



**Return to Scouting**

# **Restart**

**Guide for Northern Ireland**

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## Introduction

The aim of this guidance is to:

- provide clarity with regard to practical approaches for a safe reopening of Scouting Ireland scout groups located in Northern Ireland;
- in so doing, promote consistency of approach across Northern Ireland, whilst ensuring appropriate local flexibility for Scout Groups and volunteers to adapt and adopt approaches that best suit their groups needs and;
- seek to maximise the safety of volunteers, youth members and their families.

The guidance is written with a view to providing a framework for the safe restart of scouting activities. It includes key considerations and responsibilities and sets expectations on how your Scout Group can phase back into the delivery of scouting activities safely. Support tools are included to assist your Scout Group in meeting those responsibilities.

In line with this guidance Scout Groups can plan to resume delivery of scouting activities indoors from the **1st October 2020**. This does not mean you must restart scouting indoors and in fact it is recommended that you restart slowly, perhaps continuing/commencing with outdoors activities initially before resuming indoor activities when you feel it is safe to do so.

Please note this date remains subject to current Government and Public Health Agency guidance or legislation at that point in time.

This guidance will be kept under review and updated accordingly. Volunteers should regularly check the advice from the PHA which is subject to change.  
**<https://www.publichealth.hscni.net/covid-19-coronavirus>**

# **Section 1: Covid 19**

## Covid 19

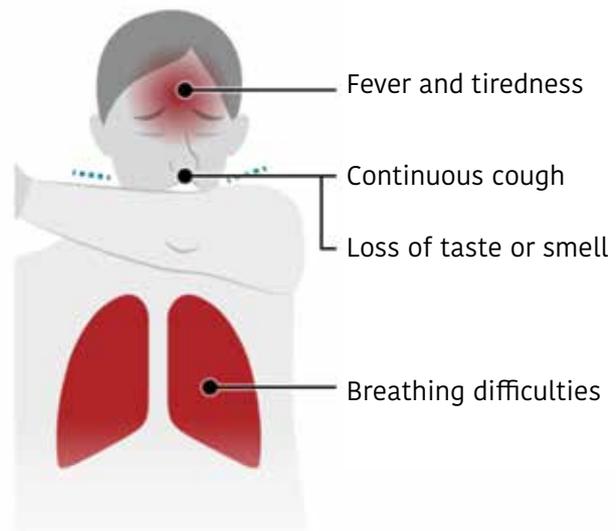
Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered type of virus called coronavirus. COVID-19 can affect your lungs and airways.

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

Everyone should do what they can to stop coronavirus spreading. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

## Coronavirus Key Symptoms

1. A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature), or;
2. A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;
3. A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



## Reduce the risk of catching or spreading coronavirus

The spreading of COVID-19 from person to person is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces.

The risk of the disease being transmitted is higher the closer the contact, the greater the exposure to respiratory droplets (for example from coughing), or the longer the duration of the contact. A High Risk Contact is a person having had face-to-face contact with a COVID-19 Case within 2 metres for more than 15 minutes, or sharing a small enclosed space (such as a car) for a shorter period.

You can reduce your risk of getting and spreading the infection by:

- avoiding direct hand contact with eyes, nose and mouth
- maintaining good hand hygiene
- avoiding direct contact with people who have a respiratory illness and avoid using their personal items e.g. a mobile phone
- covering your nose and mouth with the inside of your elbow if you cough or sneeze, or use a disposable tissue which you then dispose of in the nearest bin
- following social distancing measures
- self-isolating if you, or a member of your family, have symptoms, or if you have been contacted by a contact tracer as having been in contact with someone else who has been confirmed as having the virus.



**Wash hands frequently** with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



**Throw away used tissues** (then wash hands)



If you don't have a tissue **use your sleeve**



**Avoid touching your eyes, nose and mouth and unwashed hands**



**Avoid close contact with people who are unwell**

Further advice on symptoms and mitigation's and for information on what to do if you think you have coronavirus can be found at:

- Northern Ireland Government - [www.nidirect.gov.uk/campaigns/coronavirus-covid-19](http://www.nidirect.gov.uk/campaigns/coronavirus-covid-19)
- NHS - [www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)
- Public Health Agency website [www.publichealth.hscni.net/covid-19-coronavirus](http://www.publichealth.hscni.net/covid-19-coronavirus)

# **Section 2: Premises Guidance**

## Premises Guidance

The measures outlined below are based on guidance provided to youth services by the Education Authority as part of their Restart programme, which have been tailored for our Scouting Ireland scout groups. You can see the full Education Authority guidance at <https://www.youthonline.org.uk/restart/> and **ReOpening Schools Guidance New School Day**

### Outdoors

The risk of the disease being transmitted is higher the closer the contact, the greater the exposure to respiratory droplets (for example from coughing), or the longer the duration of the contact. Evidence therefore suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate social distancing between youth members and volunteers. Please note the continued delivery of youth services outdoors remains subject to current Government and Public Health Agency guidance or legislation at that point in time.

Where regular indoor meetings may not be possible Groups could look at applying for funding to obtain additional outdoor shelter/dining tents to facilitate sections meeting outdoors in all weather. Another option where regular weeknight meetings may not be possible, section could meet outdoors at the weekend instead.

Use of outdoor equipment with multiple touch points should be discouraged, and if outdoor equipment is being used, groups/units should follow hand hygiene guidance and ensure that multiple groups do not use it simultaneously, as well as considering appropriate cleaning through disinfectant spray and paper towels, between groups using it.

### Indoors

Our Northern Ireland scout groups can, in line with guidance, plan to resume delivery of youth services indoors from the 1st October 2020 (as advised by the Education Authority in Northern Ireland). Please note this date and the continued delivery of youth services indoors remains subject to current Government and Public Health Agency guidance or legislation at that point in time.

Trustees will need to consider the appropriate setting to be used as a meeting space before they approve a return to face-to-face activities. The following information and guidance should support them in making this decision. Prescriptive guidance does not exist, you must consider all the factors and decide what works best for your group.

If the decision is that your current premises are not the most appropriate setting/venue to run face-to-face socially distanced activities you should consider use of an alternative indoor meeting space or outdoor spaces should be considered. Please contact your Support Officer or SFNI Office if this is the case.

### Social Distancing

Social distancing, and the ability to maintain this, will be one of the most important factors to consider when risk assessing your meeting spaces.

The risk of the disease being transmitted is higher the closer the contact, the greater the exposure to respiratory droplets (for example from coughing), or the longer the duration of the contact. A High Risk Contact is a person having had face-to-face contact with a COVID-19 Case within 2 metres for more than 15 minutes, or sharing a small enclosed space (such as a car) for a shorter period.

Social distancing measures fall into two broad categories:-

- increasing separation; and
- decreasing interaction;

Public Health guidance with respect to social distancing of 2 metres (2m) remains in place between adults and as far as possible between adults and children. You should endeavour strenuously to implement as much social distancing as is practical.

Where the stringent application of social distancing between young people is relaxed, this should only be in conjunction with other mitigating actions for example; use of protective bubbles, limiting interaction, air flow, face coverings for large group activities, etc. The aim should be to maintain at least 1 metre social distancing for as much of the time as possible.

**Relaxed social distancing means adhering as closely as possible to the social distancing rules in place across society at that point in time within the constraints of the premises.**

Social Distancing Must Do's	Social Distancing Try to Do's
<ul style="list-style-type: none"> <li>Public Health guidance with respect to social distancing of 2 metres remains in place between adults.</li> <li>Adult volunteers should wear face coverings where social distancing between adults and children cannot be implemented.</li> <li>Protective bubbles (lodges, sixes, patrols and sections) must be used as a key mitigating action for all youth members.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing of 2 metres should be implemented as far as possible between adults and children.</li> <li>You should endeavour strenuously to implement as much social distancing as is practical.</li> <li>Aim to maintain at least 1 metre social distancing for as much of the time as possible.</li> <li>Scouts and Ventures should wear face coverings where social distancing cannot be achieved.</li> <li>Limit interactions between different Sections.</li> </ul>

**Premises – Areas to Consider**

These guidelines are particularly important for groups that own their own premises to consider. However, for groups that allow others to use their premises and those who use third party premises it is equally important that the owner of your premises has considered these areas too. If not, you may need to consider these yourself.

The following measures have been included:

AREA	DESCRIPTION OF SUGGESTED ACTION
<p><b>Premises review</b></p>	<p>Review your premises, entrance/exit points and each meeting space available within.</p> <ul style="list-style-type: none"> <li>Do your entrance/exit points allow adherence to the 2 metre social distancing rule? Can you have a different entry point and exit point?</li> <li>How can you best use the space you have available? Consider how you allocate spaces to specific groups and how groups should move around the meeting space - maintaining social distancing.</li> <li>Very large spaces may accommodate multiple groups if necessary. Temporary screens may be used to divide the space and to provide appropriate separation between groups.</li> <li>Consider use of a “guided / suggested route/one way system “ to avoid people having to pass each other at the main door or at pinch points in the hall corridors (although passing in corridors and short periods of contact does not present a significant risk so long as face-to-face conversation is avoided).</li> <li>Are there sufficient locations within the premises for ‘self-contained’ groups to meet separately?</li> <li>Can you identify a suitable, easily accessible isolation area (preferably behind a closed door but away from other people) within your premises, should you have to deal with a suspected COVID case.</li> </ul>

AREA	DESCRIPTION OF SUGGESTED ACTION
<p><b>Maximum Capacity</b></p>	<p>Agree a maximum capacity for each meeting space available.</p> <p>Consider removal of any unnecessary items from halls and other areas to maximise capacity and support social distancing.</p> <p>Measure your available meeting space in metres and allow enough room to facilitate social distancing between adults and as much social distancing as is possible between youth members, patrol bubbles, etc..</p> <p>There is no fixed maximum number of members per section other than those already present in your organisation guidelines. However, it is important that each group/Section decide how many they can safely work with in their meeting space.</p> <p>Spaces that are large and have good ventilation i.e. lots of windows that open, will be able to accommodate more than meeting spaces that are smaller with poor ventilation i.e. no windows or doors leading directly outside.</p> <p>If you are able to introduce the following mitigating actions you could consider relaxing social distancing requirements between children (all groups should be able to introduce measures 1, 2, 4 and 5).</p> <p>Remember relaxing social distancing requirements means adhering as closely as possible to the social distancing rules within the constraints of the premises and aim to maintain at least 1 metre social distancing for as much of the time as possible.</p> <ol style="list-style-type: none"> <li>1. use of protective bubbles (sections and patrols within sections);</li> <li>2. limiting interaction (sections do not meet with other Sections);</li> <li>3. good air flow/ventilation;</li> <li>4. face coverings (for scouts, ventures and rovers only)</li> <li>5. good hygiene to deter spread of the virus</li> </ol> <p><b>Social distancing of 2 metres between adult volunteers should still be adhered to</b> and between adults and youth members as much as possible.</p> <p>When you complete these exercise for all your meeting spaces, consider:</p> <ul style="list-style-type: none"> <li>• The current social distancing guidelines and the ability to maintain this in the spaces you have.</li> <li>• If social distancing in areas where it is required (between adults) is not possible, consider marking the space as ‘unavailable/not to be used’. Put up clear signage for users to that effect.</li> <li>• The cleaning regime that will be required for spaces used. You could reduce cleaning time/costs by marking rooms as unavailable/not to be used. Put up clear signage for users to that effect.</li> </ul>
<p><b>Are your premises the most appropriate setting/venue to run face-to-face socially distanced activities?</b></p>	<p>Is there current capacity in the Scout Group to comply with the social distancing requirements? Assess your premises based on the numbers of scouters and youth members that may be in the building safely at any one time. If No, consider the following:</p> <ul style="list-style-type: none"> <li>• Introduction of flexible meetings, staggered meetings, change in meeting hours</li> <li>• Alternate meetings to work between den and virtual</li> </ul> <p>If still No, use of an alternative indoor meeting space or outdoor space should be considered. <i>Contact your Support Officer or SFNI Office if you require assistance.</i></p>

Now that your premises are appropriate to run face-to-face socially distanced activities, here are some areas you should now consider.

AREA	DESCRIPTION OF SUGGESTED ACTION
<p><b>Removal of unnecessary items</b></p>	<p>Groups should remove unnecessary items from halls and other areas (where space exists for storage) to maximise capacity and decrease the number of items requiring cleaning as well as supporting social distancing.</p> <p>Storage of these items should not impair exits or fire escape routes. Do not store these items in areas containing electrical equipment or combustible materials.</p>
<p><b>Drop Off/ Pick Up</b></p>	<p>The arrangements for parents to drop off and collect children/young people require careful consideration, to ensure that large gatherings of people can be avoided and social distancing maintained. Parents should not enter the building unless required.</p> <p>Some approaches you could consider include the following:-</p> <ul style="list-style-type: none"> <li>• Ensure there is sufficient space at entrance/exit points to allow parents to adhere to the 2 metre social distancing rule;</li> <li>• staggered drop off/pick up times, so that not all children arrive at one time;</li> <li>• entrance/exit procedures avoid the need for parents/carers to come into the building;</li> <li>• if your group has additional access points, consideration may be given to whether it would be beneficial to open these to reduce congestion;</li> <li>• consideration may be given to where children go as they arrive at the setting. This could include going straight to their small group's designated space, which could be indoors or outdoors;</li> <li>• if parents or carers are dropping off younger children, they should be discouraged from gathering outside the hall and should maintain distancing of 2m, as far as practicable, when dropping off their children. Appropriate markings may be introduced at the premises gates/in car parks;</li> <li>• for those arriving by car, parents may be encouraged to park further away from the hall and then walk with their children ('park and stride') to avoid congestion or alternatively use active travel routes where feasible. Car sharing with children of other households should be avoided;</li> <li>• Determine if a queue forms who will be responsible for managing the social distancing in the queue. If necessary stewards should be present outside to prevent breach of social distancing.</li> <li>• particular consideration should be given to the arrangements for parents of children with complex needs or disabilities, who may normally drop their children off within the Scout hall.</li> </ul> <p>Consider your Drop Off/Pick Up procedures and communicate them to parents. Review them regularly for improvements and make changes to them as required.</p>
<p><b>Isolation Area</b></p>	<p>Have a designated isolation area available (preferably behind a closed door but away from other people) within your premises, should you have to deal with a suspected COVID case.</p> <p>The designated area and the route to it should be easily accessible.</p> <p>The possibility of having more than one person displaying symptoms of COVID-19 needs to be considered. so consider having additional isolation areas or another contingency plan.</p>

AREA	DESCRIPTION OF SUGGESTED ACTION
<p><b>Signage</b></p>	<p>Clear signage must be in place throughout the meeting space to help maintain social distancing and hygiene in common areas. This could include the following:</p> <ul style="list-style-type: none"> <li>• Signs for car parking and set down/pick up to prevent gatherings of people at one point and to give guidance on behaviour.</li> <li>• Signs to advise on gatherings in the hall lobby and outside the Hall door.</li> <li>• Use of markings and visual cues (bearing in mind appropriate cues for children with impairments) for children and young people within corridors to direct the flow, application of a “one-way” system of travel</li> <li>• Use of tape/markings/signage to demarcate social distancing zones are also encouraged as a means of reminding children on the importance of good practices.</li> <li>• Posters to remind and encourage hand hygiene, handwashing, social distancing and the use of face coverings (where required).</li> <li>• Kitchen signage to remind people to clean/wipe the area they have touched before and after use.</li> <li>• Signage for spaces reviewed and agreed as ‘unavailable/not to be used’.</li> </ul> <p>Refer to <b>www.scoutfoundation.info</b> for COVID-19 posters and signage. <i>Contact your Support Officer or SFNI Office if you require assistance with printing of posters.</i></p>
<p><b>Air Flow</b></p>	<p>Premises should be well ventilated. The opening of doors and windows is encouraged, dependent on climate, to increase natural ventilation and also to reduce contact with door handles.</p> <p>However, propping open of doors into corridors, external doors, security access systems and any other fire safety doors is prohibited.</p> <p>Where applicable, ventilation systems should be checked or adjusted to ensure they do not automatically reduce/increase ventilation levels due to differing occupancy levels.</p>
<p><b>Hand Hygiene</b></p>	<p>Adequate facilities should be available for hand hygiene, including handwashing facilities that are adequately stocked and alcohol based hand rub at key areas (e.g. entry and exit points).</p> <p>Place sanitiser/wipes/bins at appropriate places including entry /exit and key points around the hall.</p> <p>Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels, anti-bac hand sanitiser?</p> <p>Are stocks reviewed on a regular basis and re-filled as required?</p> <p>Youth member should bring their own hand sanitiser to meetings and activities.</p>
<p><b>Waste Bins</b></p>	<p>Bins with bags should be provided in all spaces and key locations around your premises for the disposal of tissues and any other waste. Consideration should be given to their disposal including double bagging (e.g. personal waste from individuals with symptoms of COVID-19) and emptying.</p> <p>Is there an adequate number of waste bins?</p> <p>Are waste bins emptied, cleaned and sanitised on a regular basis?</p>

AREA	DESCRIPTION OF SUGGESTED ACTION
<b>Kitchen facilities</b>	<p>It is recommended that food/snacks are not provided to youth members at meetings and during activities. Youth members and volunteers should bring their own water bottles to activities.</p> <p>If you intend to use your kitchen facilities, the following measures are recommended:</p> <ul style="list-style-type: none"> <li>• Ensure signage to display maximum number of people allowed to enter at any time (whilst maintaining social distancing)</li> <li>• Consider floor markings to demonstrate minimum distancing.</li> <li>• Any areas that are touched must be cleaned/wiped before and after use. Ensure adequate cleaning materials to facilitate this. Also ensure signage is in place to remind people to clean/wipe the area they have touched before and after use.</li> <li>• Check that dishwashers are not set on eco wash settings (low temperature)</li> <li>• Disinfect milk cartons etc. that come into the premises before they are put in the fridge.</li> </ul>
<b>Toilet facilities</b>	<p>Use of toilet facilities should be limited to specific numbers. Where possible allocate toilets to certain parts of the hall. There should be clear designated toilets for adults and children.</p> <p>Soap dispenser and paper hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</p> <p>Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas such as toilets. You do not need to clean toilets after every use.</p> <p>Clear signage regarding the washing of hands after using the toilet should be displayed and appropriate hand drying equipment (hand dryer/paper towels) should be provided.</p>

AREA	DESCRIPTION OF SUGGESTED ACTION
<p><b>Cleaning Regime</b></p>	<p>Regular and thorough attention to hygiene is essential to deter the spread of the virus.</p> <p><u>Prior to Opening</u></p> <p>Entire premises should be thoroughly cleaned prior to opening.</p> <p><u>Ongoing Cleaning Regime</u></p> <ul style="list-style-type: none"> <li>• When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</li> <li>• There should be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, stair rails using appropriate cleaning products and methods.</li> <li>• Reducing clutter and removing difficult to clean items can make cleaning easier.</li> <li>• Adequate cleaning should take place between sessions.</li> <li>• Consider disposal of waste bins with bags containing tissues and any other waste, including double bagging and emptying.</li> <li>• Wherever possible, resources which are not easily washable or wipe-able should be removed.</li> <li>• Implement a system to confirm regular cleaning (frequency and standard). Have a documented, timed and signed cleaning rota. Set up and keep records of your cleaning regime.</li> </ul> <p><u>Enhanced Cleaning</u></p> <p>Enhanced cleaning should be carried out within any youth provision in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This should be clearly communicated to staff, parents and young people to provide assurance that the environment is safe.</p> <p>Precautions should be in place to reduce risk of exposure to COVID-19 by cleaners (use of PPE – gloves and disposable plastic aprons). Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p><u>Cleaning Products</u></p> <p>Whilst there are no cleaning products available that have been tested and proved to definitively eradicate COVID-19 viral strains, the standard range of cleaning materials used in schools such as ‘Shield’, ‘Protect’, ‘Milton’ and on occasion ‘chlorine solution tablets’ support hygiene measures. This does not mean that other brands do not. Use standard cleaning products such as detergents and bleach.</p> <p>All cleaning products must be stored and used in relation to the Material Safety Data Sheet in accordance with Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003.</p>
<p><b>Post Opening</b></p>	<p>It is recommended to have a designated area for post opening and gloves and letter opener and sanitiser to hand.</p>
<p><b>Contractors / Visitors to Premises</b></p>	<p>All contractors / visitors should declare they are free of COVID-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to entrance to your premises / attending site.</p> <p>A prior appointment should be made before visiting premises. Attendance must be recorded on entry.</p> <p>Social distancing and/or a face covering should be worn.</p>

Some additional Health & Safety considerations include:

AREA	DESCRIPTION OF SUGGESTED ACTION
<b>Inspection (internal and external)</b>	<p>If you have been unable to visit the premises for routine inspections due to the Government restrictions, please complete a full internal and external walk round of your entire building.</p> <p>Externally, look for signs of damage to the building, car parks, discarded rubbish or anything which creates a hazard. Remedy any defects.</p> <p>Check for rodent activity/droppings and set traps if necessary.</p>
<b>Legionella</b>	<p>In relation to legionella, if there was regular flushing/running of all water outlets then there is no need for action otherwise disinfect prior to full use.</p>
<b>Harmful Substances</b>	<p>All cleaning and hand sanitiser products must be stored and used in relation to the Material Safety Data Sheet in accordance with Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003.</p>
<b>Sanitiser Flammable</b>	<p>Hand sanitiser is flammable in nature due to the high alcohol content.</p> <p>Caution should be exercised around any sources of ignition and dispensers should not to be installed above electrical outlets, light switches or other heat or potential ignition sources.</p> <p>Do not bulk store.</p> <p>When conducting activities involving firefighting, alcohol based sanitisers should NOT be used. There are alternative sanitisers that do not contain alcohol and groups could purchase some of these for specific activities involving fire.</p>
<b>20 Evacuation Procedures</b>	<p>If the layout of the setting is changed, and/or circulation routes or entry/exit points are altered, consideration should be given to evacuation procedures (e.g. in the event of a fire or other incident). Evacuation points should also be considered to ensure appropriate social distancing arrangements are maintained between individuals/groups as far as practically possible.</p> <p>This should be included as part of the risk assessment for the setting.</p>

## **Premises Owners Who Allow Access by Third Parties**

For those groups that own their own hall but let it out to other parties the previous measures will all apply, however you should also consider the following:

AREA	DESCRIPTION OF SUGGESTED ACTION
<b>Activities</b>	Decide which activities to open your premises for - any non essential activity in halls should not be resumed until full restoration of normal services.
<b>Legal/ Insurers Advice</b>	<p>Trustees should obtain legal/insurers advice to confirm any new COVID-19 requirements for users. Some examples (this list is not an exhaustive list) include:</p> <ul style="list-style-type: none"> <li>• An indemnity as property owners against any legal liability arising from the rental of your premises to an external organisation during the period of the Covid-19 Emergency;</li> <li>• Scout groups who own their own premises and let/rent them out to third parties should email MMooreLewy@Scouts.ie with the following details required for the Letters of Indemnity: <ul style="list-style-type: none"> <li>- Who is to be indemnified? (ie. The property owner)</li> <li>- Name and address of the scout hall premises</li> <li>- Activity the hall is being used for and</li> <li>- Name of the third party (non-scout group) using your premises</li> </ul> </li> <li>• The current lease and any new indemnity clauses that may be required;</li> <li>• A user agreement to be drafted for signing by users of your premises, which may include some/all of the following: <ul style="list-style-type: none"> <li>- that the current Covid-19 Regulations permit the organisation to be open and active;</li> <li>- that the organisation’s activities are permitted by Covid-19 Regulations and the maximum numbers allowed on the property at any one time;</li> <li>- That their current Statutory Registration and their current Insurance Policy Schedule provides cover from claims arising either directly or indirectly from Covid-19. Request a copy be provided before commencement;</li> <li>- Agreement between the scout group and the external organisation regarding responsibilities before and after the hall is made available.</li> <li>- The external organisation should confirm in writing in advance of opening that they will have a cleaning regime in place that identifies and appropriately cleans the “at risk areas” and that an overall clean happens every day after use;</li> <li>- The ability of the premises owner to complete checks to ensure adherence to COVID-19 controls to prevent the spread of COVID-19, including action that will be taken if any breaches are noted;</li> <li>- Any COVID training required by premises users.</li> </ul> </li> </ul>
<b>Third parties</b>	<p>After obtaining legal advice contact your third party users and:</p> <ul style="list-style-type: none"> <li>• Inform them of your risk assessment, maximum capacity numbers for each area and the additional controls you have introduced to prevent the spread of COVID-19;</li> <li>• Share any legal agreement required after consultation with your solicitor/ insurers;</li> <li>• Ask to see their own risk assessment and plans;</li> <li>• Consider whether you will introduce checks to ensure adherence to controls required as users of the premises to prevent the spread of COVID-19. Be aware of agreed action (following legal advice) to take if your hall user breaches these guidelines.</li> <li>• Consider whether a Service Level Agreement would be a good idea to be signed by your Trustees and the owners of the premises to include risk assessments and operating procedures.</li> </ul>

## Users of Third Party Premises

For those groups that do not have their own premises/scout hall the previous measures will all apply (they should have been undertaken/considered by your hall owner). As a user of a parish / school / other premises you may have been the recipient of a new user agreement and measures that you must adhere to. It is important that these measures are followed by your group – you should review them, ensure you understand them and can follow them, and communicate them to all relevant people within your group. **These measures should give your trustees, volunteers, parents and youth members assurance that your premises owners are taking their responsibilities regarding COVID-19 seriously.**

However, if you have not received any such request you should consider the following:

AREA	DESCRIPTION OF SUGGESTED ACTION
<b>Premises risk assessment</b>	<p>Request a copy of the risk assessment for your setting/venue and review this and incorporate the control measures into your risk assessment.</p> <p>Ensure the guidelines outlined previously have all been considered, remember this is new to us all so there could be some things they haven't thought of. If some have not been considered, either discuss the outstanding guidelines with the meeting space provider or consider completing them yourself as part of your own risk assessment e.g. maximum capacity numbers for each area.</p>
<b>Cleaning costs</b>	<p>These measures are likely to result in increased cleaning costs. Discuss and agree cleaning regime, access to hand washing and cleaning equipment for your venue.</p> <p>Ensure a cleaning regime is in place before and after activities of other users of the hall. Is there a booking schedule that incorporates cleaning in between users that is evidenced?</p>
<b>Signage</b>	<p>Clarify whether there is sufficient signage and if you can add signage/posters yourself within the venue.</p>
<b>Additional requirements</b>	<p>Some of our groups have been asked to provide confirmation:</p> <ul style="list-style-type: none"><li>• of their insurance cover;</li><li>• that the organisation's activities are permitted by Covid-19 Regulations.</li></ul> <p>They have also been asked to:</p> <ul style="list-style-type: none"><li>• complete training;</li><li>• sign a user agreement which clarifies responsibilities of owners/users, indemnity against any legal liability arising from the rental of your premises to an external organisation during the period of the Covid-19 Emergency.</li></ul> <p>Please refer to your trustees and, if required, obtain legal advice prior to signing any agreement.</p>

## Still Not Sure?

It is difficult to give specific and detailed guidance for each venue. It is also appreciated that this guidance may not answer every query you might have. This information, along with your group's risk assessment, should however help your trustees to make informed decisions.

If you have a specific query please by email details of your query to **manager@scoutfoundationni.org.uk** and we will provide an answer and/or guidance.

If you require any further support, please contact your support officer on **kferguson@scouts.ie** (0353)86 0473459 **strotter@scouts.ie** 07808 472694 or the SFNI office by emailing **manager@scoutfoundationni.org.uk**

If required we will arrange a Zoom call and, if absolutely necessary, a visit to your premises to provide assistance.

# Section 3: Volunteers

## Volunteers

As well as a responsibility to our youth members, we also have a responsibility to all our volunteers in keeping them safe and ensuring they are supported and involved in preparing for a return to face-to-face activities.

The following guidance includes some things to think about to help you as you consider reintroducing scouting volunteers to their roles in light of COVID-19. Please note you must at all times follow the guidelines that are being issued by the NI Executive so as everyone continues to try to stop the spread of the virus. It is still paramount that you only reintroduce activities when it is safe to do so and when you have all the measures in place to help you do that.

The safety of everyone involved in your scout group is the most important factor when making decisions about getting your activities up and running again – and that includes your volunteers!

This guidance should be used to support our volunteers who wish to return to scouting. It should be used to supplement any specific guidance and social distancing protocols.

**Returning to scouting is voluntary for all Scouters and volunteers. They should never feel pressured into coming back – only if they are happy and feel it is safe and right to do so!**

### **Volunteer Capacity and Support for Returning to Scouting**

Group Leaders should undertake or co-ordinate a review of the availability of volunteers who support the scout group, including Scouters, Associate Members, Trustees and cleaning staff, to ensure there is sufficient capacity to return to scouting safely.

Your Group/Section Leader should have a return meeting or conversation with all volunteers. The key focus should be on health, safety and wellbeing. You should have a sensitive and open discussion with your volunteers and discuss any adjustments and/or ongoing support they may need to facilitate an effective return to scouting (due to potential sensitive data regarding medical conditions this may mean you choose to have individual discussions with each volunteer, rather than a group discussion). This should cover any changes to their volunteer role or tasks.

### **Mandatory COVID-19 Induction Training**

When volunteers have confirmed their intention to return to scouting activities they MUST complete COVID-19 induction training (this is a video that lasts 9 minutes followed by a short on line assessment).

Once they complete the on line assessment they will receive a certificate.

Their membership profile on the database should be updated to record its completion as an external course. SFNI will support this admin task if required - just email details to **si@scoutfoundationni.org.uk**

A link to the COVID-19 inductions training can be found on the SFNI website **<https://www.scoutfoundation.info/return>** or the NYCI webpage **<https://www.youth.ie/training/covid-19-induction-session-for-youth-sector/>**

It is recommended the following steps are undertaken:

	Description of Activity	Completed By
Step 1	<p>Fully inform all volunteers of the risk of returning to scouting.</p> <p>Risks associated with the various scouting volunteer roles should be covered in your Group risk assessment, including the measures to be put in place (see The Important Measures to Keep Volunteers Safe section).</p> <p>Decide the best way for you to communicate with your volunteers about the risks and the safety measures in a way they will understand, so they are fully informed.</p> <p>You have hopefully been in touch with your volunteers throughout Lockdown but now you may need to communicate with individual volunteers to see if they are interested in coming back, are they well enough and any ideas and concerns they might have.</p> <p><b>Volunteers should never feel pressured into coming back – only if they are happy to do so!</b></p>	Group / Section Leader
Step 2	<p>Have a conversation with the volunteers within your scout group.</p> <p><i>If you are making notes based on private conversations you need to advise the volunteer that you are collecting this sensitive personal data for the purposes of maintaining safety in light of the COVID-19 pandemic and that you will hold it securely and in line with your retention policy.</i></p> <p>Topics to cover could include:</p> <ol style="list-style-type: none"> <li>1. General update: How are they doing, how did the pandemic affect them?</li> <li>2. How are they feeling about returning to scouting?</li> <li>3. Ascertain if they have any caring responsibilities, health conditions or live with anyone with health conditions that might impact their return to scouting (an individual risk assessment may be required to ensure their safety, especially those considered clinically extremely vulnerable. Based on risk assessment you may decide that those volunteers at high risk from Coronavirus should not to attend face-to-face activities and should not return to face-to-face scouting).</li> <li>4. Discuss their self-care and how they are/can protect their wellbeing.</li> <li>5. Discuss local response plan/ new measures to address risk of COVID-19 (including current advise on PPE, social distancing).</li> <li>6. Discuss changes to health and safety practice and levels of responsibility, including what to do if a worker/young person becomes unwell.</li> </ol>	Group / Section Leader

Description of Activity	Completed By
<p>7. Advise of the mandatory requirement to complete the COVID-19 induction training before returning (a video which lasts 9 minutes).</p> <p>8. Discuss if there are any other circumstances relating to COVID-19, not included, which they need to disclose/ask to allow their safe return to work.</p> <p>9. If either not able to or chooses not to return to scouting consider whether there is another non face-to-face volunteer role they would be happy to do to keep them involved in scouting?</p> <p>Complete this exercise including all volunteers before they return to understand, assess risks and plan effectively for their return to scouting safely and efficiently as is possible.</p> <p>What opportunities are available to volunteers who do not wish to return to face-to-face activities straight away, to keep them involved? Are there roles behind the scenes that they could help with including programme planning, administration, etc.</p>	<p>Group / Section Leader</p>
<p>Step 3</p> <p>Assess your scout group volunteer capacity by completing this Checklist:</p> <ol style="list-style-type: none"> <li>1. How many volunteers do you have available?</li> <li>2. How many fully trained Scouters do you have available (vetting, safeguarding and Scouter training completed/up to date)?</li> <li>3. Do you have key positions filled?</li> <li>4. Do you have sufficient Scouters with first-aid training available?</li> <li>5. Do you have cleaning staff/ volunteers available?</li> <li>6. Have you identified new roles to keep volunteers who are unable to return to face-to-face scouting involved in scouting?</li> <li>7. Agree how you will keep in regular contact with those volunteers who are unable to return to face-to-face scouting.</li> </ol> <p>Make a note of any training needs and share this with your Training Co-ordinator</p>	<p>Group Section Leaders/</p>

## **The Important Measures to Keep Volunteers Safe**

The following factors will be important in making sure volunteers are safe and feel supported:

### Risk Assessments

COVID-19 risk assessments will be completed and reviewed based on your groups plans for returning to face-to-face activities. The template risk assessment identifies common hazards and the risks they present, with suggestions for control measures which could be put in place.

All activities will be re risk assessed before they are carried out, with a COVID-19 lens applied.

### Re-Induction training

Must be completed by all Scouters. It will allow us to emphasise the key messages that we need to communicate before they return.

### Social Distancing

Social distancing, and the ability to maintain this, will be one of the most important measures to keep volunteers safe. The risk of the disease being transmitted is higher the closer the contact.

Measures include:

- Increasing separation - Public Health guidance with respect to social distancing of 2 metres remains in place between adults and as far as possible between adults and children. Where volunteers consistently remain with a bubble they can be viewed as part of the protective bubble and social distancing between those adults and children may be relaxed. Your Group will endeavour strenuously to implement as much social distancing as is practical.
- Decreasing interaction –
  - Protective bubble arrangements will be used to segment children and young people into a consistent group or groups as far as is practicable.
  - Volunteer arrangements will be kept as consistent as possible. Wherever possible, volunteers will be kept with the same bubble.
  - Scouters are not encouraged to move between groups during the same meeting or on the same day, but it is possible for leaders to do so based on safeguarding and risk assessment.
  - Drop off/pick up procedures, so that not all children arrive at one time;
- Encouragement and reminders for all attending scouting to adhere social distancing rules.
- COVID Agreement signed by parents and youth members
- Monitoring of scouting activities to ensure social distancing rules are being maintained.

### Hygiene

Regular and thorough attention to hygiene in place to deter the spread of the virus, which includes:

- Cleaning of the meeting space before arrival of children and young people (including cleaning of spaces between groups, if multiple groups will use the same space)
- Adequate facilities for hand hygiene, including handwashing facilities that are adequately stocked and alcohol based hand rub at key areas (e.g. entry and exit points).
- Allowing for hand hygiene breaks between activities.
- Frequent cleaning of high contact surfaces (door handles, toilets, tables, equipment etc) throughout the session.
- Reminding young people and leaders of steps to take to maintain good hygiene (clean hands, avoid touching faces, coughing, or sneezing into tissues etc)
- Encouragement and reminders for all attending scouting to follow good respiratory hygiene
- Monitoring of scouting activities to ensure hygiene rules are being maintained

## Meetings

Meetings between adult members will be held using video conferencing where possible. Face coverings must be worn in adult to adult meetings lasting more than 15 minutes.

## Communication with Youth Members

In our volunteer survey you told us one of your main concerns was being able to maintain social distancing with young children. To support you in this, a letter will be issued to all youth members welcoming them back to scouting and advising them of the new requirements.

In addition they will be asked (along with their parents/carers) to sign a COVID-19 Scouting Agreement that asks them to do their best to adhere to the agreed measures to keep everyone safe, behave well at all times to maintain the safety of themselves and others and know that if they don't, they will be sent home and will not be able to come back to scouts until they can be safe. You can see a copy of this agreement if you wish.

## Communication with Parents

A letter will be issued to all parents/carers advising them of the new measures your scout group has introduced to keep everyone safe.

In addition they will be asked (along with their child/ren) to sign a COVID-19 Scouting Agreement that asks them to adhere to the agreed measures to keep everyone safe and that they will support all scout leaders in their efforts to create an 'as safe as possible' environment during this crisis. You can see a copy of this agreement if you wish.

## COVID-19 Compliance Officer

An important role within your scout group involves the monitoring of scouting activities by your Scout Groups COVID Compliance Officer to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the COVID-19 virus, they will report any areas of non-compliance to trustees and ensure these are addressed. They are an escalation point for any issues.

### **COVID-19 Compliance Officer Role**

It is recommended that your Group considers asking for a volunteer or number of volunteers to act as **COVID Compliance Officers**. It is important that the right person(s) is selected for the role. A backup COVID Compliance Officer is preferred, both to provide support and present cover if the COVID Compliance Officer is unavailable.

#### **Proactive Day to Day Duties of the COVID-19 Compliance Officer**

Ensure Scouters complete COVID-19 induction training.

Monitor day to day activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus.

At all times promote and coach good hygiene practises to everyone.

Ensure hand wash liquid/soap and hand sanitisers are available as required.

Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the COVID-19 Compliance Officer. Their role is supported by all scouters, adults and youth members. In instances where there is non-conformance with social distancing the COVID-19 Compliance Officer is to intervene.

Ensure the contact tracing log is being completed (shredded after 14 days) and that workers are using their own pens in this regard.

Report any areas of non-compliance to management and ensure these are addressed.

A COVID-19 Compliance Officer must not put themselves at risk while carrying out their duties Keep up to date on updates to government guidelines as notified by the Scout Foundation NI to Group Leaders.

#### **Reactive Duties of the COVID-19 Compliance Officer**

Know what action is required if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.

Assist the Group Leader in contact tracing should there be a confirmed case of COVID-19

Know what action First Aiders should take if an emergency occurs.

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, direct them to do things for you where possible.

**Social distancing compliance is not the responsibility of the COVID Compliance Officer(s), it is the responsibility of everyone**

## Contact Tracing

Scouters and scouts **MUST** confirm they are symptom free prior to attending any scouting activity/meeting.

A full record of each meeting will be maintained. This is required to facilitate contact tracing should a suspected case arise.

## PPE

In our volunteer survey you told us that you wanted to know about PPE. Routine use of PPE within scouting is not required.

This is covered in our advice regarding what to do in First Aid scenarios.

## Face Coverings

There is a clear distinction between PPE and face coverings. PPE is specialist medical grade equipment and routine use of PPE is not required within scouting.

Public Health guidance recommends that face coverings are used in particular circumstances - short periods in enclosed spaces where social distancing is not possible. Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others while also providing some protection to the wearer.

Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they're not a replacement for social distancing and regular hand washing.

- Face coverings must be worn during adult to adult meetings lasting more than 15 minutes and by any adults visiting the scout hall.
- Face coverings are strongly encouraged for activities that entail large numbers of staff or scouts within an enclosed space where social distancing is not possible.
- Given the risk mitigations in place to limit and contain the spread of COVID-19, face coverings are not generally recommended for routine use. Volunteers and scouts may wish to use them during their meeting and this is acceptable. You should also be aware that some persons (including children) are exempt from wearing face coverings.

## **Non-Adherence to COVID Measures**

The restrictions will be new to everyone and, especially in the beginning, it is expected that you will have to remind each other to adhere to the control measures agreed by your Scout Group to keep everyone safe.

COVID Compliance Officer(s) within your Scout Group will oversee that controls are being implemented appropriately and consistently.

Where a volunteer does not follow the COVID measures/expectations to keep everyone safe, they may not be allowed to attend face-to-face activities. There should be a distinction between someone that doesn't follow them intentionally/repeatedly compared to an oversight.

## **Shielded and Vulnerable Volunteers**

It is important we continue to protect those who are more vulnerable and are shielding by ensuring all members have the opportunities to join in scouting activities.

The following factors will be important in considering how to protect vulnerable volunteers:

- Those at high risk from Coronavirus may be advised not to attend face-to-face activities.
- Everyone will be kept informed on plans to return to face-to-face activities and how they can access opportunities.
- It is important that all volunteers have the opportunity to join scouting activities, we need to plan to be inclusive whilst protecting those who are more vulnerable and/or are shielding.

Your Group/Section Leader should get in touch with individual volunteers to discuss their situation and how they can be supported? How will you maintain regular contact? What opportunities can we offer to those that are not able to attend face-to-face activities?

## **How You Can Protect Yourself and Others**

- Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based hand sanitizer:
  - Before eating, after using the toilet;
  - After blowing your nose, coughing or sneezing;
  - After having been in public places;
  - After having touched surfaces in public places;
  - After having touched other people.
- Avoid touching your face, nose and eyes.
- Practice social distancing.
- If COVID-19 is spreading in your community:
  - Avoid crowds, especially in confined and poorly ventilated spaces. Do your grocery shopping at off-peak hours. Avoid using public transport during rush hours. Exercise outdoors instead of indoor settings.
  - If you develop any symptoms of COVID-19 stay at home and self-isolate. Get tested and inform your Group Leader as soon as possible.
  - The new StopCOVID NI app will alert users if they have been in close contact with other users who have tested positive for COVID-19. The app was designed using the Information Commissioners Office “Privacy by Design” principles and therefore uses only anonymised information in its operation.

Further information on the app is available ***Coronavirus (COVID-19): StopCOVID NI Proximity App***

# **Section 4: Risk Assessment**

## Risk Assessment

Awareness of risk has always been a key focus for Scouting Ireland in its delivery of programmes for young people and it is an established part of scouting, already completed for all activities or events in your Scout Group.

A risk assessment is a careful examination of what could cause harm to participants during the course of the activity or event and a plan of practical risk control measures that the person in charge will put in place to minimise (to reduce to an acceptable level) the risk of harm occurring.

### **COVID Specific Risk Assessments**

Your Scout Group must complete specific risk assessments to consider the new risks you will encounter whilst scouting in relation to Covid-19. This Restart guidance includes a 'COVID Ready Risk Assessment' template which forms part of the Restart framework for our groups in Northern Ireland returning to face-to-face activities. The risk assessment should be completed for all venues/ Sections as necessary (for example additional risks may exist for older youth members which require specific measures).

The 'COVID Ready Risk Assessment' should be in addition to your Activity risk assessments.

### **Completing the Risk Assessment**

The 'COVID Ready Risk Assessment' is a template with common COVID hazards / risks. It MUST however be reviewed and completed locally, to identify all hazards/risks and the control measures which will be put in place to reduce the likelihood of these occurring during face-to-face scouting activities for your Scout Group.

As a reminder:

- **Hazards** are anything that has the potential to cause harm
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more of the hazards.

You should also identify who will be responsible for making sure control measures are in place by putting a name or role into the 'Leader Responsible' box for each hazard/risk. Once ALL control measures are in place for a specific hazard/risk, put a tick in the box to confirm this.

### **Approval**

Your Scout Group's 'COVID Ready Risk Assessment' risk assessment MUST be approved by the Scout Group Council (your Trustees).

All leaders involved in running activities should be listed and MUST be familiar with your Scout Group risk assessment once approved.

### **Reviewing your Risk Assessment**

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk, especially during this unique times. It is important that this remains a LIVE document and be updated as necessary. Following your first face to face meeting you might decide some controls don't work and that you need to tweak them or add new controls to mitigate the risk. Records of any reviews or actions should be kept for reference.

All updates MUST be shared with your Scouters and other volunteers.

## Returning to Face-to-Face Activities

### COVID Ready Risk Assessment

This risk assessment and should be completed and used in addition to your Activity risk assessments. The risk assessment forms part of the Restart framework in Northern Ireland for returning to face-to-face activities. The risk assessment should be completed for all venues/sections as necessary. It is important that this remains a LIVE document and be updated as necessary.

This is only a template with common COVID hazards/risks and MUST be reviewed and completed locally, to identify all hazards/risks and the control measures which will be put in place to reduce the likelihood of these occurring during face-to-face scouting activities. You should also identify who will be responsible for making sure control measures are in place by putting a name or role into the 'Scouter Responsible' box for each hazard/risk. Once ALL control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

Scout Group:

Section:

Venue / Meeting Space:

People at Risk:

#### Hazard / Risk Identified

What's the hazard and the risk of harm?

#### Control Measures

What measures will you put in place to reduce the hazard/risk identified?  
Add additional local control measures for each hazard / risk identified

#### Scouter Responsible

#### Control Measures in Place ✓

1. High risk posed to Vulnerable persons including young people and volunteers who have been advised not to attend face-to-face activities.

*Control measures could include:*

- Ensure you are aware of any vulnerable young people or volunteers who have a medical condition that makes them especially vulnerable.
- Take necessary precautions or explore alternative ways for them to remain involved without attending in person.

2. High Risk of infection spread should too many people attend the venue meaning that social distancing cannot be maintained effectively.

*Control measures could include:*

- Maximum capacity set for venue (consult with your Meeting Space provider)
- Signage advising maximum numbers in a venue/location/hall
- Group sizes reduced / separated if required
- Mitigation measures in place – good ventilation, use of bubbles, etc.
- Use outdoor spaces.

3. High Risk of infection spread should small or confined spaces be used meaning that social distancing cannot be maintained effectively.

*Control measures could include:*

- Review of all meeting spaces no use of small or confined spaces which do not have good ventilation.
- Signage to remind "Do Not Enter" in spaces assessed as not being COVID safe

Hazard / Risk Identified What's the hazard and the risk of harm?	Control Measures What measures will you put in place to reduce the hazard/risk identified? <i>Add additional local control measures for each hazard / risk identified</i>	Control Measures in Place ✓	Scouter Responsible
<p><b>4. Risk of infection spread through poor implementation of current government guidance on social distancing by parents.</b></p>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• Communication with parents/carers in advance of face-to-face activities re-commencing.</li> <li>• Parents not to enter scout hall unless by prior agreement and wearing of face coverings (unless exempt).</li> <li>• Signage in place at entrance/exit and drop off/pick up points to remind social distancing.</li> <li>• Monitoring of queues at drop off and pick up points.</li> <li>• COVID Compliance Officer checks</li> </ul>		
<p><b>5. Risk of infection spread through poor implementation of current government guidance on social distancing by young people and volunteers.</b></p>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• Scout Groups will issue a COVID-19 policy to adult volunteers to ensure all adults actively engaged in groups activities understand their responsibilities.</li> <li>• Communication with parents/carers, young people and volunteers in advance of face-to-face activities re-commencing, including signed COVID Agreement.</li> <li>• Signage in place at entrance to and around meeting space.</li> <li>• Ensure adherence to maximum capacity for meeting spaces.</li> <li>• Government guidance on use of face coverings for older children and mitigating actions for your activity and make sure these are followed.</li> <li>• Activities to be chosen that ensure social distancing is easy to maintain, as appropriate.</li> <li>• COVID Compliance Officer checks</li> </ul>		
<p><b>6. Risk of infection spread as a result of an individual(s) having symptoms during an activity or testing positive after having attended an activity.</b></p>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• Communication with parents/carers, young people and volunteers in advance of face-to-face activities re-commencing, including signed COVID Agreement.</li> <li>• Ensure there is a space where anyone who starts to display symptoms can wait away from the group to be collected as soon as possible.</li> <li>• All attendees to verify they are symptom free and have not been in close contact with a person who is a confirmed case within the past 14 days prior to attending any scouting activity/meeting</li> <li>• Attendance record for young people and leaders in line with requirements for government 'Track and Trace'.</li> <li>• Volunteers and First Aiders briefed on actions to be taken if activity in progress and/or for 'Track and Trace' requirements if a positive case is reported.</li> <li>• Ensure First Aid kit has appropriate PPE included.</li> </ul>		

<b>Hazard / Risk Identified</b> What's the hazard and the risk of harm?	<b>Control Measures</b> What measures will you put in place to reduce the hazard/risk identified? <b>Add additional local control measures for each hazard / risk identified</b>	<b>Control Measures in Place</b> ✓	<b>Scouter Responsible</b>
<b>7. Risk of infection spread due to poor hand hygiene for those attending face-to-face activities.</b>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• Communication with parents/carers, young people and volunteers in advance of face-to-face activities re-commencing.</li> <li>• Handwashing or hand sanitiser and signage at entrances/exits and around the meeting space.</li> <li>• Everyone to use hand sanitiser or handwashing on arrival/exit.</li> <li>• Hand washing or sanitiser at regular intervals during activity and to form part of meeting planning.</li> <li>• Have ample soap, paper towels available for hand washing during the meeting if practical or use hand sanitiser. Ensure there is appropriate safe disposal of paper towels if used.</li> <li>• Supervision of younger members may be required to ensure correct hand washing procedures.</li> <li>• All Scouters and youth members must have hand sanitiser with them for all activities (indoors and outdoors).</li> </ul>		
<b>8. Risk of infection spread due to poor respiratory hygiene for those attending face-to-face activities.</b>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• Communication with parents/carers, young people and volunteers in advance of face-to-face activities re-commencing.</li> <li>• Reinforce the catch-it, bin-it, kill-it message.</li> <li>• Encourage everyone to avoid touching their mouth, eyes and nose.</li> <li>• All attendees to bring their own tissues and provide spare tissues. Ensure that waste bins and rubbish bags in place to dispose of used tissues and that hands are washed or sanitised after.</li> <li>• Bring spare tissues in case needed.</li> <li>• Handwashing or hand sanitiser and signage at entrances/exits and around the meeting space.</li> </ul>		
<b>9. Risk of infection spread as a result of contaminated /unclean surfaces at meeting space.</b>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• Cleaning of meeting space before starting face-to-face activities.</li> <li>• Regular cleaning of high-contact surfaces/items (i.e. door handles, tables, toilets, etc) during activities.</li> <li>• Cleaning materials available to leaders with safe storage.</li> <li>• Ensure cleaning responsibilities are understood. Agree with property owner (if relevant). Report instances where cleaning has not been carried out to premises owner or COVID Compliance Officer.</li> </ul>		
<b>10. Risk of infection spread through physical contact between persons from different households.</b>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• All attendees aware of social distancing requirements and signage in place as reminder.</li> <li>• Programme planned to not include activities which promote physical contact, all activities to be able to maintain current social distancing guidelines.</li> <li>• Use of small 'bubble' system e.g. patrols</li> </ul>		

Hazard / Risk Identified What's the hazard and the risk of harm?	Control Measures What measures will you put in place to reduce the hazard/risk identified? <i>Add additional local control measures for each hazard / risk identified</i>	Control Measures in Place ✓	Scouter Responsible
11. Risk of infection spread through use of contaminated/unclean activity equipment.	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>Reducing equipment that involves contact i.e. board games, balls, etc.</li> <li>Assigning own equipment (where possible).</li> <li>Cleaning of activity equipment before starting face-to-face activities.</li> <li>Cleaning in between usage by different groups.</li> <li>Assigning specific equipment to groups/teams for sessions and limiting volume of equipment used.</li> <li>Lay out equipment to maintain social distancing, if possible.</li> <li>Youth member do not bring any materials or equipment to and from scouts (unless requested by a leader)</li> </ul>		
12. Risk of infection spread through access to meeting space by persons outside of your control (i.e. in a public space).	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>Establish boundaries through marking out a designated area for activities.</li> <li>Appropriate leader supervision and knowledge of meeting space.</li> </ul>		
13. Risk of infection spread by singing, shouting and/or playing of instruments that are blown.	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>Avoid face to face or shouting and singing activities.</li> <li>No using instruments that are blown into in activities.</li> <li>Young people and leaders briefed on not raising voices due to increased risk of transmission of spray and droplets.</li> </ul>		
14. Risk of infection spread through preparation and/or serving of food and drinks.	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>Young People and volunteers bring their own snacks and drinks (if required).</li> <li>No activities to include cooking or food preparation.</li> </ul>		
15. Risk of infection spread through collection of money or other documents from members or parents/carers.	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>Encourage use of electronic communication and payment.</li> <li>Quarantining items in a safe location for minimum 72 hours.</li> <li>Wash, sanitise hands after handling money or documents.</li> </ul>		
16. Higher risk of infection spread through inability to maintain social distancing in an Emergency or First Aid Situation.	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>For minor injuries the First Aider provides resources and instructions for injured person to administer first aid themselves.</li> <li>PPE equipment (face mask, apron, gloves and hand sanitiser) to be located with First Aid kit to ensure social distancing mitigations where First Aid needs to be administered.</li> </ul>		

Hazard / Risk Identified What's the hazard and the risk of harm?	Control Measures What measures will you put in place to reduce the hazard/risk identified? <i>Add additional local control measures for each hazard / risk identified</i>	Control Measures in Place ✓	Scouter Responsible
<p><b>17. Higher risk of infection spread when using transport to get to and from activities in vehicles due to small and confined spaces.</b></p>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• All attendees to verify they are symptom free prior to attending any scouting activity.</li> <li>• Maintaining social distancing in line with current government guidelines with additional mitigations including wearing a face covering (mandatory for age 13 years or over) and cleaning vehicles before and after usage.</li> <li>• Opportunity to hand sanitise hands entering and existing vehicle.</li> </ul>		
<p><b>18. Risk of fire</b></p>	<p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> <li>• Be aware of risk of combustibles e.g. hand sanitiser especially for activities involving fire.</li> <li>• Fire extinguishers should not be used to prop up doors.</li> <li>• Given changes that may have been implemented as part of your risk assessment, review your evacuation procedures and assembly points.</li> <li>• It may be prudent to carry out a COVID fire drill. Remember to maintain social distancing whilst vacating the building and at assembly points.</li> </ul>		

**Review:** This risk assessment should be reviewed regularly and when there is any transition between stages/levels of operating. Any additions/changes to this risk assessment should be recorded in the 'Update Log' below.

### APPROVAL

This risk assessment **MUST** be approved in line with the Restart framework for Northern Ireland for returning to face-to-face activities by the Scout Group Council (your Trustees):

<b>Approved by</b> Name:	<input type="text"/>	<b>Approved by</b> Name:	<input type="text"/>
Role:	<input type="text"/>	Role:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>
<b>Approved by</b> Name:	<input type="text"/>	<b>Approved by</b> Name:	<input type="text"/>
Role:	<input type="text"/>	Role:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Once the local approval process is complete (i.e. this 'Risk Assessment' and "COVID ready Checklist"), you will be 'Covid-Ready' and able to return to face-to-face activities in line with government advice for Northern Ireland). **Remember, this will NOT be before 1st October 2020.**





# **Section 5: Parents and guardians**

## Parents & Guardians

As we emerge from lockdown and the government restrictions around the COVID-19 pandemic begin to be relaxed it is important that you update parents and guardians about your plans for returning to scouting. The safety of our volunteers, youth members, families and communities is an absolute priority during the global pandemic of COVID-19.

To assist you we have included a COVID Agreement which is intended to:

- inform parents about your plans to keep everyone safe;
- clearly outlines the responsibilities of everyone involved in scouting in reducing the spread of COVID;
- outlines the areas you will need their support with to help keep everyone safe.

This document outlines your Scout Group's commitment to them and their child. Parents should be asked to sign the COVID Agreement, along with the Scout Group and their child.

It is important that parents feel it is safe and right for their child to return to scouting and that you communicate with them and give them a chance to raise any concerns they might have or discuss and any specific requirements for their child.

Some template letters are enclosed that you may wish to use.

The templates cover 3 scenarios:

1. Preparing to Restart
2. Restarting
3. Not Restarting

## Scout Group

Our scout group will do its best to:

- Provide an environment which has been risk assessed in response to COVID-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a curriculum that meets the needs of your child's well-being, mental health and scouting needs;
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if our volunteers or children in your child's 'bubble' show symptoms of COVID-19 as this will mean you will all need to self-isolate for least 14 days or until the rest comes back negative;
- Continue our clear and consistent approach as outlined in the Code of Good Practice as well as the expectations outlined in this agreement;
- Communicate between home and scouting through notices via <insert method used to communicate>.

**Signed on behalf of the scout group**

**Date**

## Parent / Carer

**Parent / Carer name:**

Our scout group will do its best to:

To help my child at scouts, I know and understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to scouts, we will self-isolate for least 14 days as a family. I will get tested and I will let a scout leader know as soon as possible;
- If my child, or another child in their bubble, shows symptoms of COVID-19 at scouts, I will collect my child from scouts immediately;
- When dropping my child off/picking them up from scouts, I will adhere to the 2 metre social distancing rule and strictly adhere to the scout drop off/collection times;
- My child must not bring any items to scouts or take items home unless specifically requested by a leader to do so;
- My child may have their temperature taken on arrival and during the scout meeting if they feel or present as being unwell;
- I will remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully;
- I will encourage my child to use good respiratory and hand hygiene;
- I will not be allowed into the scout hall without pre-arranging this beforehand with a leader in charge. If I do visit the scout hall, I will wear a face covering;
- I will support all scout leaders in their efforts to create an 'as safe as possible' environment during this crisis;
- I will read all messages that are sent out on our <insert method used to communicate e.g. Whats App and Facebook groups>
- I will inform the scout group immediately of any changes to the parent/carer and emergency contact details.

**Signed by parent / carer**

**Date**

## Scout

**Scout's name:**

I will do my best to:

- Adhere to the social distancing rules indoors and outside;
- Tell an adult if I feel unwell;
- Not bring things into scouts from home, or take things home from scouts unless I have asked to do so by my leader;
- Only use the equipment provided to me by the scout group;
- Not mix with any other children in scouts that are outside of my 'bubble';
- Only enter and exit scouts from the designated doors;
- Follow good respiratory hygiene: cough or sneeze into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds / use hand sanitiser regularly throughout our meetings;
- Behave well at all times to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, I will be sent home and will not be able to come back to scouts until I can be safe.

**Signed by child**

**Date**

Dear parents and carers.

As we emerge from lockdown and the government restrictions around the COVID-19 pandemic begin to be relaxed we are writing to update you on our plans for returning to scouting.

Our plans for re-starting face-to-face activities will follow Government and Youth Sector guidance, as well as guidance issued by Scouting Ireland. Of course, in all this, our paramount concern is keeping our young people and volunteers safe.

I know you might be feeling a bit anxious, so we wanted to share some of the plans to help keep everyone safe.

- We've completed a thorough COVID-19 risk assessment.
- We request that you arrive promptly and don't congregate with other parents. Keep 2 metres away from other families during drop off and pick up.
- We request that parents do not to enter the scout hall unless by prior agreement. If you do so, we ask that you please wear a face covering (unless you are exempt from doing so).
- Hand sanitiser will be available throughout the meeting and our programme will include breaks to encourage your child to sanitise their hands. All scouts will clean their hands with hand sanitiser when they arrive. They will do this again after using any shared equipment.
- We're asking that your child doesn't bring any unnecessary items to the meeting (other than a coat).
- We are required to maintain a Contact Tracing Log which contains the contact details (name, phone number) of all Scouters, youth members and visitors at any scouting activity to assist with Contact Tracing. This information will be securely stored and deleted after 21 days.
- We've also attached our COVID Agreement which outlines our commitment to you/your child and some areas we need your support with. Things might be a bit different from our usual meetings, so we are asking you to use this to please talk to your child about these changes before they return, so they feel prepared. This agreement outlines the things we need them to try their best to do to keep everyone safe. We have signed it and would ask you and your child read and sign it too. Please return your signed copy to us.

It would be helpful at this point if you could let us know if your child is shielding or in another vulnerable group, so that we can be aware of this as we continue to plan. We of course want to ensure that all our scouts can access our programme as we restart face-to-face activities.

If you have any concerns or would like to talk about our plans, please get in touch. It is important that you/your child only participate when they, and you, feel it is safe and right to do so.

Yours in scouting,

**Sample Parents  
Preparing to Restart  
Letter**

Dear parents and carers.

I'm excited to let you know that we're now able to restart face-to-face activities from [insert date].

Given the fact that we're still recovering from the COVID-19 pandemic, there'll be some restrictions on what we do and how we do it. This letter will let you know the steps we've taken to make sure we keep everyone safe and ensure our Scout Group is COVID-Ready.

Firstly, anyone with COVID-19 symptoms **MUST NOT** attend any face-to-face activities and should follow government guidelines on self-isolation and testing.

Secondly, young people who are shielding or are in another vulnerable group might not be able to return to face-to-face activities at this stage. If your child's shielding or in another vulnerable group, please contact me directly so we can chat through some options.

We're also aware some young people, including young people with additional support needs, might need new or other reasonable adjustments putting in place to support a return to face-to-face – again, I'm happy to discuss this with you if I haven't already.

I'd also like to let you know some of the updates to our arrangements for making sure our indoor activities will be COVID-19 safe.

#### **Arrival and departure arrangements [include arrangements as per Risk Assessment]**

- [Insert group size information]
- [Insert arrival and departure times]
- [Insert pick up and drop off points]

#### **Hand sanitisation and hygiene**

- [Insert hygiene information]

#### **Social distancing**

- [Insert your rules on social distancing]

#### **Other measures in place**

- [Insert venue information]
- [Toilets information]
- [Equipment and cleaning information]
- [First aid information]

#### **Contact tracing Log**

- We are required to keep a register of those attending face-to-face scouting activities in order to comply with Government 'Track and Trace' requirements and provides full traceability information should it be required.
- This data will be deleted after 21 days.

#### **Confirm Attendance**

- To manage group sizes, we need to know if your child will be looking to return to face-to-face activities on [insert date]. Please let us know by [insert contact details].

Please do not hesitate to get in touch [insert contact details] if you have any questions or concerns.

We look forward to seeing you again soon!

Yours in scouting,

[Insert Name]

**Sample Parents  
Restart Letter**

Dear parents and carers.

As we emerge from lockdown and the government restrictions around the COVID-19 pandemic begin to be relaxed we are writing to update you.

Our plans for re-starting face-to-face activities must follow Government and Youth Sector guidance, as well as guidance issued by Scouting Ireland.

I have spoken to the other leaders and we have decided that we cannot return to face to face meetings yet. I know this is disappointing, but the safety of our young people and volunteers must be our primary concern.

*[Add information about the reasons here, for example,*

- Some of our leaders have caring responsibilities, health conditions or live with someone with health conditions that has meant that they are unable to return to scouting*
- Some of our leaders are key workers*
- We don't have access to a suitable indoor space]*

We will carry on *[include details of any current plans here, for example, meeting by Zoom, sending out newsletters]* and will let you know as soon as we are able to meet face to face.

In the meantime, if you have any concerns, please do not hesitate to get in touch.

Yours in scouting,

**Sample Parents not  
Restarting Letter**

# **Section 6: Youth members**

## Youth Members

As we emerge from lockdown and the government restrictions around the COVID-19 pandemic begin to be relaxed it is important that you update your youth members about your plans for returning to scouting. The safety of our volunteers, youth members, families and communities is an absolute priority during the global pandemic of COVID-19.

To assist you we have included a COVID Agreement which is intended to:

- inform youth members about your plans;
- clearly outlines the responsibilities of everyone involved in scouting in reducing the spread of COVID;
- outlines the areas you will need them to try their best to do to help keep everyone safe.

This agreement outlines the things we need our youth members to try their best to do to keep everyone safe. A letter is included in the Parents and Guardians section asking parents and youth members to sign and return the COVID Agreement.

It is important that youth members feel it is safe and right to return to scouting and that you communicate with them and give them a chance to raise any concerns they might have. Some template letters are included in the Parents and Guardians section that you may wish to use/adapt and use to communicate.

### **Shielded and Vulnerable Scouts**

It is important we continue to protect those who are more vulnerable and are shielding by ensuring all youth members have the opportunities to join in scouting activities.

The following factors will be important in considering how to protect vulnerable members:

- Those at high risk from Coronavirus may be advised not to attend face-to-face activities.
- Everyone will be kept informed on plans to return to face-to-face activities and how they can access opportunities.
- It is important that all youth members have the opportunity to join scouting activities, we need to plan to be inclusive whilst protecting those who are more vulnerable and/or are shielding.

Your Group/Section Leader should get in touch with individual youth members to discuss their particular situation and how they can be supported (this is covered in the template letters to parents/guardians which asked them to contact you to discuss).

What can we offer those that are not able to attend face-to-face activities?

### **Signage**

Signage will be on display around your premises to remind youth members to socially distance and hand sanitise/hand wash. These will have been assessed as part of your Premises and Meeting restart guidance.

For younger youth members Scouters may have to demonstrate safe hand washing and hand hygiene practises. The following video from the Public Health Agency shows how to correctly wash your hands  
**<https://www.nidirect.gov.uk/articles/hand-hygiene>**

## How do I wash my hands properly?

Washing your hands properly takes about as long as singing “Happy Birthday” twice, using the images below.



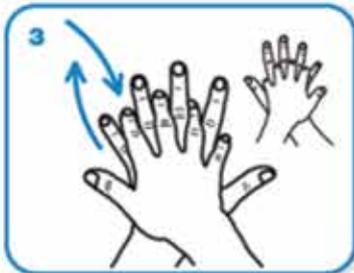
Wet hands with water



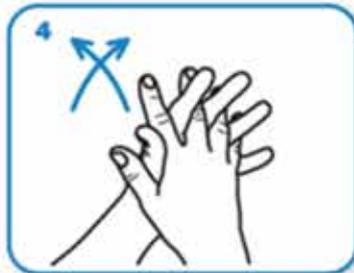
Apply enough soap to cover all hand surfaces



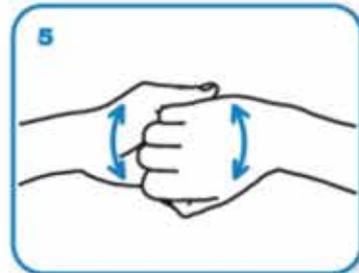
Rub hands palm to palm



Right palm over left dorsum with interlaced fingers and vice versa



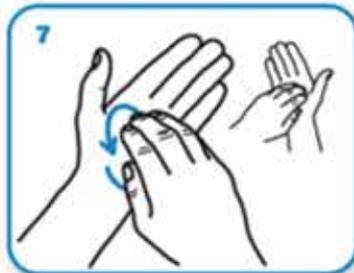
Palm to palm with fingers interlaced



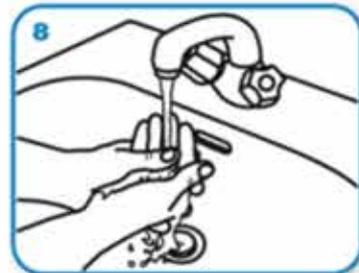
Backs of fingers to opposing palms with fingers interlocked



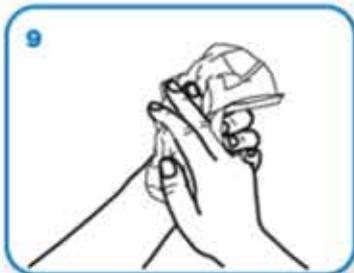
Rotational rubbing of left thumb clasped in right palm and vice versa



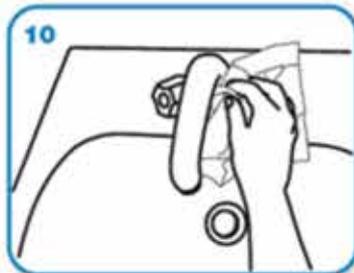
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



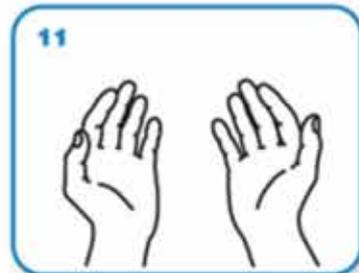
Rinse hands with water



Dry thoroughly with a single use towel



Use towel to turn off faucet



...and your hands are safe

### **Non Adherence to COVID Measures**

The restrictions in place will be new to everyone and, especially at the start, it is expected that you will have to remind youth members to adhere to the control measures your Scout group have agreed to implement to keep everyone safe. There should be a distinction between someone that doesn't follow the restrictions intentionally and repeatedly compared to an oversight.

Adjusting to a new routine is stressful for everyone, but especially for some children who have trouble with change. It is important in these instances to engage the support of parents to ensure they have talked to their child about coronavirus and scouting in a way that's simple to understand and to go over the rules that you have in place. Use the signage, pictures, or other visuals to help them know the steps for e.g. handwashing, face coverings, etc.

Some thoughts in supporting youth members with Autism Spectrum Disorder (provided by Dr Majella McGlinchey) include:

- putting a short video together of the new set up and sending to them prior to their return to help them prepare
- allowing them a short visit to see the changes or even an opportunity to arrive a bit earlier to their session to see the changes first hand
- a social story outlining the changes with some visuals - Middletown website has lots of really good Covid-specific resources in a Covid section on their website. Here is the link:  
**<https://www.middletownautism.com/covid19>** - Middletown Centre For Autism.

Check in with parents about how the return to school has went and what strategies are in place as this will be useful.

You may see some members with a diagnosis with increased levels of anxiety in relation to the changes and in relation to Covid so any changes in behaviour or presentation may be as a result of anxiety.

The COVID Agreement does however include the condition that where a scout does not follow the COVID measures/expectations, that they will be sent home and will not be able to come back to scouts until they can be safe. It is expected that these instances will be rare (perhaps a warning system could be introduced prior to this action being taken) but it should be considered and agreed by your section and Group Leader in order to keep everyone safe.

## Scout Group

Our scout group will do its best to:

- Provide an environment which has been risk assessed in response to COVID-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a curriculum that meets the needs of your child's well-being, mental health and scouting needs;
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if our volunteers or children in your child's 'bubble' show symptoms of COVID-19 as this will mean you will all need to self-isolate for least 14 days or until the rest comes back negative;
- Continue our clear and consistent approach as outlined in the Code of Good Practice as well as the expectations outlined in this agreement;
- Communicate between home and scouting through notices via <insert method used to communicate>.

**Signed on behalf of the scout group**

Date

## Parent / Carer

**Parent / Carer name:**

Our scout group will do its best to:

To help my child at scouts, I know and understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to scouts, we will self-isolate for least 14 days as a family. I will get tested and I will let a scout leader know as soon as possible;
- If my child, or another child in their bubble, shows symptoms of COVID-19 at scouts, I will collect my child from scouts immediately;
- When dropping my child off/picking them up from scouts, I will adhere to the 2 metre social distancing rule and strictly adhere to the scout drop off/collection times;
- My child must not bring any items to scouts or take items home unless specifically requested by a leader to do so;
- My child may have their temperature taken on arrival and during the scout meeting if they feel or present as being unwell;
- I will remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully;
- I will encourage my child to use good respiratory and hand hygiene;
- I will not be allowed into the scout hall without pre-arranging this beforehand with a leader in charge. If I do visit the scout hall, I will wear a face covering;
- I will support all scout leaders in their efforts to create an 'as safe as possible' environment during this crisis;
- I will read all messages that are sent out on our <insert method used to communicate e.g. WhatsApp and Facebook groups>
- I will inform the scout group immediately of any changes to the parent/carer and emergency contact details.

**Signed by parent / carer**

Date

## Scout

**Scout's name:**

I will do my best to:

- Adhere to the social distancing rules indoors and outside;
- Tell an adult if I feel unwell;
- Not bring things into scouts from home, or take things home from scouts unless I have asked to do so by my leader;
- Only use the equipment provided to me by the scout group;
- Not mix with any other children in scouts that are outside of my 'bubble';
- Only enter and exit scouts from the designated doors;
- Follow good respiratory hygiene: cough or sneeze into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds / use hand sanitiser regularly throughout our meetings;
- Behave well at all times to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, I will be sent home and will not be able to come back to scouts until I can be safe.

**Signed by child**

Date

# Section 7: Meetings

## Meetings

### Engagement

Bear in mind that young people may not choose to return to scouting immediately. Some may choose to wait and monitor the situation, and there may be a variety of reasons for this. A one size fits all approach will not work for all young people. Young people may be anxious about the uncertainty faced as we move forward.

If you work with young people for whom English is not their first language, who have disabilities and/or are vulnerable, extra measures will be required to establish good communication and ensure any additional needs are met in a safe way.

### Members with underlying medical conditions and/or special needs

Groups and sections will need to take a tailored approach to supporting members or volunteers with underlying medical conditions and/or special needs. Every effort should be made to help them participate.

### Outdoor Activities

Given that we know the virus is less likely to spread outdoors, can you identify safe, outdoor spaces for use by your programme? Making creative use of outdoor space will also support social distancing.

- Are there local park spaces which can be safely accessed and used?
- What programme activities lend themselves to the outdoor environment?

### Group Sizes

When planning onsite activities, adjust group sizes across these to ensure groups are no bigger than the maximum capacity agreed for your meeting space.

- It may be necessary to split larger sections to comply with guidelines.
- What measures can be put in place to limit contact and facilitate tracing across the group?
- With the new restrictions in place, you might need to look at creating your crew, patrols, sixes, and lodges in a different way. For example, placing siblings, known friendship groups and/or young people from the same geographical location/school within the same group.

These measures are increasingly being referred to as 'protective bubbles'.

- As far as possible there should be no contact across established 'protective bubbles'.
- A large room may contain more than one 'protective bubble' provided measures are in place to prevent physical contact.
- Will the use of coloured arm bands or badges help you identify 'protected bubbles' within a larger group in attendance at any one time?

### Meeting times

With on-going restrictions, regular weeknight meetings may not be possible and since we are heading into the winter months, Groups could look at:

- sections meeting outdoors at the weekend instead. The Group Council should facilitate this and look at staggering times.
- Can groups be rotated on a weekly or fortnightly basis?

## **Uniforms**

Each Group or section needs to decide how best to approach uniforms. Bear in mind that parents may not have extra money at this time to purchase new uniforms if their child has outgrown theirs or if they have moved to a new section.

- If uniforms are worn to meetings or activities, it should be advised that they are washed afterwards.
- Or, to ease the burden on families having to wash clothing, groups may decide for uniforms not to be worn or worn every second week etc.
- School uniforms should NOT be worn to scout meetings.
- Many Groups have processes for uniforms to be handed on or sold, if you have those in place consider offering guidance around washing and handovers.

## **Resources and Materials**

Review the resources and materials you use to deliver programmes.

- Can these be reduced?
- Are there ways to limited sharing of resources? If possible try not share equipment between individuals.
- Where possible they should use their own equipment.
- Where possible youth members should practice good hand hygiene when handling equipment.
- When equipment must be shared, try not to mix equipment with other crews, patrols, sixes and lodges. This is to minimise contact between youth members.
- Clean equipment after it is used by the small groups. If equipment cannot be cleaned quarantine it for 72 hours before use.
- If sharing of resources cannot be reduced are there appropriate and adequate cleaning materials available to clean these after use?
- Can natural or junk materials be used to allow them to be thrown away (preferably in the recycle bin) after use.

## **Virtual Meetings**

There are numerous ways to run meetings with youth members and there is no 'one-size fits all' solution so please talk to youth members and parents about the best solution for your group. Below are examples of what you can use and how to use them. Above all, please ensure that you only run virtual meetings that meet the safeguarding requirements.

- Google Classroom
- Microsoft Teams
- Zoom

On-line forums should be established using clear contracting with young people and be closely monitored. Where young people have no prior experience of using on-line forums, training and awareness raising activities on the safe use of such platforms should be completed first.

Flipped learning is a concept whereby young people engage independently with an issue or topic before engaging in group exploration. Is there an appropriate piece of music, online media or YouTube clip that young people could watch or listen to prior to meeting (either onsite or online) that will facilitate group discussion on a given issue or topic?

A number of free quizzing platforms including Quizlet and Kahoot can also be used to provide fun, accessible tools to support promote engagement by young people.

### **Non-Adherence to COVID Measures During the meeting**

The restrictions in place will be new to everyone and, especially at the start, it is expected that you will have to remind everyone to adhere to the control measures your Scout group have agreed to implement to keep everyone safe. There should be a distinction between someone that doesn't follow the restrictions intentionally and repeatedly compared to an oversight.

The COVID Agreement does however include the condition that where a scout does not follow the COVID measures/expectations, that they will be sent home and will not be able to come back to scouts until they can be safe. It is expected that these instances will be rare (perhaps a warning system could be introduced prior to this action being taken) but it should be considered and agreed by your Section Leader and Group Leader in order to keep everyone safe.

Repeated non-adherence to COVID measures by Scouters should be referred to your COVID Supervisor or Group Leader. This is important both to honour our commitment to parents and children as outlined in the COVID Agreement to keep everyone safe.

### **Contact Tracing**

To ensure the health and safety of everyone you must complete a log of all persons at activities/ on site in any given day. This includes Scouters, youth members, visitors, etc. This will assist in contact tracing should a person be confirmed as positive. To protect the privacy of people's data, the entries should be completed by a Scouter and the log not given to non-members. The log must be stored in a safe manner and destroyed after 21 days in line with ICO guidance.

A new log is to be filled in daily.

SFNI are hoping to offer all Scout Groups the use of a COVID Registration App which will require all attendees at scouting activities to register, confirming they are symptom free. A Scouter then uses the App to verify attendees as present at the activity (as some may register but not turn up). This will then act as your contact tracing log. All data is automatically deleted by the App after 21 days. You can check out the App here <https://covid.oqlist.co.uk/website/>

Use of the App should be optional for all users.



**Contact Tracing Log**

To ensure the Safety & Health of everyone, this contact log should contain details of **all persons** on site in any given day. This includes scouters, youth members, visitors etc. This will assist in contact tracing should a person be confirmed as positive. To protect the privacy of people's data, the entries should be completed by a Scouter and the log not given to non-members. The logs are to be stored in a safe manner and a log that is more than 21 days old is to be destroyed.

A new log is to be filled in daily

Name	Reasons for being at the meeting?	Mobile Number	Total time in the service	Was 2m distance maintained at all times? Yes /No

# Section 8: Programme

# SCOUTING IRELAND ... at home

## Programme

### Prioritising Youth Work Programmes/Activities

Review your 'typical' scouting programme from September – December. Applying the risk benefits approach, are there scouting programmes or activities which may be safer or more critical to restart than others?

Safe, socially distanced participation and citizenship activities have never been so important to developing a sense of belonging and building resilience in young people. These may include designing positive message posters or postcards, building boredom boxes for friends or relatives who are shielding, calling relatives who are socially isolating, fundraising to support a local concern. Such projects may also support social isolation concerns for young people unable to attend onsite activities at this time and/or link to online activities.

As we prepare for back to scouting a big feature of scouting should be the outdoor programme.

Below are some useful resources.

### Scouting 360

<https://scouting360.ie/>

is a webpage that has been created by Scouting Ireland in response to COVID-19 and includes programme ideas per section.



### Programme – First Six Weeks

The first cycle of programme can be difficult to get right because of the need to build a routine again. The key message for programme to do as much as possible in the out of doors (even immediately outside your dens) and keep to the small teams of Lodges, Sixes, Patrols/Watches, Crews, and Teams.

The resources at <https://scouting360.ie/2020/09/02/programme-first-six-weeks/> which are split per section, will give you a guide into what you could do and should be translated into your specific meeting plans.

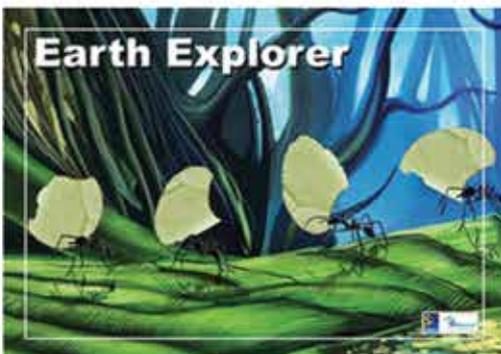
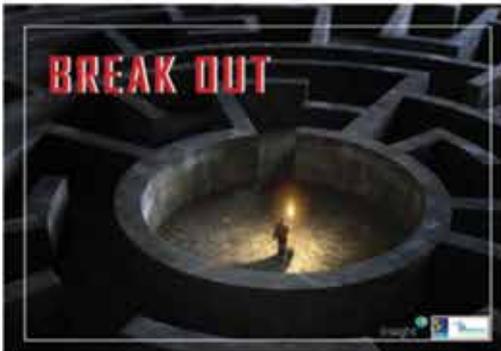
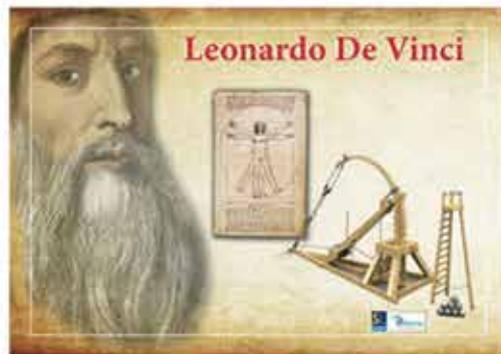
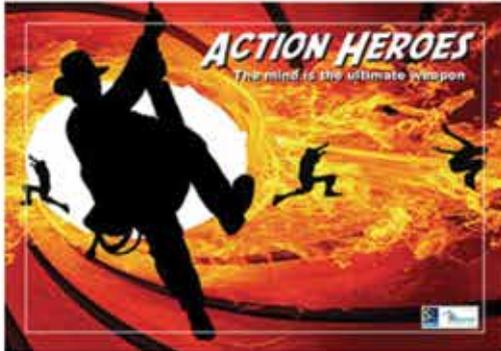
### Age Section Resources

<https://scouting360.ie/age-section-resources/>



**STEM Resources**

<https://scouting360.ie/stem/>



## **The Scouting Experience**

A young person experiences Scouting in many ways. It is a combination of different experiences and interactions that present the game of Scouting to young people. In the current COVID crisis it provides all sections with the opportunity to review the Scouting experience. Scouting is a lived experience highlighted in outdoor activity and camping.

The outdoor environment is the Scouting environment and therefore we should exploit our programme by creating programmes that are based outdoors. Weather is only a problem if you have the wrong clothing and Scouts are supposed to be prepared.

So, the focus should be, in the main, centered around outdoor meetups and activity.

For full details go to <https://scouting360.ie/2020/09/02/the-scouting-experience/>

## **Lockdown Badges**

Don't forget about our Northern Province lockdown badges!

The Scout Foundation NI created these lockdown challenges for the Northern Province members. Scouts can earn the 3 unique lockdown badges and a certificate upon completion of each of the challenges. The special events badges can be worn on uniforms for one year.



Any of these challenges can be completed retrospectively and badges will continue to be awarded on completion. For full details of each of the challenges go to <https://www.scoutfoundation.info/lockdown-challenges>

To request lockdown special event badges upon completion of the challenges email to: [si@scoutfoundationni.org.uk](mailto:si@scoutfoundationni.org.uk)

## **FAQs**

### **Chief Scout Award queries**

If you have want to start or have already started your Chief Scout Award and are wondering how to adapt it to overcome the pandemic challenge then don't fear. Scouting Ireland can support you with this.

### **Special Interest Badges**

These should be still achievable while in lockdown and can be worked on your own. If you need to change because of a social element to it then that is also possible. You can allow for the time that you have already put into it.

### **Adventure Skills**

The main part of the badge is that is a challenge is to demonstrate an understanding of the skill and an ability to take responsibility as part of it. Up until stage 5 a Scouter can sign off on all.

<https://www.scouts.ie/Adventure-Skills/Adventure-Skill-Overview/>

You can use video calls to demonstrate this and be creative in what could be used, like minecraft or other virtual reality software

### **Expedition**

The main challenge here is to complete the distance. This can be done from within the radius limitations. You could use virtual journeys to demonstrate the distance that you cover.

### **Intercultural**

Online allows us numerous possibilities to explore other cultures. Try to look at how to link with other cultures through events like JOTI or other international scouting. The next JOTI is coming in a few months so another opportunity to get involved. One World Week is also coming in November.

### **Residential**

This is the most difficult part of the award. The advice Scouting Ireland would give is to leave this element to last, where possible. Hopefully they will have a better idea of what do with residential as time progresses. If you are already near completion, then virtual camping should be considered. Seek advice from your CSA to make sure that the activity is at an appropriate challenge level.

# **Section 9: First Aid**

## Guidance for first aiders

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin.

The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.

The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel. Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, direct them to do things for you where possible.

If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.

In these situations there is a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

**Donning or putting on PPE**

**Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.**

- 1** Put on your plastic apron, making sure it is tied securely at the back.  

- 2** Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.  

- 3** Put on your eye protection if there is a risk of splashing.  

- 4** Put on non-sterile nitrile gloves.  

- 5** You are now ready to enter the patient area.  

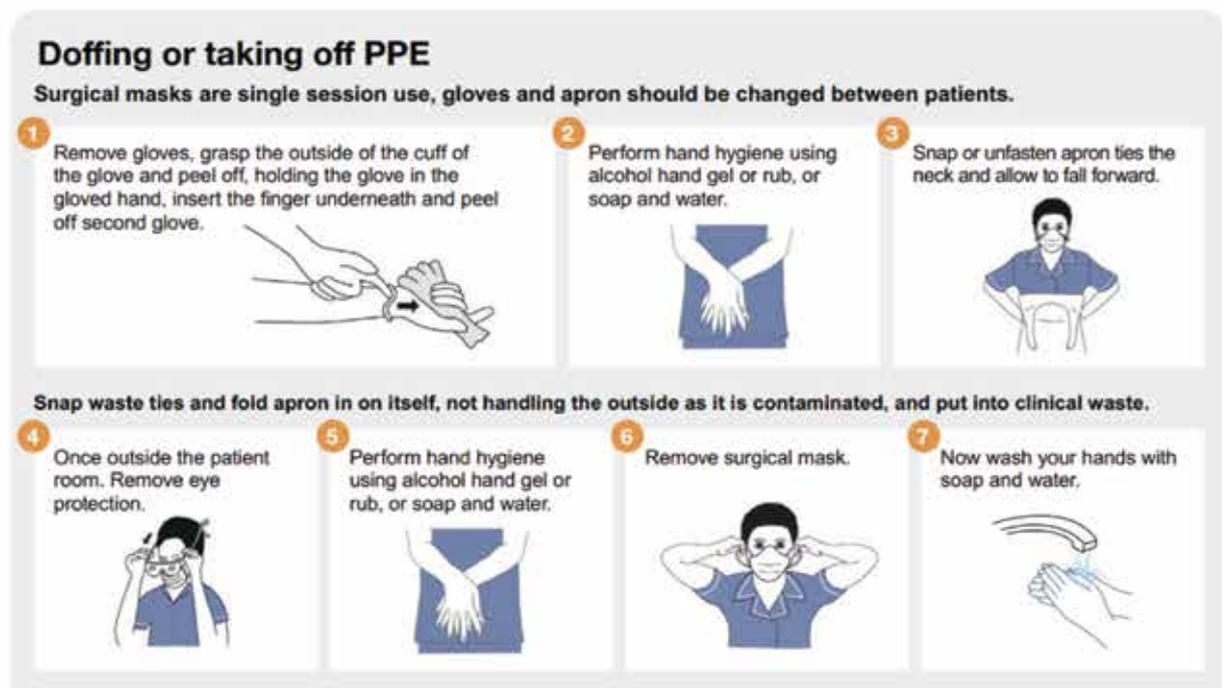

## **Administering CPR**

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms;
- Ask for help;
- If a portable defibrillator is available, ask for it;
- Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths;
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation;
- If available, use: a fluid-repellent surgical mask disposable gloves, eye protection, apron or other suitable covering.

First Aid Responders should be familiar with the symptoms of COVID-19. You will need to perform a “dynamic risk assessment” based on the scenario you are presented with.

## **After delivering any first aid**

Ensure you safely discard disposable items and clean reusable ones thoroughly. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible



## **Key Control Measures**

- Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, direct them to do things for you where possible.
- Standard infection control precautions to be applied when responding to any first aid incident. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case. In such cases, move the individual to an isolated room to minimise risk of infection to others.
- Additional PPE (a fluid-repellent surgical mask disposable gloves, eye protection, apron or other suitable covering if available) should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. First Aid kits should now include these items.

# **Section 10: Suspected and Confirmed Cases**

## COVID-19 Suspect/ Confirmed Cases

### Suspect COVID-19 Case at Work

What to do if a volunteer or a young person becomes unwell and believe they have been exposed to COVID-19:

- If someone becomes unwell with COVID symptoms they should be removed to an area which is at least 2 metres away from other people. Facilitate the person presenting with symptoms remaining in isolation if they cannot go home immediately. Arrange for them to be transported by a family member as soon as possible. Public transport should not be used. If they are too unwell to go home or advice is required contact 999 or 111 and inform them that the sick person is a COVID-19 suspect.
- If possible, find a room or area where they can be isolated behind a closed door.
- If it is possible to open a window, do so for ventilation.
- Request the individual to wear a face mask (over 13 years old only) to prevent contamination of area and close by personnel.
- The individual who is unwell should call their doctor and should outline their current symptoms. Whilst they wait advice, ideally they should be in isolation or at a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Advice on cleaning of communal areas such as offices or toilets is outlined later in this document.

**Scouters do not need to tell other youth members or parents that a child has been sent home with COVID-19 symptoms. It is also important that youth member are not told of a suspected case due to data protection implications. If parents need to be informed the Contact Tracing team will do so (not Scouters). See *process for a confirmed case*.**

## MANAGEMENT OF PEOPLE WHO BECOME SYMPTOMATIC ONSITE GUIDANCE

If anyone becomes unwell with a new continuous cough OR a high temperature/fever OR anosmia (a loss or a change in your normal sense of smell which can also affect your sense of taste) **they must be sent home and advised to follow PHA guidance for households with possible coronavirus infection.**

Your Scout Group should keep a full record of such actions and request a parent / carer / guardian record their acknowledgement of this action.

A child or young person awaiting collection should be moved, if possible, to a room where they can be isolated behind a closed door. Appropriate adult supervision must be provided. Ideally, a window should be opened for ventilation. If it is not possible to fully isolate the child or young person, they should be moved to an area which is at least 2m away from other people.

A **risk assessment** should be undertaken by your Scout Group to address this. **Scout Groups should fully document this process** to ensure records of who made the decision, who was contacted, who provided supervision and who picked up the child are held.

If the child or young person needs to go to the bathroom while waiting to be collected, they **should use a separate bathroom if possible**. The bathroom should be **cleaned and disinfected before being used by anyone else**.

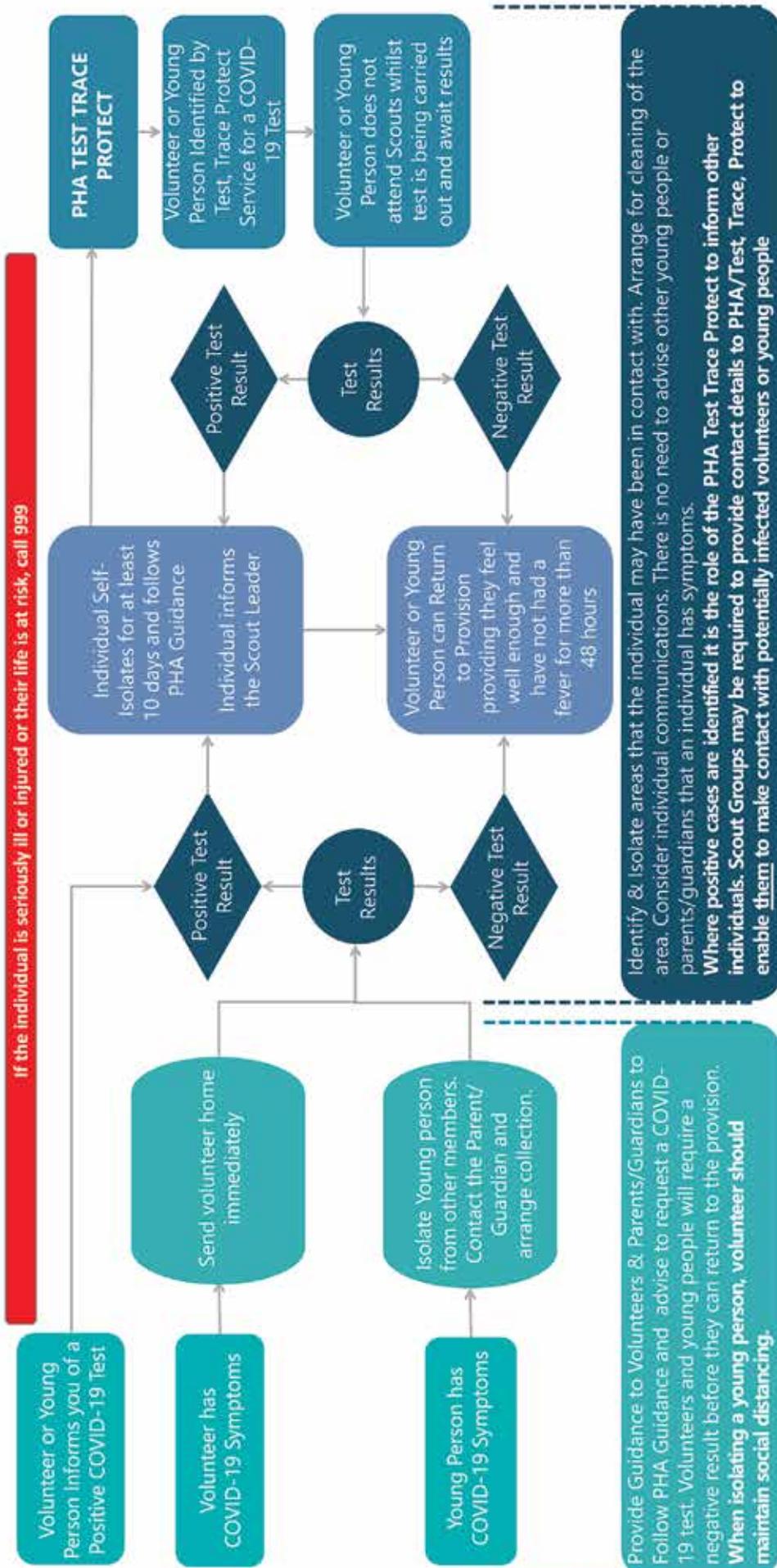
PPE is not required to be worn by volunteers caring for the child or young person while they await collection (unless direct personal care is needed and a distance of 2m cannot be maintained e.g. a very young child or a child with complex needs).

**! If the child or young person is seriously ill or injured or their life is at risk, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.**

**i** If a volunteer (who was adhering to the social distancing guidelines) has helped someone with a new, continuous cough or a high temperature or loss of taste/smell, **they do not need to go home unless they develop symptoms themselves**. They should **wash their hands thoroughly for 20 seconds** after any contact with someone who has developed symptoms. **Cleaning the affected area with available cleaning products, followed by disinfection after someone with symptoms has left will reduce the risk of passing the infection on to other people.**

**! You do not need to tell other children and young people or parents that a child has been sent home with COVID-19 symptoms.**

# CONFIRMED OR SUSPECTED COVID-19 CASE MANAGEMENT FLOWCHART



### **Confirmed COVID-19 Case**

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency and will share information about their recent interactions over the past 48 hours where they have been in contact with someone for 15 minutes or more and less than 2 metres social distance, including scouting activities if relevant. The Contact Tracing Service will provide your Scout Group with advice on what actions to take.

Your Contact Tracing Log should be used to share the meeting attendees with the contact Tracing Service based on the date of the meeting and the section/group.

**Leaders do not need to make calls to parents, the Contact Tracing Service will do that and provide the parents/youth member with advice on what actions they need to take. The Scout Group should however notify their Support Officer.**

Refer to CONFIRMED OR SUSPECTED COVID-19 CASE MANAGEMENT flowchart and TEST, TRACE PROTECT GUIDANCE flowchart

### **Cleaning Spaces With Suspected/ Confirmed Cases**

Should a confirmed COVID case occur, enhanced cleaning should be carried out within any room in which the individual has been to minimise the risk of the spread of the virus. This should be clearly communicated to volunteers, parents and youth members to provide assurance that the environment is safe.

- It is recommended that cleaning an area with normal household disinfectant after a suspected coronavirus (COVID-19) case has left will reduce the risk of passing the infection on to other people.
- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

# TEST, TRACE, PROTECT GUIDANCE

Anyone who exhibits any symptoms associated with COVID-19 should not attend Scouts.

All symptomatic volunteers, children and young people are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result and everyone with symptoms who was tested in their household receive a negative result, the individual can return to Scouts providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes.

All household members should follow PHA isolation guidance which currently requires everyone in the household to stay at home.

- If you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days.
- If you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.
- However, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period).
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone.
- If you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period.
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

PHA guidance under the Test and Trace and Protect programme will be applied for all volunteers or children and young people in contact with someone who tests positive for COVID-19. Test and Trace staff will contact anyone with a positive test and trace their contacts over the previous 48 hours seeking information on where that individual has been in contact with someone for 15 minutes or more and less than 2 m social distance. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire Scout Section or 'bubble' being instructed to self-isolate at home.

Should a COVID-19 confirmed case occur, enhanced cleaning should be carried out within any room in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This should be clearly communicated to volunteers, parents, children and young people to provide assurance that the environment is safe.

Volunteers, Children and Young People can return to Scouts when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission and will also assist in protecting the wider community.

# **Section 11: COVID Ready Checklist**

## Returning to Face-to-Face Activities COVID Ready Checklist

Please use the points below as a checklist to ensure you have carried out all the actions required for your Group to be **'COVID-Ready'** and able to return to face-to-face activities.

Information to support you in completing the actions can be found throughout this Restart Guidance pack.

**Group Name:**

GENERAL complete ✓	Tick when
Has the person completing this checklist read and understood the Restart framework and guidance for returning to face-to-face activities?	
Have you completed the COVID-Ready Risk Assessment, incorporating hazards and control measures you have identified locally?	
Have you checked how many people can meet together, in line with Government guidelines?	
Is there a system in place to share information within the Scout Group regarding updates to this advice?	
SCOUTERS complete ✓	Tick when
Have you been in contact with all Scouters?	
Have you arranged a meeting to agree plans and prepare for how you will return?	
Are any Scouters (or members of their household) vulnerable or shielding? Have you talked with them privately and agreed appropriate adjustments to ensure they can still be engaged in activities (where they wish to)?	
Do you have sufficient Scouters to ensure the Group/Sections are COVID-Ready and that you are able to run activities safely?	
Are all Scouters registered and up to date with their vetting and safeguarding requirements?	
Have a back-up plan in case any volunteers can't attend at short notice due to COVID symptoms, shielding, work or care responsibilities.	
Have you agreed what to do if there is an incident, someone is injured or shows signs of COVID-19 during a face to face meeting? Are all volunteers aware of process?	
Have First Aiders reviewed their practices based on the Restart guidance? <i>Refer to the First Aid section for details.</i>	
Have all Scouters reviewed a copy of the COVID-Ready Risk Assessment?	
Has a briefing taken place or been arranged for all Scouters before you start? This should ensure all Scouters are aware of their specific role and responsibilities.	
Have all Scouters completed the NYCI COVID-19 induction session for Youth Services and updated their membership profile on the database as an external course?	
Have all Scouters completed the Pre-Return to Scouting Questionnaire at least 3 days in advance of returning to scouting <b>OR</b> has your Group signed up to use the COVID app which requires <u>all attendees</u> to verify they are symptom free prior to attending any scouting activity/meeting?	

CHILDREN & YOUNG PEOPLE AND THEIR PARENTS/CARERS	Tick when complete ✓
Have you consulted with parents/carers and children & young people about your return to face-to-face activities? <i>See template letters and COVID Agreement.</i>	
Are any children & young people (or members of their household) vulnerable or shielding? Have you identified any youth member reluctant to return for any reason and talked with them privately to agree any appropriate adjustments required to ensure they can still be engaged in activities (where they wish to)?	
Have all parents/carers and youth member returned the signed and returned the COVID Agreement which sets out your plans for a return to face-to-face activities?	
Have you ensured all contact details are correct and up to date to support general communication and track and trace if required? If your Group has opted to use the COVID app this requires all attendees to provide/review contact details <u>each time</u> it is completed?	
Are all members' details up to date on the database?	
Have you agreed a process for collection of subs (or other monies) and communicated this to parent/carers?	
Have all youth members completed the Pre-Return to Scouting Questionnaire at least 3 days in advance of returning to scouting <b>OR</b> has your Group signed up to use the COVID app which requires <u>all attendees</u> to verify they are symptom free prior to attending any scouting activity/meeting?	

SCOUT HALL / MEETING SPACE	Tick when complete ✓
If you hire the space from someone else, have you been in contact with the owner of your premises in respect of their plans? It is important that you involved the premises owner in planning and the approval process and share this Restart framework and guidance with them.	
Have you completed your Premises risk assessment in line with Restart framework and guidance? Have you incorporated control measures in place in your COVID-Ready Risk Assessment?	
If you hire the space from someone else: <ul style="list-style-type: none"> <li>• Have they shared their COVID-Ready Risk assessment with you?</li> <li>• Check if there are any special conditions included in the hire agreement.</li> <li>• You should still complete your own Premises risk assessment and incorporate any additional local control measures. Has a copy of your COVID-Ready Risk assessment has been provided to your premises owner / Meeting Space?</li> </ul>	
Have you/your premises owner flushed the water system at outlets following low usage to prevent Legionnaire's Disease (if appropriate)?	
Have you agreed what your maximum capacity would be based on the meeting space? This may have been set by the owner of your premises – if not you should do so, based on the Restart framework and guidance for Premises.	
Is your Scout Hall / Meeting Space appropriate to be able to maintain social distancing and other control measures? Refer to the premises section	
Have you considered the logistics for drop off and pick up at the Scout Hall / Meeting Space?	
Are there appropriate facilities for maintaining good hygiene, including handwashing and sanitiser? Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels, hand sanitiser, waste bins.	
Have you agreed who will be responsible for cleaning the meeting place before and after scouting activities? Is there a documented cleaning schedule in place for each part of the scout hall?	

SCOUT HALL / MEETING SPACE	Tick when complete ✓
Do you have access to cleaning materials and are they stored in a safe place accessible by Scouters and/or cleaners?	
Is the following COVID-19 signage been prominently displayed throughout your premises? 1. Coronavirus Keep your Distance OR Social Distancing 2. Catch it, bin, it kill it 3. Cough and Sneeze for Youth Members 4. Coronavirus Stay Safe, Save Lives 5. Maximum number of people in each space 6. Hand washing / sanitising 7. Parents please wait here	
Has consideration been given to floor markings to demonstrate and encourage social distancing?	

MEETING / ACTIVITIES	Tick when complete ✓
Have you structured youth members and Scouters into 'bubbles' – small groups/sixes/patrols?	
Will your activities provide opportunities for all members to get involved? It is important to make sure the programme is inclusive, and all members can access opportunities.	
Have you carried out a risk assessment for all activities you plan to undertake to include COVID related risks not covered by your Covid-Ready Risk Assessment?	
Are all leaders familiar with hand washing techniques and guidelines?	
Have you agreed a plan for cleaning equipment before and after use?	
Do you have access to a First Aid Kit stocked with appropriate PPE? This should include gloves and masks. Are First Aiders familiar with how to use it correctly and safely? Refer to First Aid section.	
Are volunteers aware of the need to complete the Contact Tracing Log to record attendance at all activities to assist with Track and Tracing requirements?	
If your Group has opted to use the COVID app are they familiar with how to use it?.	
Are all volunteers aware of the protocol in place should an attendee become unwell and/or displays COVID symptoms?	

## APPROVAL

This COVID Ready Checklist **MUST** be approved for returning to face-to-face activities by the Scout Group Council (your Trustees):

<b>Approved by</b> Name:	<input type="text"/>	Date:	<input type="text"/>
Role:	<input type="text"/>		<input type="text"/>
<b>Approved by</b> Name:	<input type="text"/>	Date:	<input type="text"/>
Role:	<input type="text"/>		<input type="text"/>
<b>Approved by</b> Name:	<input type="text"/>	Date:	<input type="text"/>
Role:	<input type="text"/>		<input type="text"/>

Once this approval is complete, you will be 'COVID-Ready' and able to return to face-to-face activities in line with Department of Education / Education Authority guidance.

**Remember, this will NOT be before 1st October 2020.**

# Section 12: FAQs

## FAQs

### **Should I wear a face covering?**

You should use face coverings in particular circumstances short periods in enclosed spaces where social distancing is not possible. See advice regarding face coverings

<https://www.publichealth.hscni.net/covid-19-coronavirus#face-coverings>

### **I understand that we are not allowed to resume scouting indoors with youth members until October 2020, but can our leaders meet to plan our restart?**

Meetings between adult members should be held using video conferencing where possible. If this is not possible for some reason you should properly risk this can be done safely. Adults must keep 2 metres apart. Face coverings should be worn at meetings lasting more than 15 minutes.

### **Can we hold a registration night in our scout hall before 1st October 2020?**

An on-line registration is available for use by scout groups which would lower the risk of spreading coronavirus as face to face contact is not required. This is the preferred method of registration as it would be lower risk option. Support can be provided if required to help your group do this.

If you do decide to hold a registration event you must complete a risk assessment for the event which considers the risk of COVID-19. Some control measures you could implement include:

- Have a maximum number allowed in your space at any time (and monitor this)
- Allocate registration times to parents so they don't all arrive at the same time
- Ask parents to bring their own pen
- Adults to wear face coverings (unless exempt) and adequate signage to remind them to do so
- Restrict slots to 15 minutes where at all possible.
- Ensure social distancing is maintained between adults.

### **I am a leader in more than one section, is this allowed?**

The risk of an adult attending more than one section increases the risk of cross-contamination across different bubbles. If you help with Beavers on Monday night and Cubs on another night and if adequate control measures have been implemented at these meetings (social distancing between adults and children, face coverings, outdoors, etc) then this risk is lowered.

This should be weighed against the requirement of having adequate volunteers to be able to run sections safely.

Ideally there should be no breaches of bubbles.

### **How long does the virus survive on surfaces?**

Studies have shown that the COVID-19 virus can survive for up to 72 hours on plastic and stainless steel, less than 4 hours on copper and less than 24 hours on cardboard.

The most important thing to know about coronavirus on surfaces is that they can easily be cleaned with common household disinfectants that will kill the virus.

As always clean your hands by washing with soap and water or with an alcohol-based hand rub and avoid touching your face.

### **What if equipment cannot be cleaned with disinfectant (as per manufacturers instructions)?**

These items should be left for 72 hours between uses.

## **Should leaders and youth members wash their uniform/clothes after attending scouts?**

While Coronavirus can land on fabrics and remain for some time, all children and where possible young people should be encouraged to wear clean uniform or fresh clothes each day. You should be mindful of avoiding creating additional pressure / expense on parents.

Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.

## **I'm not sure how we should clean our scout hall.**

To clean and disinfect surfaces and equipment effectively:

1. Wipe hard surfaces with warm, soapy water using a disposable cloth
2. Disinfect the surfaces using the cleaning products you would normally use, following the manufacturer instructions. Pay attention to the recommended contact time as wiping the product off too early could make it less effective.
3. Use gloves and aprons if using chemical or bleach solutions, as per the manufacturer instructions. You can use household rubber gloves, readily available in supermarkets. These can usually be cleaned in warm, soapy water for re-use, in line with the manufacturer instructions.
4. Some surfaces or equipment should not be cleaned with chemical or bleach solutions including keyboards, phones or electronic devices - use disinfectant or alcohol wipes (70%) instead.

You should consider applying for costs for these items if you seek grant assistance.

## **Should I let National Office know if a member has a confirmed diagnosis of Covid-19?**

There is no requirement to notify National Office however it is recommended that you notify SFNI Office so we can provide your Scout Group with any support you may require and to gather this information.

It is also useful for us to be aware of any instances where groups within the Province have had to close Sections / Groups.

## **What information can we share with people who might have had contact with someone who is has gone home with COVID symptoms?**

You do not need to tell other children and young people or parents that a child has been sent home with COVID-19 symptoms.

All symptomatic volunteers, children and young people are expected to follow the advice and obtain a test for COVID-19. If that test is positive you will be contacted by the Contact Tracing Service in the Public Health Agency.

## **One of our youth members has tested positive for COVID-19, what information can we share with people who might have had contact with them?**

It is likely you will be contacted by the Contact Tracing Service in the Public Health Agency and will be asked share information about their recent interactions over the past 48 hours where they have been in contact with someone for 15 minutes or more and less than 2 metres social distance, including scouting activities if relevant. The Contact Tracing Service will provide your Scout Group with advice on what actions to take.

You do not need to and should not make calls to parents, the Contact Tracing Service will do that and provide the parents/youth member with advice on what actions they need to take.

Please be mindful of confidentiality - individual names of youth members and/or volunteers who have tested positive should not be shared with youth members or parents.

### **Can we recruit new volunteers and get them trained?**

Yes. Scouting Ireland have created an online version of Being A Scouter (which is called Pathway to Scouting) to facilitate the need for training of new Scouters. This should be available shortly.

All the usual processes apply - Membership application, Access NI checks, references etc. should still be carried out as normal.

### **How can we stay socially distanced when giving first aid?**

Treating the accident or incident properly should always be your first concern. But you should take some extra steps to keep things safe during Covid-19.

If possible, ask the injured member to do things for you. They can follow your guidance to treat themselves, so you can help from a safe distance and reduce the time you spend close to each other. For example, you could demonstrate to a youth member how they can clean a wound and apply a plaster, while they follow along.

*Refer to the First Aid section of the guidance for steps if social distancing cannot be maintained.*

### **Can we provide food or snacks at activities?**

Education Authority guidance suggest that food or drinks should not be provided by Youth Settings whilst PHA guidance is in place. It is also recommended that you do not have any activities that include cooking or food preparation at this time.

Young People and volunteers should bring their own snacks and drinks (if these are required)

### **We do risk assessments in our heads - there is no need to write it down it just takes up too much time- is that ok?**

NO! All activities indoor and outdoor must be risk assessed in a clear written format and shared with all your group volunteers. This should also be available to parents or other agencies should they request it. You must ensure that all the actions to reduce risk are followed and that the risk assessment is updated as needed.

A COVID risk assessment outlining the main COVID specific risks and possible control measures are available within this guidance.

### **My last Access NI check was more than 3 years ago - do I still need to do another one?**

Yes - all volunteers and Rovers must have their Access NI renewed every 3 years. This should be completed asap if the 3 years has lapsed.

### **Do I still need to do Safeguarding refresher training?**

Yes, this course is now being offered online via zoom and must be completed every 3 years. Group leaders can find out when volunteers last completed their training by using the database.

### **What effect does coronavirus have on pregnant women?**

Generally, pregnant women of less than 28 weeks gestation do not appear to be more likely to be seriously unwell than other healthy adults if they develop coronavirus. As yet, there is no evidence that pregnant women who get this infection are more at risk of serious complications than any other healthy individuals.

For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home.









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Return to Scouting

# Restart

Guide for Northern Ireland

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