit close face to face interaction and maintain hygiene
- provide information to about how to minimise the risk of exposure to coronavirus.
- collecting contact information from each person at the premises or, in relation to persons from the same household, from one of them, and retaining it for 21 days for the purpose of providing it to any of the following, upon their request - the Welsh Ministers, a public health officer, a person

designated by the local authority in whose area the premises are located to process information for the purposes of contacting persons who may have been exposed to coronavirus

3.3. **Gathering with other people**

3.3.1. **Indoor gatherings**

3.3.1.1. No person may, without a reasonable excuse gather in premises indoors with any other person apart from:

- the members of their household,
- their carer, or
- a person they are providing care to.

3.3.1.2. A reasonable excuse includes the need to do the following

- **(e)work or provide voluntary or charitable services;**

3.3.2. **Outdoor gatherings**

3.3.2.1. No person may, without a reasonable excuse, participate in a gathering outdoors that consists of more than 30 people.

3.4. In the YFC Setting, this means that youth activities can take place that are planned and managed by a voluntary group or a charity. Every YFC club is a charity, so the reasonable excuse, as defined by Welsh government applies and YFC can plan activities inside or outside – a limit to the group size does apply.

3.5. **Club Setting**

3.5.1. This guide is created with a YFC club setting and activities in mind.

3.5.2. In Wales, the limit on the number of people that can be together for a **planned indoor youth activity** is dictated by the venue being used and its Covid-secure plan.

3.5.3. **Outdoors** is limited to 30 including leaders/supervisors

3.5.4. **Covid-secure plans must be in place.**

3.6. **County Federation setting**

3.6.1. In Wales, the limit on the number of people that can be together for a **planned indoor youth activity** is dictated by the venue being used and its Covid-secure plan.

3.6.2. **Outdoors** is limited to 30 including leaders/supervisors

3.6.3. **Covid-secure plans must be in place.**

3.6.4. At this stage, we anticipate that most of the usual county *events/activities* are likely to be too big, but this will depend on the venue Covid-secure plan. 30 people outside may enable some county activities to take place in person. Virtual meetings and activities can also continue.

3.7. **What should I still avoid doing?**

3.7.1. It remains the case that government advises that you should not:-

- socialise indoors, outdoors, at home or elsewhere in groups of more than six (unless for larger households you are meeting as a household or support bubble) this includes when dining out or going to the pub
- It is against the law to meet people you do not live with in a group larger than 6 (unless you are meeting as a household or support bubble). The police will have the powers to enforce these legal limits, including to issue fines (fixed penalty notice) of £100, doubling for further breaches up to a maximum of £3,200.

- interact socially with anyone outside the group you are attending a place with, even if you see other people you know, for example, in a restaurant, community centre or place of worship
- hold or attend celebrations (such as parties) **where it is difficult to maintain social distancing** and avoid close social interaction – even if they are organised by businesses and venues that are taking steps to follow COVID-19 Secure guidelines
- stay overnight away from your home with members of more than one other household (your support bubble counts as one household)

3.8. Community venues, such as village halls and community halls can now open and operate if the space can be made *COVID-19 secure*.

3.8.1. Those in control of a premises (such as a community centre, village or community hall) have legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. Those managing the premise must undertake a **COVID-19 risk assessment**, taking account of the core guidance on social distancing. This will be in addition to any risk assessment which is already in place for the community facility.

3.8.2. Users and hirers (a YFC club or county federation for example) of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity. YFCs using a venue will also need to carry out and record a Covid-19 risk assessment of the activity – see example below.

3.8.3. Gathering must not exceed the maximum number recorded in law in Wales – **maximum number for an indoor venue is dictated by the venue Covid assessment and the venue management will advise activity organisers of this. The maximum number for outdoor activity is 30 people.**

3.9. **When a Club or County Federation operates their own hall and/or meeting space**

3.9.1. Those in control of a premises (such as a community centre, village or community hall) hold legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. **Those managing the premises must undertake a COVID-19 risk assessment, taking account of the core guidance on social distancing and should provide a copy of this to all groups hiring/using the space. This will be in addition to any risk assessment which is already in place for the community facility.**

3.9.2. [This guide](#), produced by WCVA, will help those with responsibility for halls and meeting spaces prepare to open the facility.

3.9.3. Users and hirers of a YFC hall/meeting space have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity and the risk assessment provided to them by the hall managers.

3.10. Guidance for youth work services – Wales.

3.11. The current (21 Sept 2021) status for youth services and activities in Wales is Amber 

Lockdown	Red	Amber	Green
<p>The strictest of conditions imposed, with essential travel and services only and the strictest of social distancing measures in place to control the spread of the virus.</p>	<p>The strictest measures being eased slightly, with local movement allowed, and an increase in targeted essential services being delivered under strict social distancing rules.</p>	<p>Gradual introduction of more flexible rules governing movement, more non-essential public, private or voluntary services being delivered in a COVID-secure way under strict guidelines, with limitations on gatherings and social distancing measures in place.</p>	<p>Free movement, reintroduction of all public, private, and voluntary services (though potentially with limited capacity or additional precautions in place) providing they are COVID-secure and social distancing measures can be met.</p>
<p>Potential mechanisms for delivering youth work under these conditions:</p> <ul style="list-style-type: none"> - Telephone. - Digital – one-to-one, small group work, online youth clubs and activities using digital media and technology. - Youth information – young person informed and developed, youth targeted information and signposting. - Youth work in partnership with emergency or essential services only if deemed appropriate and under the strictest of conditions. 	<p>Potential mechanisms for delivering youth work under these conditions:</p> <p>As identified in earlier stage and:</p> <ul style="list-style-type: none"> - Detached youth work – primarily street based or outdoors on a one-to-one basis unless essential targeted provision required and approved. - One-to-one outdoors or by appointment only indoors if deemed absolutely essential and approved to proceed. 	<p>Potential mechanisms for delivering youth work under these conditions:</p> <p>As identified in earlier stage and:</p> <ul style="list-style-type: none"> - Gradual introduction of more non-essential activity. - One-to-one youth work in centres/schools/community buildings in line with regulations. - Small group work in youth centres/schools/community buildings in line with regulations. - Small group work outdoors in line with regulations. 	<p>Potential mechanisms for delivering youth work under these conditions:</p> <p>As identified in earlier stage and:</p> <ul style="list-style-type: none"> - Larger group work in youth centres/school/community settings either indoors or outdoors. - Open access youth clubs indoors. - All appropriately risk-assessed and COVID-secure activity in line with current regulations.

Click here for the full [guidance](#) for youth service and activities in Wales.

4. Planning: preparing a Covid-19 Secure social distancing plan for a YFC activity`

4.1. Face Coverings ([Face coverings; guidance](#))

In Wales, face coverings are now required by law to be worn in shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices, on public transport and importantly community centres – indoor public spaces.

The law now requires all those 11yrs and over to wear a face covering unless with good reason when attending indoor public spaces. We strongly recommend that you wear a face covering in any enclosed public space where there are people you do not normally meet.

There are also settings where you must wear a face covering by law. A full list of where you must wear a face covering in Wales [here](#)

Please be mindful that some individuals and groups have reasonable excuses for not wearing a face covering due to age, health or other conditions which are not always visible.

4.2. Those responsible for the club (charity trustees of the YFC)

4.2.1. The charity trustees are responsible for the activity and the group that is participating. This responsibility will include:

4.2.1.1. Preparing the Covid-19 Secure plan.

4.2.1.2. An activity risk assessment.

4.2.1.3. That the size of group is kept within the Covid-19 Secure Social Distancing plan the legislation set out by the Welsh government – indoors will be dictated by the venue plan and outside the maximum number of 30 people.

4.2.1.3.1. **There is the option of running indoor groups for a smaller number and running the activity twice on the same evening, or during the week. If running twice in an evening the venue should be approached and must approve this and a clean**

down/sanitisation of all touch points should be done between groups. The same leaders/supervisors can run the activity for both groups.

- 4.2.1.4. Confirm that volunteer leaders (e.g. club officers, club leaders/advisory) are willing and able to resume their role and responsibilities and supervise the activities.
- 4.2.1.5. Confirm enough *safely recruited* volunteers will be available to supervise under 18-year-old members. Usual safeguarding ratios apply of one DBS/safely recruited supervisor to 10 U18s and remember that a minimum of two the DBS and safely recruited supervisors is required even if the number of u18s is 10 or fewer than 10.
- 4.2.1.6. When booking speakers/trainers confirm that they are willing to attend the activity whilst observing Covid-19 secure social distancing.

Note: *YFC activities can take place indoors or outside.*

Note also that the government has now introduced fines for those who facilitate or organise illegal gatherings of over six people.

4.3. **Planning: Those supervising the activity**

- 4.3.1. An attendance record must be kept, including the names of those responsible for planning and supervising the activity and any visitors (speakers for example). This is important as these records may be required to assist with the government's Track and Trace programme in the case of infection.
- 4.3.2. Confirm the maximum number of members and volunteers that can meet in the Covid-19 Secure space.
- 4.3.3. Decide if the activity needs to be run more than once, so everyone can participate. It may need to happen over two or three sessions in two or three group bubbles.
- 4.3.4. Decide how the club will include members with additional needs (include those that are clinically vulnerable or those who have clinically vulnerable people in their household).
 - 4.3.4.1. Identify individuals in your group who will be affected by this category and risk assess the involvement of those with pre-existing health conditions, those who are clinically vulnerable or those who live with individuals who are.
 - 4.3.4.2. Then agree a safety/inclusion plan, which might include remote and virtual participation.
- 4.3.5. Confirm the procedure if more people arrive at the activity/venue than expected.
- 4.3.6. Be prepared to remove people from the activity if social distancing is not observed.

4.4. **Planning: Transport**

- 4.4.1. YFC members must not share transport unless they are from the same household or are in a household bubble.
- 4.4.2. Parents or members of the household (or support *bubble*) to transport those that do not drive to and from the club meeting venue.
- 4.4.3. If planning an activity at a venue that is not the normal meeting place, clear instructions are given to meet in the car park at the venue (not to meet up more locally to share journeys).

4.5. **Planning: Venues**

- 4.5.1. Confirm the capacity of venue with social distancing applied. In Wales, the number of people that can use an indoor space for a pre-planned and organised charity activity is dictated by the venue management. Ask the venue for the maximum numbers that can be accommodated at any one time. For outside activities, the maximum number is 30 people.
- 4.5.2. Ask the venue operators (village hall committee, meeting room manager) to provide you with a copy of its Covid-19 Secure Social Distancing assessments and guidelines.
- 4.5.3. Confirm the procedures of the venue:
 - 4.5.3.1. Are there two entrances – one that can be used as the entrance and another as the exit?

- 4.5.3.2. Know the cleaning regime in place at the venue - *the cleaning regime should include cleaning of surfaces in rooms/spaces, including door handles, light switches, tables etc, and the lavatories/handwashing spaces.*
- 4.5.3.3. The venue for the activity must be equipped with handwashing facilities and with air hand dryers or disposable paper towels with bins for disposal of the paper towels.
- 4.5.3.4. Is catering allowed, or are the kitchen areas not in use?
- 4.5.4. Ensure Hand sanitiser is available in plentiful supply.
 - 4.5.4.1. Is this provided by the venue, or should the YFC bring its own supply of sanitiser?
 - 4.5.4.2. What will the activity supervisors do if there is no hand sanitiser?
- 4.5.5. Signs instructing all to wash hands on arrival, frequently whilst at the activity and on departure will be helpful.
- 4.5.6. Confirm the venue hire charge costs (it may have increased due to increased cleaning requirements).

5. **Log activity planning and prepare a risk assessment**

See the Activity Planning Record template in the templates booklet together with a template for a Covid-19 assessment/risk assessment.

6. Communication

6.1. When the activities are planned, every member of the YFC must know what is planned and how the activity will be managed, who will be responsible for the management and supervision of the activity and other essential information. This communication should go to:

- 6.1.1. All members 18 years and over, advisory and club leaders.
- 6.1.2. The parents of all members under the age of 18.

6.2. **Communication: Confirm the following:**

- 6.2.1. Who is supervising the activity?
- 6.2.2. What is happening - the activity and the arrangements made to observe Covid-19 social distancing.
- 6.2.3. Any adaptations made to a 'usual' activity.
- 6.2.4. Maximum number of YFC members that can join the activity at any one time.
- 6.2.5. Are YFC members required to 'book' a place?
- 6.2.6. Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 social distancing to be observed).
- 6.2.7. What arrangements are in place to run the activity a second time?
- 6.2.8. That handwashing facilities are in place.
- 6.2.9. That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure.
- 6.2.10. That anyone who is feeling ill, especially with any Covid-19 symptoms must not attend the activity.

6.3. **Communication: Ask the following:**

- 6.3.1. Are any individuals in the YFC club clinically vulnerable to Covid-19 or is anyone clinically vulnerable who lives with individuals from the club? What alternative ways will you use to ensure these members stay connected and engaged?

6.4. **Communication: Advise the following:**

- 6.4.1. That YFC members must not share transport unless they are from the same household or two household bubble.
- 6.4.2. Parents or members of the household to transport those that do not drive, including those U18 years to and from club meeting venue.
- 6.4.3. Car parking arrangements.
- 6.4.4. Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised.
- 6.4.5. On arrival and before leaving YFC members are expected to wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 6.4.6. Use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- 6.4.7. Departure arrangements.
- 6.4.8. That those that fail to adhere to social distancing guidance will be asked to leave the activity as the well-being of everyone present is of paramount importance.

6.5. **Communication: YFC members – what they must do**

- 6.5.1. Make sure anyone who is feeling ill stays at home.
- 6.5.2. On arrival and before leaving, wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 6.5.3. .Bring and wear a face covering.

- 6.5.4. Reminder: It is recommended not to touch your face and to use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- 6.5.5. YFC members should not share transport (unless in the same household or a household bubble).

6.6. **Communication: What parents of U18s can do**

- 6.6.1. Ask the parents of those YFC members under the age of 18 to talk to their children about coronavirus (COVID-19), social distancing and hand washing.
- 6.6.2. Make sure anyone who is feeling ill stays at home.
- 6.6.3. Do not gather at entrances or car parks - model social distancing so that their children learn good practice.

7. Sources of information

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

<https://wcva.cymru/wp-content/uploads/2020/09/Guidance-for-Community-Centres-reopening-in-Wales.pdf>

<https://gov.wales/face-coverings-guidance-public>

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-guidance-support-youth-work-services-safe-phased-increase-operations.pdf>

[Making your own face covering](#)

Frequently Asked Questions

Bubbles

1. Does the group have to form and stay in a bubble on an ongoing basis? For example, a club with 45 members should form 3 bubbles who do not mix?
2. Does each group/ bubble have to have its own leaders/ volunteers who do not mix with other bubbles? For example, if a club had 3 bubbles, 6 leaders/ volunteers would be needed?
3. I know that our District Officials will ask if they can have a meeting with members in one venue (say an auction mart) if they keep 2 metres between everyone.
4. Once the bubbles have formed, do they stay as they are?
5. Can leaders run more than one bubble or do the leaders stay with bubbles.
6. A large club wants to do an activity over three nights with the same leaders. Is that possible? What about on the same night?
7. If a club want to do a couple of meetings over 3 nights. If they did all the measures on the night, can they be the leader on the second night?
8. If a venue is large enough there can be more than two bubbles?

Answer

YFCs should consider using groups or club bubbles. A common sense approach to be taken in planning activities and serious consideration given to reducing risks. Actions that can be planned to reduce risk are:

- Leaders and supervisors may be more comfortable to run group activities with a smaller number of participants. There is the option of running indoor groups for a smaller number and running the activity twice on the same evening, or during the week. If running twice in an evening the venue should be approached and must approve this and a clean down/sanitisation of all touch points should be done between groups. The same leaders/supervisors can run the activity for both groups.
 - Activities taking place at least 14 days apart will reduce risk.
 - If groups are used, each 14 days a new group or club bubble can participate in an activity to allow all club members to mix over a period of time.
 - Moving activities outdoors where there is more space – the maximum group size is 30 outdoors and for indoor activity must not exceed the number recorded in the venue Covid-secure plan.
 - Looking for large venues with two or more distinct spaces (this means spaces with a barrier [wall] between them – separate rooms). The usual venue may not be suitable.
9. Some club leaders might attend multiple organisations. Can they still be a leader for YFC?
 10. What if a member is in a few different bubbles (different organisations)? Can they still attend? School age members will be at school daytimes as an example
 - 10.1. There are no rules in place to say that a person cannot attend, say work, and volunteer to lead or supervise a youth activity. Speak with leaders/supervisors about what they feel they can or cannot do or what they want to do.

- 10.2. There are no rules in place to say that a school aged child cannot also attend out of school activities as well as school.
- 10.3. Track and Trace information is the important part and good records **MUST** be maintained. This will allow all those that may have come into close contact with the virus to be contacted and advised by NHS Track and Trace.
11. Do county staff and county and district/group officials have to stay in one bubble and not move between bubbles? In our county these officials could potentially be part of up to 6 bubbles?
 - 11.1. Officers and staff can attend YFC groups - track and trace is in place.
 - 11.2. **The county federation must take the required steps to keep its own officers and staff safe.** Just now government statistics say that people aged 18 to 25/30 yrs are the demographic most infected with coronavirus and often without any symptoms.
 - 11.3. **County Staff Management Committees MUST think about the increased occupational risks this brings to YFC county staff – employers responsibility.**
 - 11.4. **County federations should also think about increased volunteering risks for county officers. Speak to your staff, provide them with occupational advice and support**

Track and Trace information is really important

Offsite activities

12. Can you book and go to a local activity centre with a group of members?
 - 12.1. Yes, this is a managed venue with responsibilities and accountabilities recorded in their Covid secure plans.
13. A youth activity centre can take 20 young people at a time, does this mean that we can we take 20?
 - 13.1. Probably yes. The YFC club must carefully examine the plans and the activity centre's risk assessments as well as the hire contract conditions.
14. Sports (rounders for example), can we run this as an activity.
 - 14.1. Check and following the guidance issued by the governing body for the sport.
15. If we run outside events with stewards..... do these need to be included in the bubble numbers?
 - 15.1. Maximum number of people that can gather outside in Wales is 30.
16. If bubbles meet in a function room of the pub/social club, who takes the details – the pub or the organiser?
 - 16.1. Both – the venue management may have their system and the YFC must have its own records as well
17. Some of our clubs do not have a regular venue instead they just meet up for activities. Can they restart these?
 - 17.1. Activities such as trips and visits can take place in **the Yellow** Readiness level (England), not Amber (or Red)

Catering

18. We imagine many kitchen areas of community and village halls may remain closed. Ask the venue about catering arrangements

19. Some clubs, particularly those catering for U18s run a tuckshop. These can operate with commercially wrapped snacks (say a chocolate bar) and cans of cola etc. Suggest wipes are used at the point of sale, as several people will have handled the wrapper/cans by the time they reach the club setting
20. Think about cash handling
21. Consider asking YFC members to bring own snacks and drinks

First Aid

22. If someone has an accident what are the procedures and precautions?
 - 22.1. The usual First Aid arrangements should be included in the activity risk assessment
 - 22.2. In the event of an emergency, for example an accident or a fire, people do not have to stay socially distanced if it would be unsafe
 - 22.3. Those giving first aid or assistance should pay attention to hygiene measures immediately afterwards including washing their hands
 - 22.4. If giving first aid or assistance to someone with suspected Covid-19, the first aider should be contact the NHS Track and Trace service
 - 22.5. Should anyone, (YFC member, visitor, supervisor/leader become unwell during the club activity, the usual welfare measures should apply. If Covid-19 is suspected encourage them to contact the NHS Track and Trace service. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Smaller struggling clubs

23. We have some clubs which we know will not read the guidance and will cause us concern. What do we do about them?
 - 23.1. The county federation is responsible for passing the guidance to these clubs and for inviting the club officials to a session when the county will provide training and answer questions
 - 23.2. It is important that they are reminded of the responsibilities and accountabilities of the club top table (charity trustees)
 - 23.3. **If the club committee reaches the decision that it does not have the capacity to run in a Covid secure way, it is the right decision to wait a little longer until more Covid easements are in place. It is not a race to be the first club to operate small group activities. This is about the club committee (charity trustees) reaching the right decision that it has the resources to manage.**
 - 23.4. The club should be encouraged to acquire the capacity and knowledge. For example, recruiting people to join the advisory committee or leaders that do have the capacity to acquire the knowledge and the time to support the club officials
 - 23.5. The county federation must be clear that guidance and legislation must be complied with – the county federation nor the NFYFC/WFYFC will not accept any requests for help from clubs that have failed to comply with the guidance or with legislation.
24. We have some clubs who are struggling and will not be able to handle this, so we risk losing them. What do we do?
 - 24.1. The county federation is responsible for passing the guidance to these clubs and for inviting the club officials to a session when the county will provide training and answer questions
 - 24.2. **No clubs should be forced into reopening before its charity trustees and top table have the capacity and knowledge to manage the club activities and legal affairs.**
 - 24.3. The club should be encouraged to acquire the capacity and knowledge. For example, recruiting people to join the advisory committee or leaders that do have the capacity to acquire the knowledge and the time to support the club officials.
 - 24.4. **If the club committee reaches the decision that it does not have the capacity to run in a Covid secure way, it is the right decision to wait a little longer until more Covid easements are in place. It is not a race to be the first club to operate small group activities. This is about the club committee (charity trustees) reaching the right decision that it has the resources to manage.**

24.5. The county federation must be clear that guidance and legislation must be complied with – the county federation nor the NFYFC/WFYFC will not accept any requests for help from clubs that have failed to comply with the guidance or with legislation.

25. Clubs do not have to open and can wait until they are in the yellow readiness level (England). They can still meet in the virtual world?

25.1. **Yes.**

25.2. **It is wise for clubs to take as long as required to plan and risk assess. Clubs should not rush.**

Club AGMs

26. Are club AGMs likely to carry on virtually?

26.1. Yes

26.2. Some clubs may be able to hold the AGM indoors, in person with a maximum people present as the venue Covid-secure plan allows or a maximum of 30 people if outside.,

26.3. When planning the AGM consider who must be there (all those holding a vote are must be able to join the meeting). Those holding a vote are those that held a membership card on 30 August 2020 and the President. Vice Presidents and others are not essential attendees. Clubs with a a voting membership that exceeds the number in the venue Covid-secure plan should hold the club AGM outside, or online.

Yellow Readiness level - England

27. Our county Covid committee is likely recommend that clubs stay closed/or meeting virtually until in the Yellow phase. Can we do this and stall opening until yellow phase?

27.1. Yes. However, it is now looking a possibility that the amber phase could remain in place into 2021 – possibly spring or summer of next year. YFC clubs must think about what that can do to keep their members interested in the club activities. Recent indicators are that further easements that will allow more usual activities will not be with us until March or April 2021.

27.2. The Covid group must consult with clubs and the decision should be consensual throughout the county federation

27.3. It is wise for clubs to take as long as required to plan and risk assess. Clubs should not rush.

27.4. If the membership of the clubs is happy to wait for the yellow readiness level, they can do this.

27.5. In this instant clubs must consider how to keep their members involved in the YFC club life.

28. If the membership of the club is happy to wait for the **yellow** readiness level (England), they can do this.

28.1. Yes

28.2. Clubs can reopen when the committee is ready, and the members wish to start attending small group activities

29. Is it likely that we will go into yellow (England) in the autumn? If so when might that be?

29.1. It is now looking a possibility that the amber phase could remain in place into 2021 – may be until the spring or summer of next year.

29.2. Local lockdowns appear to be likely.

29.3. We know from the media that food processing plants and sectors of agriculture with a significant workforce could be high risk and subject to cluster or community shutdowns which may affect some of the YFC club members.

29.4. The better things are managed whilst youth work is in the Amber Readiness level, the quicker it will be to get to a yellow readiness level when the national picture improves.

29.5. How do we keep an eye out on the changes in readiness levels?

29.5.1. **The NYA website and the NFYFC will alert via the weekly briefing paper.**

30. I am writing a financial plan for the next 12 months, is it likely that there will be any large group events in 2021?
- 30.1. The NFYFC is not able to answer that – there are too many unknowns and recent events demonstrate that managing coronavirus in communities is likely to have effects for some time into the future.

Communications with members of each club

31. Can we send this guide to club members?
- 31.1. This guide is to assist the **club committee manage the club activities, it is not designed to be the information for a YFC member or a parent of a YFC who is attending the activity**. It is not intended for the general membership of each club and should not be sent to the general membership of the club, or parents of members.
- 31.2. The guide sets out what the club committee (charity trustees) need to think about and do.
- 31.3. A work plan has been prepared and should be published by the county federation to each club committee to work through
- 31.4. **The club must produce its own communication to inform YFC members attending the event** (and parents of U18s) of the plans in place, the details from the venue and how those attending can assist accounting for the activity that is to take place. The county federation and the NFYFC cannot write this for a club. The NFYFC has produced a work plan for club committees, the Covid assessment template, a planning template and the required track and trace recording form. All these templates are available in MS Word from the county federation.
32. Can we send the guidance document to parents and all officers?
- 32.1. This guide should be sent to club committees of each club in the county federation, along with an invitation to 2 or 3 club committee members to attend a training session that the county federation will run
- 32.2. The guide is **to assist the club committee manage the club activities, it is not designed to be the information for a YFC member or a parent of a YFC who is attending the activity**
- 32.3. It should not be sent to the general membership of the club, or parents of members
- 32.4. **The club must produce its own communication to inform YFC members attending the event** (and parents of U18s) of the plans in place, the details from the venue and how those attending can assist accounting for the activity that is to take place. The county federation and the NFYFC cannot write this for a club

Record keeping

33. When it says keep the risk assessments on file who keeps the risk assessments?
- 33.1. The club officials (charity trustees)
- 33.2. This is the responsibility of the club committee– if they have carried out the risk assessment, they keep the risk assessments - in digital format and/or paper file

YFC social events

34. Are parties and socials a long way from restarting?
- 34.1. Yes. We think they are as the capacity and expertise of the club officers will need to be sufficient to accept the responsibilities and to manage the event.
- 34.2. The venue will have to provide a Covid secure plan to the club (or for county events, to the county federation, before any event planning can be thought about
35. Could we hold BBQs and social gatherings?
- 35.1. Social gatherings probably can take place under the yellow Readiness level (England) with social distancing measures in place.
- 35.2. The venue will have to provide a Covid secure plan to the club (or for county events, to the county federation, before any event planning can be thought about)

- 35.3. This is hard to plan. Handwashing facilities must be in very good supply. Lavatories must be available and cleaned very frequently and catering difficult – all not impossible but need careful planning

NFYFC training

36. The NFYFC and WFYFC has provided every county federation two training opportunities (one for staff and another for county chairs, or their representatives)
37. County Federations are expected to deliver the training to every club in the county. This can be followed by a discussion on what each club thinks it will do
38. Clubs can make different decisions accounting for their own capacity to plan and manage activities. Deciding to remain with online activities may be the correct decision for one club, but not for another.



**Fun, Learning
and Achievement**