**An action plan for the re-opening of face to face youth work activities post COVID-19 lockdown (revised 23rd September 2020)**

**Context:**

Following some easing of lockdown restrictions over the summer months, lots of work to ensure Covid-19 secure processes were in place and applied, some permitted youth work activity in line with the NYA guidance <https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf> has taken place. However, we find ourselves needing to regularly review our initial plans and amend the procedures we have put in place.

In June, the NYA created a readiness framework <https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf> to assist youth sector organisations in the planning of youth work activity and the readiness level has been at Amber since 6th July 2020 when the following guidance issued <https://nya.org.uk/wp-content/uploads/2020/07/Amber-Aware.v2.5.pdf> . Detail of what is permitted has slightly adjusted from the original readiness framework as group sizes have changed and new laws, in particular around the use of face coverings and social mixing, have come into play. The NYA guidance version 2 <https://nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf> refers to the requirement to wear face coverings at indoor youth work sessions and, although it does not say it is mandatory, they recommend that face coverings are used for all youth work activities.

With this number of changes, the impending dark nights and wet weather and the return to school for many of our users, it is necessary for us now to draw on our experiences of a phased return to face to face youth work over the summer, to review our own action plan, realign our services in accordance with the NYA readiness levels and amend our plans and procedures. We are aware that as the cases of COVID-19 are on the rise the Government may impose further restrictions, however at present supervised youth work activity is listed as an exemption to the meeting with others legislation that was introduced on 9th September and this has remained in place following the announcements on 22nd September 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

If further restrictions are imposed and the NYA readiness level were to revert to red we would need to review our work again and anticipate that we would return to a place where groups sizes are restricted further and only outdoor sessions would be available for small targeted groups in a similar way to detached youth work as previously confirmed with us by the *NYA in June 2020 ‘The readiness framework follows strict advice and guidance from several government departments….. Detached youth work practice will often engage small groups of young people, so you are permitted to deliver outdoor youth work, with six or fewer people (including staff) as long as you all socially distance.’* At this level we would also still be able to organise indoor 1:1 face to face meetings between a member of staff / mentor and a young person with a higher level of need where necessary and also return to more regular online group sessions via Zoom.

**Process:**

During July and August 2020 we began to offer some face to face youth sessions in line with the NYA and government guidance. Beginning first with some targeted 1:1 work and then adding some specific group work sessions for our social action projects. All parents/carers were required to complete new COVID-19 Health Questionnaires for their child/ward so we could identify any young person who was clinically vulnerable or was living with a vulnerable individual in their household. All young people were made aware of the new procedures and expectations required which had been created based on NYA and government guidance and in consultation with young leaders and youth committee members in June. All sessions wherever possible have taken place outdoors and we have been able to offer transport with a maximum of 5 young people on the minibus in line with our risk assessment and procedures. As the summer progressed, we piloted some outdoor physical activity sessions for our Health and Wellbeing Project and then also added some organised fun games nights at the end of the summer. Young people have been regularly consulted on the activities we have been delivering whilst maintaining social distancing and we have communicated with young people as well as their parents and carers about the safety measures and procedures that we have in place. Booking in to all sessions has been required as we needed to manage numbers attending and ensure there is sufficient equipment and appropriate equipment.

We have followed our original plan by reintroducing outdoor 1:1 sessions first, followed by outdoor group work with small groups and the provision of limited capacity transport. As the NYA readiness level moved to Amber there was also an increase in the number of young people allowed in groups and a broadening of permitted activity. Whilst we have not been able to return to the Nadder Centre for our Health and Wellbeing sessions yet (we are currently working with Wiltshire Council now their Leisure Centres have reopened to explore how we may be able to do this safely), we have run physical activity and fitness sessions outdoors at Mere and have been able to offer some planned activity face to face sessions in place of our open access Friday Night Drop – Ins and Wilton Junior sessions. Our Project night remained via Zoom with planned alternate week face to face sessions due to start towards the end of September.

We have meet with young leaders and youth committee members to discuss how sessions can be safely moved indoors from October as well as discussing plans for the reintroduction of the peer led junior sessions. Whilst it does not look likely that we will be able to run any residential experiences any time this year, young people who have engaged in leisure credits are keen to explore the potential of reward trips and we are currently exploring what opportunities are legal and safe.

**The Next Steps:**

*Health and Wellbeing* sessions will continue outdoors at Mere whilst weather and daylight permit. We are limited to a ‘bubble’ of 15 for this session currently. We will keep liaising with WC staff regarding a return to use of the Nadder Centre in Tisbury and discuss the potential for multiple ‘bubbles’ and acceptable numbers. We will continue to seek guidance from the NYA on the use of minibuses to enable young people to access sessions as there is still no clear guidance for the youth sector on this.

*Wilton Juniors* will revert to outdoor physical activity sessions based at Castle Meadow on 1st & 3rd Tuesday of the month and planned outdoor and indoor (if necessary) activity sessions at Burcombe Village Hall on all other Tuesdays. We are limited to a ‘bubble’ of 15 at these sessions and as we begin to use indoor space this number may need to reduce to enable appropriate social distancing. The longer-term plan is to be able to use indoor space belonging to WMSET once the building work is completed (hopefully the end of October 2020) for arts and crafts, games and other structured programmed activities.

*Bridging Project* sessions at Mere Youth Centre will continue to run from 6:30-8:30pm, moving indoors with planned and appropriately socially distanced activities as daylight and weather necessitates. This session is limited to a ‘bubble’ of 15 young people.

*Young Leaders and youth committee* sessions will return to sessions most Wednesday evenings at Mere Youth Centre, and with daylight fading any planning sessions will need to take place indoors. These sessions will be in ‘bubbles’ of no more than 15. Following consultation with young leaders about how best to restart the peer led junior sessions we aim to offer a changed format which will come into effect in October with a limit of 12 spaces for juniors and 3 peer leaders at all sessions. These will run on the 2nd Wednesday of the month from 6:00-7:30pm and there is the option to run the same activity on the 4th Wednesday of the month if demand requires or maybe offer one session to Year 5’s and the other session to year 6’s. The sessions that the peer leaders have planned will be outdoors during October and November with Christmas activities for December (but if weather permits this could also be outdoors as the plan is for two daytime sessions.)

*Project Night* face to face sessions for 16 – 25 year olds (targeted at those with additional needs) will re-open at Fovant Youth Centre on the 2nd & 4th Thursdays of the month from 24th September, with Zoom sessions continuing on the other weeks. The potential for an ‘offsite’ social opportunity on the 5th Thursday of the month when this occurs will also be explored. Due to the size of the building these sessions will be limited to 10 young people and outdoor space will be utilised as much as possible.

*Mere Friday Nights* games session will continue to run outdoors at Mere YC for years 8 -13 until the end of September. The plan is for there to be a return to offering 2 sessions with an age group split 6:30-8pm will be for those in years 7-9 and 8:30-10pm for those in years 9-13 from 2nd October. We will need to operate a very prompt changeover period where the 2 ‘bubbles’ of young people do not mix. Those making their own way home will to be asked to leave the area immediately and those leaving on the S4S transport will be escorted into the minibus at the end of the session. There will be one minibus used for picking up the juniors (ZAC bus) and the same bus will be used for dropping them off so that only the front of the bus needs to be cleaned as the drivers swap over. The S4S bus will be used to pick up the older group and they will be asked to wait outside (from 8-8:30pm) whilst the centre is cleaned and the member of staff driving takes the juniors home. A member of staff will be with the group outside and those making their own way to Mere YC will be asked not to arrive until after 8:30pm. If this process cannot be adhered to and managed safely without larger groups of young people congregating outside the youth centre, we will have to return to one combined session for both age groups and there will only be 15 spaces each week.

*Leisure Credits* will continue to run with outdoor practical conservation sessions on alternate Saturdays and on Tuesdays and Thursdays during the school holidays. With transport restrictions we have to limit the sessions to 10 young people unless they are able to get themselves to and from the work site independently. We will continue to offer lunches which must be pre ordered so that a member of staff (wearing a face covering and with regular hand washing) can prepare them in advance. We will continue to explore the possibility of reward activities but must be mindful of minibus journey time and capacity as well as any legal restrictions when planning these. Leisure Credits sessions will not run indoors unless the weather is so awful we are unable to be outdoors in a safe way.

All youth work sessions will be promoted via social media, text messages, email and only those young people who have completed and returned the new annual consent form (1st Sept 2020 – 30th Sept 2021), a COVID-19 medical questionnaire and have booked a space will be able to attend.

Once the NYA readiness level drops to Yellow we anticipate that we will be able to expand our offer to include more young people, longer sessions and a wider range of activities. It is hoped that camping residential may be possible at this point.

At readiness level Green we would expect to be able to have all our projects back up and running fully and residential youth work opportunities can be re-instated.

**Putting this into practice:**

Having already begun to deliver a number of face to face sessions we have already begun to implement a range of practices and procedures to minimise risk. As guidance and laws have been altered, so too have our risk assessments and procedures. We are continually reviewing any new guidance and adjusting or working practices appropriately. The latest version of the NYA guidance is available at <https://nya.org.uk/> The latest versions of the Seeds4Success return to face to face delivery action plan, our procedures for young people and risk assessments for face to face youth work and use of transport are on the charity’s website [www.seeds4success.org.uk](http://www.seeds4success.org.uk)

It is everyone’s responsibility to ensure they are aware of the current guidelines and procedures and adhere to them.

**Procedures:**

1. **Controlling the Minimising the risk of the spread of infection**

Minimising contact with individuals who are unwell

In order to do this we ask that:

* If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, you do not come to any youth work activity for at least 7 days from when you first experienced symptoms.
* If you live with someone who has symptoms or have come into contact with someone who has tested positive for Coronavirus, please do not come to any youth work activity for 14 days. The 14-day period starts from the day when the first person in the household became ill.
* You complete an updated consent form and medical questionnaire to enable us to effectively manage this

You may well feel well in yourself and be frustrated that you can’t just continue with your daily activities, however, it is vital that these rules are followed to protect everyone we work with and for.

Practicing good handwashing

In order to do this we ask that:

* Young people, staff and volunteers all wash their hands before attending sessions and again when they arrive home – hands should be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly
* Young People, staff and volunteers wear face coverings to all face to face youth work sessions, and follow the law by wearing these on our transport and in our buildings. Those with exemptions are required to notify the charity director so additional safety measures can be implemented to reduce the risk to others
* When entering a building there will be alcohol hand sanitiser inside the entrance which should be used by all
* If toilet facilities need to be used, you must keep your face covering on, ensure you are the only person in the toilets, and ensure you wash your hands thoroughly and dry them with paper towels provided

Ensure good respiratory and personal hygiene

In order to do this we ask that:

* You use tissues to catch any cough or sneeze and dispose of used tissues in the bins in the toilets
* You wash your hands thoroughly after you have handled tissues or sneezed/coughed
* Staff, volunteers and young people are encouraged not to touch their eyes, nose, mouth or face covering

Frequent Cleaning

 In order to do this we will:

* Clean regularly touched surfaces such door handles and shared workspaces with standard cleaning products such as detergents and bleach
* Clean desks and office equipment before and after use
* Clean toilet and kitchen areas before and after use
* Ensure all waste from bins is emptied into a bin bag and tied up after each session (at the end of the day if the office has been used) and placed in woodwork room at Mere Youth Centre or removed from other premises
* Ensure all tied bags are removed from the woodwork room and placed outside the youth centre on a Thursday for collection on Friday morning or on a Saturday for collection on a Monday morning.

Minimise contact and mixing

In order to do this we will:

* Stagger times when staff are entering the building and office – staff must notify Jaki when they are planning to be in the building to avoid over crowding
* Limit the time that face to face sessions run for when operating at readiness levels Red and Amber
* Reduce the use of shared stationery items (such as pens), and where items need to be shared ensure there are cleaning products available to clean items before and after use
* Follow NYA and government guidance on social distancing, permitted group activity and ‘bubble’ sizes.
* Create working ‘bubbles’ at sessions so that staff, volunteers and young people stay with the same group during youth work activities
* Where possible create resource packs for individuals to prevent sharing of resources – any items that need to be shared must be thoroughly cleaned before and after use by each individual and cleaning products will be provided or if appropriate gloves can be worn.
* Develop appropriate safe procedures for operating transport to enable young people to access youth work sessions, ensure this is communicated to all staff, parents/carers and young people and seek sector seek guidance on increasing capacity.
* Ensure that all activities are appropriately risked assessed with Covid-19 specific measures in place, with staff, volunteers and young people being made aware of them
1. **Personal protective equipment (PPE) including face coverings and face masks**

It is now a legal requirement to wear face coverings inside youth and community centres and social clubs as well as on transport so these are now mandatory at all youth work sessions. If a young person, member of staff or volunteer is exempt from this law due to health conditions or a disability, they need to discuss this with the charity director so that additional measures can be put in place to safeguard others sharing the same space and to ensure there is sufficient space available with the group size to ensure appropriate social distancing.

If you come to a session without a face covering, we will only be able to issue you with one if we have spares. Please note we do not have large stocks of disposable face coverings so please do try to bring your own. If you are not able to get your own face covering, please contact the charity director so we can make arrangements for you. Please ensure your face covering fits appropriately and is worn correctly at all times. When sessions are taking place outdoors and there is physical activity involved it may be permitted to remove your face covering. Please check with the lead worker before removing your face covering except if required in an emergency situation.

If there is a need to administer first aid to an individual, a fluid resistant surgical mask, along with a disposable gloves and apron must be warn. We will provide individual first aid kits to all staff and volunteers working on our sessions which will include these items.

When wearing a face covering:

* Ensure your face covering fits well and is worn properly.
* Wash your hands before putting it on and taking it off.
* Avoid touching your face or face covering as you could contaminate them with germs from your hands.
* Change your face covering if it becomes damp or if you have touched it after putting on.
* You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.
1. **Protecting shielded and clinically vulnerable children and young people**

During the peak of the pandemic there were members of our community and families who were identified as having a higher risk of severe illness from Coronavirus due to an underlying health condition or being clinically vulnerable outlined in the link below: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people> These individuals and families were initially shielded during the earlier stages of the pandemic, however as restrictions eased these individuals have been asked to take extra care when leaving their home and to minimise their contact with others outside their household or support bubble.

In addition to these individuals there were also those who were identified as being clinically extremely vulnerable to severe illness from Coronavirus. There was initially specific government guidance for these individuals <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus> however shielding has been paused and these individuals are now being encouraged to leave their homes. <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Despite the changes in Government guidance as the rate of infection begins to increase once more we feel it is our responsibility to support those individuals who are at additional risk and who were or continue to shield or are living with someone who was or is still shielding and therefore we would only want them to attend sessions or activities that can support the latest guidance and where they feel happy and confident that they are not putting themselves or others they live with at an increased risk. This applies to staff and volunteers too and we do not expect staff and volunteers to place undue stress or risk on themselves or their family member in coming to work. Although the government shielding programme being paused we encourage all those affected to discuss their concerns with the charity director so appropriate working arrangements can be put in place.

1. **Managing Group sizes / ‘Bubbles’**

When setting group sizes we must continue to follow the NYA guidance on group sizes which is currently set at a maximum of 15 young people. It is permitted to operate more than one ‘bubble’ however, the size of the indoor spaces we use to deliver our youth work, mean that it is unlikely that we can accommodate this. If the permitted number of young people in a group reduces we may consider running to separate ‘bubbles’ at the same session. If this was to happen, the 2 ‘bubbles’ will be engaged in different activities, in separate clearly identified areas, with their own social distancing measures in place and each ‘bubble’ will have a dedicated member of staff supporting them. There will be a 3rd member of staff away from the groups but available to support an individual if someone becomes ill or is unable to engage in the session safely. This person will also be available to speak to individuals outside of the groups who may try to join the session (as we are meeting outdoors in a public space)

We understand that young people will be mixing in different ‘bubbles’ and groups in other settings such as school, family activities or even in the park and that the current legislation does not prevent individuals from mixing (at an appropriate social distance) with 5 different people from outside their household at multiple times during the day if they wish. However, we want to reduce the risk to young people, staff and volunteers within our setting so we will be operating our own social distancing and grouping practices for our sessions. As guidance changes and restrictions on group sizes and social distancing are altered we will review our delivery approach accordingly, remaining on the side of caution to reduce risks to all involved with Seeds4Success.

1. **Access to sessions**

As a charity operating in rural South West Wiltshire we are very aware of the challenges presented by the areas geography and with this access to facilities and activities. This is why we always try to provide transport to aid access wherever possible. With the current risks of infection from Coronavirus we are having to limit our capacity on minibuses and are seeking further guidance on whether this can be increased. We are aware that young people are much closer together on ‘school transport’ however, they have specific set guidance and as yet there is not anything that covers transporting young people to youth work activities. If the NYA readiness level returns to red, we anticipate that we would be unable to offer transport to attend our session

If you are able to attend a youth work session by walking or cycling, this will be the preferred method of transport, however we understand that this is not possible for all young people. On arrival at the session please find a space, 2 meters away from anyone else and wait for the member of staff to brief you for the session. Please do not arrive for sessions super early as staff need time to clean and prepare resources and equipment. At the end of the session, those leaving on their own will be allowed to do so, but this should not be in large groups and social distancing rules should be followed. Young people getting the minibus home will need to get on the minibus loading from the back first and ensuring everyone sits in the same seat they came in. If a young person is being collected they will remain with the group until their parent / carer has arrived and then will be permitted to leave at appropriate intervals to ensure there is no congregating.

1. **Communication**

It is important that all our plans and new operating procedures are communicated to all young people, parents/carers, volunteers and staff in order to ensure everyone is working together to help us keep all risks down. This revised action plan, along with our updated COVID-19 Risk assessment and COVID-19 Consent and Medical Questionnaire and the latest version of the young peoples procedures will be published on our website [www.seeds4success.org.uk](http://www.seeds4success.org.uk) as well as being emailed to all parents/carers, staff and volunteers.

**Appendix A**

**Procedures for young people attending face to face youth work activities during the Covid19 Outbreak (updated 23/9/20)**

Our phased return to face to face youth work delivery has been progressing well however, with the autumn bringing less predictable weather and darker evenings we need to review our procedures to continue to minimise the risk of transmitting the COVID-19 virus through contact or mixing at Seeds4Success sessions, and to keep you, your family and our staff and volunteers safe. With government laws and guidance changing we continue to revise our procedures as necessary. We are working in line with the National Youth Agency (NYA) guidelines and we can confirm that Youth Work has been recognised as an essential service and therefore is exempt from the social gathering restrictions coming into force on 14/9/20. Although we are confident we are operating within the government guidelines, members of the local community may see this differently and it is important that we are visibly following all the safety procedures and keeping within the law. As group numbers remain limited it is essential that young people book a space at each session they plan to attend and regrettably those not booked in will not be able to come along.

We ask all young people to please follow the procedures outlined below:

Before attending a session:

* Please complete and return the COVID-19 medical consent form – this can be brought to / filled in at your first session.
* Please only attend sessions if you and your family are well and you have not been in contact with anyone who has tested positive for COVID-19 or has symptoms of COVID-19 within the past 14 days or you have been asked to self-isolate.
* Please bring your own face covering with you (these are **legally required** on **transport** and when we are **inside** any **youth centre** or **community building –** if you have a health condition or disability that means you are exempt from this law please contact Jaki to discuss this as additional safety measures will need to be put in place to protect staff, volunteers and other young people and may have an impact on the numbers of people able to access the transport and sessions you are attending).
* Please bring your own drink bottle that is clearly identifiable.
* If waiting for the minibus please socially distance from others at your pick up point and wait until the driver / assistant has opened the door, proceeding to the seat the driver has allocated to you.

Arriving at the session:

* Please head towards a member of staff who will be in an open space or wait outside the building
* Please make sure you keep 2 metres away for anyone else – we know you may have specific bubbles in school or other aspects of your life however, we need to ensure appropriate social distancing at our sessions
* You will be asked to wash your hands / use hand sanitiser (1 at a time) on arrival and if this involves going in the building you will be required to wear a face covering

During the session:

* You will be with the same staff member(s) for the entire session and up to 14 other young people if you are attending a group session
* Our Activities will be planned with social distancing in mind therefore, please ensure you keep a 2 metre distance between you and anyone else throughout the session (if the activity requires closer working, or it is inside the building, a face covering will be required)
* At Indoor sessions there will be clearly identified spaces where you will be permitted and there will be set activities for you to take part in. Regrettably we cannot just let you just hang out and move around freely as previously
* Please do not share equipment, resources, or any of your own personal items with others in your group. You will be issued with your own kit / tools and it is important that you just use this.
* You may be asked to wash your hands / use hand sanitiser by staff during the session and if this happens please can you follow their instructions
* If you do need to cough or sneeze, please use tissues and cover your mouth and nose – please put used tissues in the bin. If you do not have a tissue please use the inside of your elbow.
* If you wish to use the toilet, you will need to check with a member of staff to ensure there is no one else already using it. There is hand sanitiser dispenser on the wall / available at all buildings we use - please use this on your way in. There are wipes in bathrooms for you to wipe down all handles, taps and toilet seat before and after use. Please wash your hands thoroughly after using the toilet and make sure you place all used wipes and paper towels in the bin not down the toilet.

At the end of the session:

* Please place all used equipment in the area identified by a member of staff.
* Please wash your hands / use hand sanitiser before leaving
* When leaving the session please keep your distance from other people and leave the site promptly

**THANK YOU ALL FOR YOUR UNDERSTANDING AND SUPPORT TO KEEP EVERYONE SAFE AND WELL**

**APPENDIX B**

**COVID-19 Health Questionnaire and updated parental consent form (updated September 2020)**

Dear young person and their parent / carer,

We are now in a period of renewal for our annual parental consent and membership form for the 13 month period 1st September 2020 – 30th September 2021 and, in order to reduce the amount of paper and ink used on these we are asking that parents / carers complete these online where possible and return to jaki@seeds4success.org.uk where the completed form only will be printed out and handed back to the young person to take home and sign. If you are able to print at home and complete the process in it’s enitreity then this is of course incredibly helpful. If you are unable to access the form online please let me know and we can provide a printed version for completion.

With the ever changing situation regarding COVID-19 we require you to complete an additional Health Questionnaire and consent form before taking part in any of our activities. This information is required to help us prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, participants and visitors. As guidance and information changes we ask that parents / carers keep up to date with the legal requirements with regard self-isolation and notify us of any changes or cases of illness within households. Although some of you will have already completed a COVID-19 health questionnaire already, we are asking please for new forms to be completed with the new annual consent form.

As we continue to re-open elements of our face to face delivery, and move elements indoors when we safely can, we need to follow government guidance to reduce the risks associated with COVID-19 and put measures in place to protect any individuals or family members who are classed as clinically vulnerable or clinically extremely vulnerable. We will use the information provided in this form to enable us to take precautionary measures to protect you and everyone involved with Seeds4Success and it will be stored securely in line with data protection guidelines. In the case of a positive Covid-19 test on an individual within our setting we may need to share the information contained within this form and our annual consent and membership form with Public Health England to reduced the risk of the infection spreading.

Seeds4Success has updated the return to face to face youth work delivery action plan which details our operating procedures, along with an updated risk assessment for face to face youth work delivery during the COVID-19 outbreak and revised procedures for young people. These documents are available on the charities website www.seeds4success.org.uk or can be emailed to you by contacting jaki@seeds4success.org.uk

We ask that young people respect these additional rules which are in place for the safety of everyone involved with Seeds4Success, their families and the wider community. Any young person in breach of these rules will be asked to leave the session and parents/guardians will be required to collect them.

If you have any questions, please contact me

Yours sincerely,

Jaki

Jaki Farrell

Charity Director - Seeds4Success

Mobile: 07585 723824

email: jaki@seeds4success.org.uk

**Young Person Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Date of Birth: |  | Telephone Number: |  |
| Address: |  |

**Primary Emergency Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Relationship to Young Person |  |
| Tel. no |  | Email  |  |
| Address -if different from YP |  |

**Health Questionnaire**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you had any close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days? | **YES** |  | **NO** |  |
| Have you been diagnosed with COVID-19 or had a positive COVID 19 swab test within the last 14 days? | **YES** |  | **NO** |  |
| Have you been in close contact with anyone who has travelled or returned from abroad in the last 14 days? | **YES** |  | **NO** |  |
| Have you experienced a cold, sore throat, high temperature (37.8°C), loss of taste or smell or had difficulty breathing in the last 14 days? | **YES** |  | **NO** |  |
| Has anyone in your household displayed any of the symptoms indicated above in the last 14 days? | **YES** |  | **NO** |  |
| Are you or any member of your household classed a clinically vulnerable and currently shielding  | **YES** |  | **NO** |  |
| Are you or any member of your household classed as clinically extremely vulnerable and have received a letter telling you/them to shield | **YES** |  | **NO** |  |
| Are you or any member of your household currently self-isolating | **YES** |  | **NO** |  |
| Do you have a health condition or disability that means you are exempt from wearing a face covering? – if ‘yes’ please discuss this with Jaki as we may need to make some adjustments to sessions to be able to include you | **YES** |  | **NO** |  |

**Consent & Declaration:**

In signing this document, I declare that:

• I am satisfied that Seeds4Success have informed me of their revised procedures and have taken all reasonable steps to reduce the risk of and spread of COVID-19 infection during face to face activities and transport provision

• My child nor anyone living in our household has displayed symptoms of COVID-19 in the past 14 days.

• I understand and accept that my child will be required to adhere to strict social distancing and personal hygiene practises whilst engaging with Seeds4Success sessions.

• I will inform Seeds4Success immediately if my child or a member of my household displays symptoms of COVID-19 or a member of my household receives a positive COVID-19 swab test result within 14 days of my child attending a face to face session with Seeds4Success.

• I understand and accept that my child will be required to bring a face covering to all face to face sessions run by Seeds4Success and they will be required to wear a facemask when accessing any building used or transport provided by the charity. Exemptions can be discussed with the charity director.

• I appreciate that it is not possible to consider every possible complication of COVID-19 however I have had the opportunity to ask questions about procedures and practises adopted by Seeds4Success

**Signature of Parent/Guardian/Carer**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Print name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration: PARTICIPANT (All)**

I, as a participant in the stated activity, agree to abide by the rules and act upon the instructions of staff.

**Signature of Participant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
|   | **RISK ASSESSMENT FOR FACE TO FACE YOUTH WORK DURING COVID-19 PANDEMIC** |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing (existing Control Measures)?** | **Do you need to do anything else to manage this risk (Additional Control Measures)?** | **Action by whom?** | **Action by when?** | **Done** |
| **Lack of social distancing during group work resulting in direct transmission of the virus** | Staff, young people, families,  | Keep group sizes, including staff and volunteers, to the maximum permitted in government / NYA guidance – revised to 15 due to NYA moving to readiness level Amber on 6/7/20. 9/9/20 – despite changes in law, youth work is recognised as essential and remains able to operate with groups of 15.When operating 2 groups these will be run in 2 separate spaces each with a clear identified working area. For 1:1 work maintain 2 metres distance where possible, if not possible face coverings should be worn. Sit side by side rather than face to face when possible Equipment will be cleaned before and after sessions and not shared unless gloves are worn or it is cleaned between users. Where possible activities will be delivered in outside environments where social distancing can be maintained.Indoor activities will be delivered in covid secure settings which have been appropriately cleaned before and after use, windows and doors will be opened and all staff, volunteers and young people will be required to wear face coveringsAll sessions will have clearly planned activities which will be risk assessed and include measures to minimise risk of COVID-19 transmission.Young person’s guide outlining new operating procedures produced by young leaders / youth committee, to be discussed with all young people before sessions commence. (to include guidelines for social distancing, accessing building, use of toilets, working groups etc) Shared or communal outdoor equipment will only be used if it can be thoroughly cleaned before use and there is appropriate handwashing and sanitising available on site.  | Have an additional member of staff present to speak to other users of the recreation ground / outdoor space to prevent extra’s joining the groupEnsure young people are clear of the procedures for the session before activity commences Ensure there are clear records of who has been in each group, with which member of staff, and on which day for each session. Ensure posters advising of the requirement to wear a face covering indoors are displayed on the door of all premises used. Have spare masks available for use at sessions if necessary  | JFAll staff involved in face to face deliveryLead workers for sessionsLead workers for sessionsJF/RS | On day of sessionOn day of sessionOn day of sessionBefore first indoor sessionBefore indoor sessions commence |  |
| **Risk of spreading virus due to close contact with children / young people / members of the public who are unable or unwilling to comply with social distancing** | Staff, young people, families | Staff to discuss groups of young people and assess potential risk from within the group before sessionEnsure law on face coverings to be worn inside adhered to and require face coverings to be warn at outdoor sessions unless they involve physical activity All publicity will emphasise the need to book spaces and we cannot simply have ‘drop in’ sessions. 1:1 sessions with a youth worker can be booked if required.  | Ensure additional member of staff is vigilant to risks and intervenes if a member of the public / additional person approaches the groupUpdate young peoples procedures and ensure this communicated to all participants. Request any individual with an exemption to discuss this with Charity Director to ensure additional measures can be put in place | All staff involved in face to face deliveryLead workers for sessionsLead workers for sessions | On day of sessionIn advance of sessionIn advance of session |  |
| **Risk of transmission when dealing with a sick or injured young person or staff member** | Staff, young people | First Aiders advised to follow HSE guidelines – keeping a safe distance for as long as possible.First Aid Kits now include additional PPE: Face Shield, a fluid-repellent surgical mask and a disposable apron and these items should be used when treating any person during this time – it is assumed that any casualty could be carrying the Covid-19If a member of the group or individual is displaying coronavirus symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell) they should be isolated away from the group and a member of staff should stay with them at a 2 m metre distance where possible, ensuring they are wearing PPE. The parent/carer should be contacted to collect the individual and they should be advised to follow the government guidelines regarding self-isolating and have a test for coronavirus. If the individual needs to use the toilet they should be escorted to the building with a member of staff opening the door for them and they should use a dedicated cubicle which should then be isolated and the member of staff should remain outside the front door, holding it open. Handwashing procedures must be followed and the toilet will need to be deep cleaned following this. No one else will be able to use that toilet until cleaning has happened.S4S attendance records detail all staff and young people involved in any face to face activity. If we become aware that anyone involved in any of our activities has tested positive for Covid-19 we will notify anyone else who may have come into contact with them. | Print out HSE First Aid Guidelines and issue to all staffAll staff are to have their own first aid kit with additional PPE with them at sessionIf the casualty requires urgent medical treatment call 999. Any incident / suspected case of coronavirus must be reported to the charity director and recorded.If advised that a member of staff or young person has developed Covid-19 and they were recently in contact with S4S, the Charity Director will contact PHE. All individuals who have been in contact with the infected person will need to be contacted and advised to self-isolate for 14 days. If a parent/carer is required to sign a form (accident, medical etc.) this will be brought out to them – if they do not their own pen, use one from the office which must then be cleaned or binned.Deep clean of any indoor area (e.g. toilet) or any equipment that has been in contact with individual who is unwell.Double Bag any used PPE or cleaning materials used in this incident and place it marked waste bin in the woodwork room. Complete the high risk waste log and ensure the charity director is notified. This waste must not be placed in general waste until 72 hours have passed.  | JFAll StaffAll StaffAll StaffJFAll StaffAll StaffAll StaffAll Staff | Before sessionBefore sessionWhen neededOn day of incidentOn day of test resultOn day of test resultOn Day of incidentOn day of incidentOn day of incident |  |
| **Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus** | Staff, young people, or families who have underlying health conditions | Any staff member who is clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are advised to to work from home Young people living with those that are clinically vulnerable are able to attend school so they should be able to access outdoor youth work sessions however, they must advise S4S staff of their situation and where possible extra precautions will be put in place if requestedS4S attendance records detail all staff and young people involved in any face to face activity. If we become aware that anyone involved in our activities has become unwell with suspected Covid-19 infection we can notify anyone else who may have come into contact with them. | Confirm any member of staff who this applies to.Staff to confirm family situation before young people return to any face to face delivery. Agree continued remote support package support if required and offer 1 to 1 face to face support rather than group work if preferable.   | JFLead Youth Workers / Keyworkers |  |  |
| **Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus** | Staff, young people, families | All staff and young people are to wash hands / use hand sanitiser at start of and before leaving the session Staff and Young people will be reminded of good hygiene procedures including washing hands for 20 seconds and signage to support this displayed.Hand sanitiser dispenser on wall in entrance to building and levels checked at the start of every sessionIndividual hand sanitisers in staff individual first aid kits Liquid soap and paper towels in toilets and kitchenDisplay signage about Catch it-bin it-kill it and ensure all used tissues are disposed of bins.Face coverings to be worn when inside all premises and vehicles | Ensure there are sufficient supply of hand soap and paper towels in the toilets and kitchen and hand sanitiser in the wall mounted containers at the start of each sessionAll staff are to have their own first aid kit with additional PPE with them at sessionDouble Bag any used PPE and place it marked waste bin in the woodwork room. Complete the high risk waste log and ensure the charity director is notified. This waste must not be placed in general waste until 72 hours have passed. | All StaffAll StaffAll Staff |  |  |
| **Risk of infection due to lack of cleaning resulting in indirect transmission of the virus** | Staff, young people, families  | Staff will be provided with appropriate cleaning materials to clean all surfaces. Clean regularly touched surfaces such door handles and shared workspaces with standard cleaning products such as detergents and bleachStaff are required to clean desks and office equipment before and after useStaff are required to clean toilet and kitchen areas before and after useAll waste from bins is emptied into a bin bag and tied up after each session (at the end of the day if the office has been used) and placed in the woodwork room at Mere YC or removed from other premisesAll tied bags are removed from the woodwork room and placed outside the youth centre on a Thursday for collection on Friday morning.Any equipment used during a youth work session must be cleaned after the session or quaranteened and clearly identified if not possible. | Staff to ensure all bins are emptied into a big bag, tied and stored in the woodwork room until Thursday evening.Bin bags to be placed outside Mere YC building on a Thursday evening weekly | All StaffRH / JF |  |  |
| **Risk of spreading the virus due to lack of clear site management procedures** | Staff, young people, families | Face to face sessions conducted in outside environments where possible.When using indoor venues, windows and doors are to be propped open to increase ventilation and face coverings must be warn by all inside unless there is a health/medical exemption. Indoor sessions to be planned and manged to ensure social distancing can be adhered toClear procedures for all sessions outlined with staff | Communication with all parents/carers and young people before the day about the procedures for the sessions, the measures we have in place and ensure they understand arrangements and expectations. Confirm arrangements for pick up if a yp is unwell during the session.Staff to communicate and be clear about plans for all youth work sessions  | Lead worker for sessionLead worker for sessionAll youth work staff | Before sessionBefore sessionBefore session |  |
| **Emotional distress of the staff – including anxiety** | Staff | Regular check in’s with all staff membersRisk assessments and working arrangements reviewed regularly and remain flexibleExtremely vulnerable staff (Shielding) work from home | Monitoring workload | JF | Ongoing |  |
| **Use of transport to access sessions** | Staff, young people, families | Transport will only be provided when NYA Readiness level is at Amber or lower (at this level from 6/7/20)See separate risk assessment for provision of transport during Covid-19 pandemic | All measures must be followed in the specific provision of transport during COVID-19 pandemic risk assessment | All Staff | Before transport is used |  |
| **Risk Assessment completed by:** Jaki Farrell | **Signed:** | **Date:** |
| **Risk Assessment agreed by staff** | **Signature** | **Date** |
| Gavin Sheen |  |  |
| Jaki Farrell |  |  |
| Jo Lowndes |  |  |
| Josh Howell |  |  |
| Karen Johnson |  |  |
| Lee Cherry |  |  |
| Ollie Lister |  |  |
| Rob Haynes |  |  |
| Rose Salmi-Wright |  |  |
| Date Reviewed | Signature | Role |
| 6/7/20 |  | Charity Director |
| 10/9/20 |  | Charity Director |