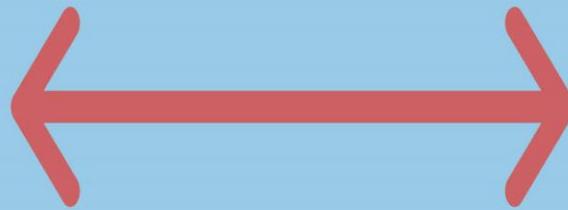


Covid-secure guidance for YFCs

Advice for opening
YFCs in a Covid-
secure way.



**Fun, Learning and
Achievement**



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Covid-secure guidance for YFCs in Wales

Advice for opening YFCs in a Covid-secure way

WALES

1. Background

- 1.1. This document has been created to help YFC club officers plan activities and is based on Welsh government's plans and easements, current legislation (Covid-19 legislation, Public Health Wales legislation and Health & Safety Legislation are examples) and guidance.
- 1.2. This guidance takes into consideration the safety and support needed for YFC members (young people), staff and volunteers and wider public health considerations for peer lead activities for young people – YFC activities.
- 1.3. It is important that this guidance (and the links for further information) are understood and followed for all planned YFC activities.
- 1.4. 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. Note: Rules for families and private citizens do not automatically translate to youth organisations and YFC.
- 1.5. This guidance sets out the steps required to operate safely. If A YFC or a county federation have any concerns about the health and safety, care towards YFC members, staff or the reputational risk of the club/county federation, because the club or county committee does not have the required skills, experience or volunteers (capacity) to take responsibility and be accountable for the planning and hosting/supervising of the activity, then keeping YFC activities online is the responsible course of action recommended by the NFYFC and the NYA.
- 1.6. Key messages from government in Wales
 - 1.6.1. *"Keep Wales safe"*
 - 1.6.2. always observe social distancing (also known as physical distancing) – stay 2 metres (3 steps) away from others (who are not part of your [household or extended household](#)), indoors and outdoors
 - 1.6.3. wash your hands regularly with soap and water for 20 seconds, or use a hand sanitiser if access to soap and water is not possible
 - 1.6.4. always [wear a face covering in indoor public places](#), on [public transport](#), or in [other indoor places if keeping 2m away from others is not possible](#)
 - 1.6.5. if you meet with anyone who is not part of your extended household, stay outdoors. From 27 March 2021 a maximum of 6 from 2 households can meet outdoors or in private gardens)
 - 1.6.6. work from home if you can
 - 1.6.7. [self-isolate at home](#) if you, anyone you live with, or anyone in your extended household has:
 - 1.6.7.1. symptoms of COVID-19, and the person with symptoms should also [book a test](#)
 - 1.6.7.2. tested positive for COVID-19
 - 1.6.7.3. anyone who is contacted by the Test, Trace, Protect Team because they have been [identified as a contact of someone who has tested positive for COVID-19](#) must also [self-isolate at home](#).
- 1.7. **All YFC clubs and county federations should be aware that it is anticipated that this some level of restrictions will be in place for several months – into the summer and possibly beyond.**

2. Working together: we all have responsibilities

1.1. NFYFC & WFYFC

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

1.2. County Federations

- 1.2.1. 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.
- 1.2.2. To ensure that government policy and guidance is complied with in relation to the county office and staff.
- 1.2.3. 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 NFYFC will provide training information and presentation for this).

1.3. YFC clubs. To put in place:

- 1.3.1. Covid-Secure plans for all YFC activities.
- 1.3.2. Produce a risk assessment and a Covid-Secure assessment protocols for all activities.
- 1.3.3. 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.

1.4. Members

- 1.4.1. To help YFC by following the guidance set out by clubs or county federation.

3. Covid-secure – the basics



Social distancing



Face coverings are worn when needed



Groups/Bubbles



Venue is clean and kept clean



Hygiene is robust – handwashing etc



Risk Assessment are up-to-date



NHS Test and Trace information gathered



Action plan in place
(roles and responsibilities)

4. Moving to alert level three in Wales

4.1. The First Minister for Wales has announced

4.1.1. From 27 March:

- Stay local requirement lifted
- First phased opening of tourism sector as self-contained accommodation opens
- Outdoor children's activities open - **this is for U18s and YFC organised activities for U18 YFC members can be planned**
- Limited opening of outdoor areas of some historic places and gardens
- Libraries re-open

4.1.2. From 12 April (if conditions allow):

- Full return to schools, colleges and other education
- All shops to open
- Close contact services to open

4.1.3. From 26 April - If public health conditions permit, the following relaxations can go ahead:

- outdoor hospitality can open
- **organised outdoor activities will be permitted for up to 30 people**
- outdoor wedding receptions will be permitted for up to 30 people
- outdoor visitor attractions can open

4.2. From 27 March for YFC in Wales this means:

- ##### 4.2.1. The general rule in Wales is: Up to six people from no more than two households (excluding any carers or children under 11 from either of those households) can meet outdoors at any one time.

- 4.2.2. **Outdoor activities can be run for the development and well-being of children and young people - sports clubs and youth groups are allowed.**
 - 4.2.2.1. This applies to children under 18 (or persons who were aged under 18 on 31 August 2020).
 - 4.2.2.2. There is no limit on the number of children and young children that can attend, but organisers should be mindful of the space available.
 - 4.2.2.3. Organisers have a duty to take all reasonable measures to ensure that these activities take place in a way that minimises exposure to coronavirus. Therefore, they should consider the space available to allow for social distancing and, if necessary, limit the number of children who can attend.
- 4.2.3. Indoor activities and residential activities are not currently permitted.
- 4.2.4. Covid-secure plans to be in place and activities/venues should be carefully managed and risk assessed. (facemasks if a 2m social distance cannot be maintained).
- 4.2.5. The use of groups (bubbles) of under 18's plus staff/volunteers should be considered.
 - 4.2.5.1. Where it is possible to do so, YFCs should try to keep young YFC members in consistent groups. This will minimise the amount of mixing between different groups, and therefore the risk of infection. The goal is to minimise the amount of mixing between different groups of young people where at all possible – it may be helpful to speak with YFC members or their parents when planning this. It is however recognised that this is very difficult to achieve in out-of-school settings. An alternative is to hold activities at least 14 days apart.
- 4.2.6. There is no limit to the number of participants under 18 years of age – the group size must be manageable – suggest approx. 30 maximum.
- 4.2.7. YFCs should be cautious to ensure the following are always in place for (indoor or) outdoor activities:
 - 4.2.7.1. Safeguarding management
 - 4.2.7.2. Supervision of under 18's - ratios maintained
 - 4.2.7.3. Covid-secure plans and maintaining social distancing
- 4.2.8. **It is suggested that those planning activities consider groups of no more than about 30 YFC members with up to 5 leaders/supervisors to plan and manage the activity.**
- 4.2.9. Participants may only enter premises for personal welfare reasons (use of lavatories for example).
- 4.2.10. Should any member of a group become unwell, **all members of the group should contact NHS Test and Trace**. All members of the group (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days or until NHS Test and Trace confirm it is safe to return to activities.
- 4.2.11. Attendance list to be kept for NHS Test and Trace purposes (to be kept for 21 days).

- 4.2.12. Display a NHS QR code (for the venue – only one QR code is required and it remains in the venue)
- 4.2.13. All YFC participants, supervisors and leaders should be briefed to observe the following key social distancing and hygiene behaviours:
- Keep Wales Safe
 - HANDS - Wash your hands regularly and for 20 seconds.
 - FACE - Wear a face covering in indoor settings and outside where social distancing (2m) may be difficult, and where you will come into contact with people you do not normally meet.
 - SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings outside or increasing ventilation indoors).
- 4.2.13.1. Wales Government guidance on social distancing can be found here.

4.3. From 26 April in Wales

- 4.3.1. If public health conditions permit, the following relaxations can go ahead:
- outdoor hospitality can open
 - **organised outdoor activities will be permitted for up to 30 people**
 - outdoor wedding receptions will be permitted for up to 30 people
 - outdoor visitor attractions can open
- 4.3.2. **Outdoor activities can be run for the development and well-being of children and young people (under 18's can continue)**
- 4.3.3. **Outdoor activities for up to 30 people will be permitted** - if public health conditions permit.
- 4.3.3.1. Organisers have a duty to take all reasonable measures to ensure that these activities take place in a way that minimises exposure to coronavirus. Therefore, they should consider the space available to allow for social distancing and, if necessary, limit the number of children who can attend.
- 4.3.4. Indoor activities and residential activities not permitted.
- 4.3.5. **Covid-secure plans to be in place and activities/venues should be carefully managed and risk assessed. (facemasks if a 2m social distance cannot be maintained).**
- 4.3.6. **The use of groups should be considered.**
- 4.3.6.1. Where it is possible to do so, YFCs should try to keep young YFC members in consistent groups. This will minimise the amount of mixing between different groups, and therefore the risk of infection. The goal is to minimise the amount of mixing between different groups of young people where at all possible – it may be helpful to speak with YFC members or their parents when planning this. It is however recognised that this is very difficult to achieve in out-of-school settings. An alternative is to hold activities at least 14 days apart.
- 4.3.7. **Participants may only enter premises for personal welfare reasons (use of lavatories for example).**
- 4.3.8. **Groups can comprise of a maximum of 30 people.**
- 4.3.9. **YFCs should ensure the following are always in place for all activities:**
- 4.3.9.1. Safeguarding management

- 4.3.9.2. Supervision of under 18's - ratios maintained
- 4.3.9.3. Covid-secure plans and maintaining social distancing

- 4.3.10. Should any member of a group become unwell, **all members of the group should contact NHS Test, Trace, Protect**. All members of the group (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days or until NHS Test and Trace confirm it is safe to return to activities.
- 4.3.11. Attendance list to be kept for NHS Test, Trace, Protect purposes (to be kept for 21 days).
- 4.3.12. Display a NHS QR code (for the venue – only one QR code is required and it remains in the venue)
- 4.3.13. All YFC participants, supervisors and leaders should be briefed to observe the following key social distancing and hygiene behaviours:
 - Keep Wales Safe
 - HANDS - Wash your hands regularly and for 20 seconds.
 - FACE - Wear a face covering in indoor settings and outside where social distancing (2m) may be difficult, and where you will come into contact with people you do not normally meet.
 - SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings outside or increasing ventilation indoors).
- 4.3.13.1. Wales Government guidance on social distancing can be found here.

Covid-secure YFC



Social distancing



Face coverings are worn when needed



Groups/Bubbles



Venue is clean and kept clean



Hygiene is robust – handwashing etc



Risk Assessment are up-to-date



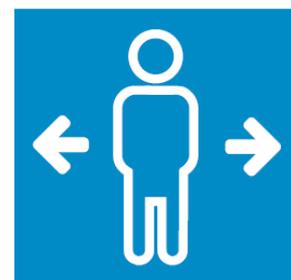
NHS Test and Trace information gathered



Action plan in place (roles and responsibilities)

5. Social distancing

- 5.1. It is very likely that [social distancing](#) will remain in place beyond June to keep ourselves and others safe. We must carry on with 'hands, face, space' for some time to come and must adapt accordingly.
- 5.2. It is essential to maintain [social distancing](#) wherever possible, including when arriving at and departing from a location, during the activity and when travelling between locations. Check government advice about [car sharing](#).
- 5.3. The YFCs goal should be to facilitate as much YFC activity to take place as possible, if safe.
- 5.4. YFCs should take all reasonable action and mitigation where possible and should have the confidence to provide age-appropriate programming and activities for YFC members during COVID-19.
- 5.5. Check government guidance on [social distancing](#).
- 5.6. [social distancing](#) must be maintained wherever possible.
- 5.7. Where the [social distancing](#) guidelines cannot be followed in full (inside and outside) in relation to a particular activity, activity organisers should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between YFC members, activity supervisors/leaders, any guests or the community.
- 5.8. Maintaining [social distancing](#) reduces risk, but there will be some situations where it may not be possible to fully distance (2m), or where some contact is required to enable the activity to run and achieve its objectives. This is acceptable for short periods for these groups of young people and provided groups remain the same.
- 5.9. Mitigating actions include:
 - 5.9.1. Further increasing the frequency of hand washing and surface cleaning.
 - 5.9.2. Hosting activities outdoors.
 - 5.9.3. Keeping the activity time involved as short as possible and in small groups in consistent groups.



Social distancing

- 5.9.4. Where possible using activities that make maintaining [social distancing](#) is simpler.
- 5.9.5. Avoid any activities which risk sustained close contact or ‘huddles’ of young people.
- 5.9.6. Using screens as barriers (as seen in retail premises) to separate people from each other.
- 5.9.7. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- 5.9.8. Reducing the number of people each person has contact with by using ‘fixed teams or groups’ (so each person works with only a few others).
- 5.9.9. [social distancing](#) applies to all parts of a YFC activity, including pinch points such as entrances and exits, break rooms, café spaces and similar spaces. These are often the most challenging areas to maintain [social distancing](#).
- 5.9.10. Staggered arrival and departure times for YFC members, supervisors and leaders should be in place to reduce crowding in and out of the locations, while also considering the impact on those with protected characteristics.
- 5.9.11. Travel to and from your venue/activities should be considered. Can YFC members, supervisors/leaders or guests travel safely and within current [social distancing](#) guidance? If not, you should consider any steps that can be taken to mitigate these risks (e.g., online activities). [Face coverings](#) should be always worn if transporting anyone outside of the household or bubble. Check government advice about [car sharing](#).
- 5.9.12. Regulating use of high traffic areas or pinch points including corridors, lifts, turnstiles and walkways to maintain [social distancing](#).
- 5.9.13. It may be necessary to reduce the occupancy levels of the venue to enhance [social distancing](#) and YFCs should enable members to join the activity online from home wherever possible.
- 5.9.14. [Signage](#) should be displayed in public areas to help people maintain [social distancing](#) and handwashing/hygiene facilities must be provided.
- 5.9.15. Consider the layout of any halls or meeting spaces to optimise the space available.
- 5.9.16. [County Federations](#): Office spaces should be reviewed to ensure current [social distancing](#) guidelines are met.

6. Face coverings

- 6.1. [Face coverings](#) are now required by law to be worn in most indoor public settings (shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices and on public transport).
- 6.2. Most young people and supervisors/leaders (since 2020) aged 11 years and over (from the day of their 11th birthday) are required to wear a [face coverings](#) indoors, including within community and youth centres.
- 6.3. Some people do not have to wear a [face covering](#) for health, age or equality reasons.
- 6.4. Please see the latest guidance on [face coverings](#).



Face coverings are worn when needed

7. Groups (bubbles)

- 7.1. Where it is possible to do so, YFCs should try to keep young YFC members in consistent groups. This will minimise the amount of mixing between different groups, and therefore the risk of infection. The goal is to minimise the amount of mixing between different groups of young people where at all possible – it may be helpful to speak with YFC members or their parents when planning this.
- 7.2. Where it is not possible or it is impractical for YFCs to group YFC members in the same groups as they are in during the day (for example, if there are only one or two YFC members attending the club activity from the same school), YFCs may need to group children with other YFC members - try to keep members in consistent groups week-to-week to avoid unnecessary mixing.
- 7.3. Supervisors/leaders are not included in the number of people in each group and should, as far as reasonably possible, remain with a single group.



Groups/Bubbles

- 7.4. Having more than one group may be possible for multiple groups to convene outdoor space, if all the practices stated in this document are implemented. To ensure that participants remain safe, strict adherence to the following measures is required:
 - 7.4.1. Different groups need to be in specific pre-agreed spaces with a physical barrier (wall/hedge) between them.
 - 7.4.2. Supervisors/leaders should divide YFC members into fixed (ideally consistent) groups.
 - 7.4.3. Supervisors/leaders should not move between unless to safeguard a member or members, manage behaviour or aid.
 - 7.4.4. YFC members should be placed in age-appropriate groups.
 - 7.4.5. Members of each groups should adhere to the current [social distancing](#) requirements.
 - 7.4.6. On arrival/departure, participants should wash their hands or use hand sanitiser.
- 7.5. Some clubs may wish to consider the use of [Covid-19 Rapid Lateral Flow Test](#) kits for those leading and supervising sessions. [School-age children are regularly tested at Schools]. Test kits may be available free of charge from the local authority for those volunteering. Alternatively, individuals can visit a local testing centre. Check the local authority website to see what options are available nearby.
- 7.6. Should any member of a group become unwell, all members of the group should contact [NHS Test and Trace](#). All members of the group (including supervisors/leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days or until NHS Test and Trace confirm it is safe to return to activities.
- 7.7. [Social distancing](#) should be maintained during all activities.
- 7.8. Supervisors/leaders should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.
- 7.9. Supervisors/leaders who may need to meet for the purposes of planning or training can do so outside of delivery sessions with young people. There is no staff team size limit or length of time sessions meetings/ training can take place. However, serious consideration for [social distancing](#), hygiene, [face coverings](#) and welfare must be considered.
- 7.10. We advise YFCs to re-open slowly. Consider running a pilot session with a small number of attendees, to ensure it is possible to manage [social distancing](#) and hygiene measures in accordance this guidance document.

8. COVID-19 secure venues – inside activities. The Welsh Government may confirm indoor activities are permitted for small groups in the foreseeable future. The NFYFC will confirm this to the YFC community and the nature of any rules that are to be applied.

9. Outdoor activities

- 9.1.1. For those members under the age of 18, YFC activities taking place outdoors will be permissible from 27 March 2021 and, if public health conditions permit, outdoor activities for group of 30 people will be permitted from 26 April.
- 9.2. The activity plan should be Covid-secure.
- 9.3. [Social distancing](#) to be maintained. If this is not possible, [face coverings](#) must be worn.
- 9.4. Consider the provision of lavatories, handwashing and hand sanitiser.
- 9.5. Overnight stays will not be permitted.
- 9.6. The goal is to allow as much activity as possible that is safe and within the law. The NFYFC/WFYFC will continue to seek information on what youth groups can do under the Covid rules in Wales.
- 9.7. Note: Rules for families and private citizens do not automatically translate to youth organisations and YFC.

10. Travel

- 10.1. YFC activities nearly always include travel to activities.

- 10.2. All must only travel with others where wider social contact rules allow. Check government advice about [car sharing](#).
- 10.3. If using public transport is necessary, wearing [face coverings](#) is mandatory, unless you are exempt for health, disability or other reasons.

11. Understanding risk

- 11.1. The risks presented by COVID-19 must be assessed and managed.
- 11.2. As a YFC club providing activities for YFC members the charity trustees (managing trustees/club committee) of the club hold the legal responsibility to protect YFC members, supervisors/leaders and others from risks to their health, safety and wellbeing.
- 11.3. This means the club committee must examine the risks they face and do everything that is reasonably practicable to minimise the risks, recognising you cannot eliminate the risk of COVID-19.
- 11.4. A YFC may deliver a range of activities and to do these a risk assessment and action plan document must be prepared. This will also help to identify the actions and steps needed ensure appropriate and safe activities and venues.
- 11.5. The NFYFC has provided a template action plan and a template risk assessment for YFCs to review, complete and sign off.
- 11.6. The plan and risk assessment should be under constant review and adapted to reflect the published youth sector readiness level.
 - 11.6.1. Be ready to react if the readiness level changes, and ensure changes are communicated to YFC members, supervisors/leader, staff, parents/carers and other stakeholders.
 - 11.6.2. You must make sure that the risk assessment for your provision addresses the risks of COVID-19 and that this guidance is used to inform your decisions and control measures.



Risk Assessment

12. Managing risk

- 12.1. Organisations have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures.
 - 12.1.1. Increasing the frequency of handwashing and surface cleaning in activities venues. Where handwashing facilities are not available, ensure adequate provision of hand sanitiser.
 - 12.1.2. YFCs should make every reasonable effort to comply with the [social distancing](#) guidelines set out by the government.
 - 12.1.3. Where the [social distancing](#) guidelines cannot be followed in full for a particular activity, organisations should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between those present.
 - 12.1.4. Further mitigating actions include:
 - 12.1.4.1. Keeping the activity time as short as possible.
 - 12.1.4.2. Deliver activity outdoors.
 - 12.1.4.3. Ensure venue is safe and it is practical to use for the planned activity.
 - 12.1.4.4. Using screens as barriers to separate people from each other.
 - 12.1.4.5. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible – primarily in office environments.
 - 12.1.4.6. Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others).
 - 12.1.4.7. If sharing equipment between individuals, routine cleaning steps should be considered before the next person uses the item(s).
 - 12.1.4.8. Finally, if individuals must work face-to-face for a sustained period with more than a small group of fixed partners (the same people), then you will need to assess whether



Risk Assessment

the activity can safely go ahead. YFC activities should not take place in an unsafe environment.

- 12.1.4.9. Risk assessments should have regard for whether the people are especially vulnerable to COVID-19 or if they are supporting people who might be.
- 12.1.4.10. YFCs should carry out an assessment of the risks posed by COVID-19 for the planned YFC activity.
- 12.1.4.11. If the club was meeting between the lockdowns, it likely to have gone through a lot of this planning already. We recommend that you review the plans you have already recorded and used and now identify any further improvements that should be made.
- 12.1.4.12. Continually monitor, review and update the risk assessments.

13. Sharing the results of your risk assessment

- 13.1. YFCs should share the results of the club risk assessment YFC members, supervisors/leaders and parents/carers of those under the age of 18.
- 13.2. Use this poster to show that you have following the required government guidance. The poster is available [here](#).



14. Protecting people who are at higher risk

- 14.1. YFCs will often work with YFC members, supervisors/leaders who are at higher risk from COVID-19. It is essential to be aware of who these individuals are and how to mitigate the risk to them. Steps may be required to ensure equality of access to provision for YFC members who are shielding or at increased risk.
- 14.2. Points to be aware of:
 - 14.2.1. [Clinically extremely vulnerable](#) individuals who have been strongly advised not to leave the home other than in isolation or with one other family member and only to go outside.
 - 14.2.1.1. [Clinically extremely vulnerable](#) individuals who are at higher risk of severe illness (e.g. people with certain pre-existing conditions and have been asked to take extra care in observing [social distancing](#). These people should be helped to access YFC activities. (For clinically vulnerable staff, this may mean deployment to alternative duties for a period).
 - 14.2.1.2. If clinically vulnerable [clinically vulnerable people include those aged 70 years or over and those with certain underlying health conditions] (but not extremely clinically vulnerable) YFC members attend YFC activities, they should be offered the option of the safest available on-site roles/activities, enabling them to stay [social distanced](#) from others. If there are times, they cannot be [social distanced](#) from others, you should carefully assess whether this involves an acceptable level of risk. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.
 - 14.2.1.3. YFCs should consider the concerns expressed by any YFC member, supervisor/leader or staff who consider themselves to be at higher risk.
- 14.3. **Clinically or extremely vulnerable participants:**
 - 14.3.1. Club committees and county federations should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.

15. Safeguarding responsibilities:

- 15.1. Club committees and county federations must continue to ensure those under the age of 18 are supervised as part of the safeguarding responsibility of the club.
- 15.2. Those under 18 should be supervised at a ratio of one supervisor to 10 Under 18s and no matter how small the number of U18s, there should always be at least two supervisors as supervisors should not work alone.

- 15.3. Those supervising should have been safely recruited (references taken up and DBS checks completed/reviewed) and records of this should be on-file and kept safely.

16. **First aid, accidents other incidents – and [NHS Test Trace Protect](#)**

- 16.1. It is essential to prioritise safety during incidents and to follow your standard health and safety policies and procedures.
- 16.2. The usual first aid arrangements should be included in the activity risk assessment.
- 16.3. Reviewing your incident and emergency procedures to ensure they reflect the [social distancing](#) principles as much as possible.
- 16.4. In the event of an emergency, for example an accident or a fire, people do not have to stay [social distanced](#) if it would be unsafe.
- 16.5. Those giving first aid or assistance should pay attention to hygiene measures immediately afterwards including washing their hands.
- 16.6. If giving first aid or assistance to someone with suspected Covid-19, the first aider should contact the [NHS Test Trace Protect](#) service.
- 16.7. 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 contract the [NHS Test Trace Protect](#) service. This includes individuals who have [symptoms of COVID-19](#) as well as those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace programme.
- 16.8. Display a [NHS Track & Trace QR code](#) (for the venue – only one QR code is required and it remains in the venue)
- 16.9. RIDDOR reporting advice should be followed for the reporting of relevant COVID-19 information.
- 16.10. Organisations should keep a log of near misses and incidents and review this log to continually improve practices locally.



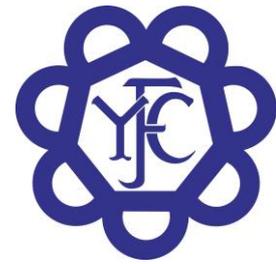
NHS Test and Trace information gathered

17. **Club Setting & county federation setting**

- 17.1. **Staff or volunteers (staff or elected YFC officers) who need to meet for the purposes of management of the charity – a club or county federation?**
 - 17.1.1. In YFC, remember that those members elected to hold office at a club or county federation are volunteers - staff and volunteers form the YFC workforce.
 - 17.1.1.1. It is expected that YFC members are elected as officers (and thus have become a volunteer and part of the YFC workforce) and that the election be recorded in the minutes of the club's AGM or the minutes of the county federation's first meeting of the executive committee. These people should be YFC members (i.e. carrying a current 2020/21 YFC membership card).
 - 17.1.2. Meeting for planning and managing the charity (club or county federation) is permitted. However, government advice is that those who can work from home should do so. **Therefore, consider video calls as a way for meeting to manage the affairs and operations of the charity.**
 - 17.1.3. There is no size limit to the workforce or limit to the length of time for meetings to manage the affairs of the charity. However, a suitable Covid-Secure venue must be used, and Covid-secure plans must be put in place (2m distancing, hygiene, [face coverings](#) and welfare must be considered).
 - 17.1.4. **Meetings taking place in private dwellings/homes is not permitted.**
 - 17.1.5. No overnight stays are permitted – for example, club officer training weekends are not permitted.

Examples:

17.2. The **club committee** (volunteers) could meet to plan activities and manage the affairs of the charity (the YFC). Before doing this, ask if this is necessary and if the business can be done using a video call meeting instead.



17.3. **YFC county federations** could meet to plan activities and manage the affairs of the charity (the county federation). Before doing this, ask if this is necessary and if the business can be done using a video call meeting instead.

17.3.1. In addition, consider if those meeting can be considered volunteers (the workforce) – the charity trustees or management committee would be considered volunteers (workforce).

17.3.2. YFC County federations could also plan and deliver training to club officers – there is no size limit but suggest this is limited and dictated by any changes for group sizing that is announced when this is reviewed by government and NYA. The club officers are volunteers, and we would expect that they have all been elected to the roles at the club AGM.

17.4. County competitions. We do not believe that hosting a county competition in the traditional way will be easy during this initial phase of easements.

18. Log activity planning and prepare a risk assessment

18.1. See the Activity Planning Record template at the end of this guide together with a template for a Covid-19 assessment/risk assessment.



**Action plan
in place**
(roles and responsibilities)

19. Communication

19.1. 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:

19.1.1. All members 18 years and over, advisory and club leaders.

19.1.2. The parents of all members under the age of 18.

19.2. **Communication: Confirm the following:**

19.2.1. Who is supervising the activity?

19.2.2. What is happening – the activity and the arrangements made to observe Covid-19 [social distancing](#).

19.2.3. Any adaptations made to a 'usual' activity.

19.2.4. Maximum number of YFC members that can join the activity at any one time.

19.2.5. Are YFC members required to 'book' a place?

19.2.6. Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 [social distancing](#) to be observed).

19.2.7. What arrangements are in place to run the activity a second time?

19.2.8. That handwashing facilities are in place.

19.2.9. That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure.

19.2.10. That anyone who is feeling ill, especially with any [Covid-19 symptoms](#) must not attend the activity.

19.3. **Communication: Ask the following:**

19.3.1. 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?

19.4. Communication: Advise the following:

- 19.4.1. That YFC members must not share transport unless they are from the same household or two household bubble.
- 19.4.2. Parents or members of the household to transport those that do not drive, including those U18 years to and from the club meeting venue.
- 19.4.3. Car parking arrangements.
- 19.4.4. Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised.
- 19.4.5. 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.
- 19.4.6. Use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- 19.4.7. Departure arrangements.
- 19.4.8. 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.

19.5. Communication: YFC members – what they must do

- 19.5.1. Make sure anyone who is feeling ill stays at home.
- 19.5.2. On arrival and before leaving wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 19.5.3. 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.
- 19.5.4. YFC members should not share transport (unless in the same household or a household bubble).

19.6. Communication: What parents of U18s can do

- 19.6.1. 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.
- 19.6.2. Make sure anyone who is feeling ill stays at home.
- 19.6.3. Do not gather at entrances or car parks - model [social distancing](#) so that their children learn good practice.



**Fun, Learning
and Achievement**