**An Action Plan for the Re-opening of Face-to-Face Youth Work Activities Post Covid-19 Lockdown 2**

**(revised 3rd December 2020)**

**Context:**

Following a second period of national lockdown, we need to consider the updated guidance from the National Youth Agency <https://nya.org.uk/guidance/> as we are able to resume more of our face to face youth work activities. Under the new ‘tiered’ restrictions from central government, which came into place on 2nd December 2020, the new NYA guidance places youth work with young people under the age of 18 in their Amber level, but states that youth work with young people aged 18+ will remain at the Red level.

We now need to review and where necessary update our risk assessments and procedures for working with young people from 2nd December, ensuring all our face-to-face delivery meets with the Covid-19 Secure requirements.

**Process:**

Having kept some face-to-face support group sessions running during lockdown 2, we are now able to reintroduce the sessions that we once again had moved to online delivery. On Wednesday 2nd December the new guidance was discussed with members of the S4S Youth Committee as well as possible activities and what was realistic to be delivered during the month of December. It is usual practice for Seeds4Success to run some sessions for young people during the Christmas holidays, in particular during the period between Christmas and New Year and this was something that young people felt, should still be available.

The NYA guidance at Amber level permits group sizes to increase (in spaces which are Covid-19 secure) to a maximum of 15 young people in a bubble with staff and volunteers being added on top of this. There has also been a review of the group size for bubbles when working with over 18’s under the current Red level, meaning these groups too can be up to 15 participants plus staff/carers. It is permitted to operate more than one bubble but with the limited space available at the premises used by Seeds4Success, with the exception of the Nadder Centre, we feel that we must limit our sessions to one bubble. We are still keeping the limit on minibuses to 5 young people to enable a 1m+ distance between all passengers, however, we will review this as soon as there is any change in guidance for transport as this factor alone seriously limits our capacity when delivering youth work in a rural community.

There would be the ongoing requirement for all participants and staff to wear face coverings at all sessions, except where they are eating, drinking or taking part in physical activity, and in these cases social distancing must be maintained. Accurate attendance records must continue to be kept up to date, as this will enable us to provide information efficiently to NHS Track and Track if it is requested. All staff are responsible for ensuring premises and vehicles are kept clean and tidy, with building use records being kept up to date and all areas and equipment used being cleaned after each session.

Before access to Seeds4Success sessions, all young people are required to return a completed annual consent form which includes a specific Covid-19 medical questionnaire to make us aware of any individual who is themselves clinically vulnerable or if they live with someone who is in a high risk group. We also ask that anyone who has any Covid-19 symptoms, or who has been asked to self-isolate, to follow guidance and not attend our sessions for the required isolation period (currently 14 days).

**The Next Steps:**

*Health and Wellbeing* sessions will be able to return to the Nadder Centre in Tisbury, something that had been planned for November. We will begin by working with a bubble of up to 15 young people, however, if staff and space permit we will look to organise a second bubble in the new year. We are able to use the Sports Hall, the fitness suite which will be reserved just for our group at this time and the floodlit outdoor court. Cleaning of the Leisure Centre facilities between groups is the responsibility of the Nadder Centre staff, however Seeds4success staff will be responsible for ensuring young people are using hand sanitiser on entry to the sports centre, that all equipment used is wiped with anti-bac wipes / spray before and after use and all young people use hand sanitiser at the end of the session. When moving around inside the building face coverings are to be worn, however these can be removed whilst taking part in physical activity.

*Wilton Juniors* will revert to face-to-face sessions however, with daylight now truly against us, indoor spaces need to be available. With the refurbishment of the WMSET Centre in Wilton nearly complete, we hope that from January the group will return to weekly operations from Wilton, utilising this space for indoor activities as well as the outdoor space at Castle Meadow. We will limited the ‘bubble’ to 15 for these sessions, as the indoor space is not huge and if there are young people with mask exemptions then we will need to reduce numbers further and implement 2m social distancing rules. Cleaning arrangements and details of other user groups usage needs to be discussed with the WMSET manager to ensure proper cleaning and sanitation measures are in place. It is assumed that S4S staff will be responsible for sanitising all surfaces, touch points, equipment before use and cleaning all areas and equipment used, including toilets, after the session, unless agreed otherwise.

*Bridging Project* sessions at Mere Youth Centre will continue to run from 6:30-8:30pm, using mainly the indoor space with planned and appropriately socially distanced activities. S4S staff are responsible for cleaning all surfaces and equipment on arrival, ensuring all members of the group use hand sanitiser or wash their hands on entry to the building. At the end of the session S4S staff must clean all areas and equipment that has been used and complete the building use log. This session is limited to a ‘bubble’ of 15 young people.

*Young Leaders and Youth Committee* sessions will return most Wednesday evenings at Mere Youth Centre, taking place indoors, with ‘bubbles’ of no more than 15 young people. These sessions can include young people aged 18 or over, however as they are present in the role of young leader / volunteer youth worker, they will be permitted to take place under the Amber level of readiness and the young leaders will be included in the staff numbers rather than in the bubble size. Having discussed the peer led junior sessions with young leaders, we have decided that it is too short notice to run a session on Wednesday 9th December, however the possibility of a Christmas arts and crafts session on Monday 21st December during the day, as an alternative was also considered. This will be agreed and if necessary, planned by the group on Wednesday 9th December. In order to keep within bubble sizes, we are only able to have 3 young leaders aged under 18 and 12 juniors at a session, with an 18+ young leader also present. We hope to return to running junior sessions on the 2nd Wednesday of the month from 6:00-7:30pm starting in January. If demand is too high for the bubble size, we have the option to run a further session on the 4th Wednesday of the month if necessary. Where possible, sessions for juniors will run outdoors and although not a legal requirement for under 11’s, all participants will be asked to wear face coverings.

*Project Night* face-to-face sessions for 16 – 25 year olds (targeted at those with additional needs) will continue to run from Fovant Youth Centre on the 2nd & 4th Thursdays of the month, 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. As this group contains a mix of young people over and under 18, this session will remain at readiness level Red and young people will still need to be invited to attend. 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. If members of the group are unable to wear a face covering, we may need to review numbers further to ensure 2m social distancing is in place.

*Mere Friday Nights* session will resume to how they were operating prior to lockdown 2 with 2 different bubbles, 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. Any young leaders aged 18+ will be included in the staffing levels for the session. There will be a very prompt changeover period where the 2 ‘bubbles’ of young people do not mix. Those making their own way home will 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. The limitations on transport make the logistics for this session complicated. Whenever possible one minibus used for picking up the juniors 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. A second 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. If young people from both bubbles need to share the same vehicle (because we have more than 5 individuals requiring transport for a session) on the same evening the driver will be required to thoroughly clean all seats, seatbelts, buckles and handles between each group. The group arriving on the transport for the second session will be permitted to go to town in small groups, consistent with social distancing laws, 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* face-to-face sessions will resume with outdoor practical conservation sessions on alternate Saturdays and on Tuesdays and Thursdays during the school holidays. Transport restrictions requires us 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. Reward trips continue to be a challenge but where possible we will run some group sessions if minibus drivers permit and venues are able to accommodate 2 groups of 5 young people. The possibility of a Movie and Pizza night at Mere YC over the Xmas period was discussed with members of the Youth Committee and they felt that it would be something that some members of the group would like to engage with. Leisure Credits sessions will run outdoors whenever possible and any indoor session will require the use of a face covering and social distancing measures will need to be in place.

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 10 days from when you first experienced symptoms.
* Arrange to have a test for Covid-19 if you have not already had one, staying home and self-isolating until the result is known. The test result will determine how long you must stay at home and self-isolate:
* If your test is negative, you can stop self-isolating as long as you are well.
* If you do not have symptoms but have tested positive for Covid-19, stay at home and self-isolate for 10 days from the day the test was taken.
* If you develop symptoms after your test, restart your 10-day isolation period from the day the symptoms start.
* 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/had a positive test result .
* If you have been contacted by NHS Track and Trace or your education / employment establishment and told to self-isolate due to being in contact with someone who has tested positive for Covid-19, you do not come to any youth work activity for the duration of the required self-isolation period.
* 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 as 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 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 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 your hands could contaminate them.
* 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. 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 also initially specific government guidance for these individuals however shielding has been paused and these individuals are now being encouraged to leave their homes. With the new tiered levels of restrictions coming into effect from 2nd December, the government guidance has been reviewed and updated <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, with the virus still spreading in our communities, we feel it is our responsibility to support those individuals who are at additional risk and who were or who continue to shield or are living with someone who was or is still shielding. 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 is currently 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’**

The latest NYA guidance on group sizes has reverted back to where it was prior to lockdown 2 and is currently set at a maximum of 15 young people with staff and volunteers being additional to this number. 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, although it may be possible at the Nadder Centre. If the permitted number of young people in a group significantly reduces, we may consider running two separate ‘bubbles’ at the same session. If this was to happen, the two ‘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 (when 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, or a family support bubble or even in the park as current Tier 2 legislation does permit mixing (at an appropriate social distance) with 5 different people from outside their household outdoors. 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 area’s 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. 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 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 metres 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 People’s 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 Covid-19 Outbreak**

**(updated 2/12/20)**

Following the second period of national lockdown, we need to review our procedures to ensure we 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 our phased return to face-to-face youth work progressing well prior to lockdown 2, we aim to resume our youth work activity in a similar way to how things were operating immediately prior to this time. With the latest government guidelines and the new tiered system, the National Youth Agency (NYA) have updated their guidance and we are required to follow this. There are now separate rules for those aged under 18 and young people over 18 years old and we need to manage any session with a mixed age group differently. These sessions may only be support groups and attendance is by invite only. Any young leader aged 18+ with a valid DBS check will be considered as a volunteer, so they are not classed as an over 18 participant. Recognised as an essential service, we are permitted to operate in bubbles of 15 at our sessions, but away from these young people need to follow the social gathering restrictions which are currently limited to a group of 6. 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 Covid19 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 not 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 (one 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 its entirety, 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 reduce 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 charity’s 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 Co-19 ividn 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. 4/11/20 – new guidance issued due to Lockdown 2 and support groups are limited to 15 which must include young people, staff and volunteers. 2/12/20 – update along with new tiered system and a return to 15 yp plus staff/volunteers  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.  When possible and safe to do so, activities will be delivered in outside environments where social distancing can be maintained.  Indoor activities will be delivered in Covid-19 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 coverings  All 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 extras joining the group  Ensure 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 | JF  All staff involved in face to face delivery  Lead workers for sessions  Lead workers for sessions  All Staff | | On day of session  On day of session  On day of session  Before first indoor session  Before 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 session  Ensure 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. 4/11/20 – Guidance issued for Lockdown 2 states that only support groups with clear invites to attend are permitted  2/12/20 – revised NYA guidance has removed the need for an invite to sessions for young people under 18, however still in place for 18 and overs  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 group  Update Young People’s 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  Lead worker to send out specific invites detailing time and location of session and what support activities will be taking place | All staff involved in face to face delivery  Lead workers for sessions  Lead workers for sessions  Lead workers for sessions | | On day of session  In advance of session  In advance of session  In 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-19  If 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 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 staff  All staff are to have their own first aid kit with additional PPE with them at session  If 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 (if at Mere YC) or place outside building in isolated location at other venues. 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. | JF  All Staff  All Staff  All Staff  JF  All Staff  All Staff  All Staff  All Staff | | Before session  Before session  When needed  On day of incident  On day of test result  On day of test result  On Day of incident  On day of incident  On 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 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 requested.  S4S 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. | JF  Lead 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 y oung 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 session.  Individual hand sanitisers in staff individual first aid kits.  Liquid soap and paper towels in toilets and kitchen.  Display 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 session  All staff are to have their own first aid kit with additional PPE with them at session  Double 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 Staff  All Staff  All 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 bleach.  Staff are required to clean desks and office equipment before and after use.  Staff are required to clean toilet and kitchen areas before and after use.  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 the woodwork room at Mere YC or removed from other premises.  All 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 quarantined 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 Staff  RH / JF | |  |  |
| **Risk of spreading the virus due to lack of clear site management procedures** | Staff, young people, families | | All face-to-face sessions to be conducted in Covid-19 secure settings or outside environments.  When using indoor venues, windows and doors are to be propped open to increase ventilation and face coverings must be worn by all inside unless there is a health/medical exemption.  Indoor sessions to be planned and manged to ensure social distancing can be adhered to.  Clear 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 session  Lead worker for session  All youth work staff | | Before session  Before session  Before session |  |
| **Emotional distress of the staff – including anxiety** | Staff | | Regular check in’s with all staff members.  Risk assessments and working arrangements reviewed regularly and remain flexible.  Extremely 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). 4/11/20 – NYA Readiness level has moved to Red however they have confirmed transport to access support group sessions is still permitted. 2/12/20 – new NYA guidance as split levels for under 18’s and 18+, however transport is still permitted for both age groups.  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:** | | |

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| **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 | *Jaki Farrell* | | Charity Director | |
| 10/9/20 | *Jaki Farrell* | | Charity Director | |
| 5/11/20 | *Jaki Farrell* | | Charity Director | |
| 2/12/20 | *Jaki Farrell* | | Charity Director | |