**Procedures for young people attending face to face youth work activities during the Covid19 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 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 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 (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**