

Woodcraft Folk Map to Reopening, September 2020

The following document is designed as guidance for Woodcraft Folk groups, centres and projects as they **begin** face to face activities as lockdown is eased across the UK.

Woodcraft Folk's Roadmap to Reopening guidance has been updated in response to changes in the youth work readiness level and the lifting of restrictions in Scotland and Wales.

There are new sections on managing bubbles (5.10) and social gathering exemption (1.1). There are also some additional questions in the FAQs (section 5)

At this time it is expected that Woodcraft Folk will deliver a 'blended' offer of:

- Remote programme activities through #DreamBigAtHome
- Online programme activities, locally and nationally
- Outdoor activities, socially distanced as required
- Indoor activities, socially distanced as required

Every group and District needs to progress at their own pace and be responsive to the local situation, including ceasing face to face activities if local lockdown restrictions are introduced.

All Woodcraft Folk activities **must adhere** to government guidelines at all times.

Woodcraft Folk, like all youth work organisations, will adopt best practice and follow the guidance produced by the National Youth Agency, YouthLink Scotland and the Council for Wales Voluntary Youth Service.

The National Youth Agency (NYA) as the Professional Statutory and Regulatory Body for youth work in England has, in consultation with Public Health England and the Health and Safety Executive, developed youth sector specific advice and guidance. The guidance will support local providers, leaders, volunteers and young people to remain safe when engaging in youth sector activities. The NYA will also issue a readiness level that will permit different types of youth work activity as conditions improve. A summary film is available [here](#).

READINESS LEVEL	PERMITTED ACTIVITY EXPECTED
RED	<ul style="list-style-type: none">- Online and digital youth services- Detached local youth activities- 1-2-1 sessions with high-need young people (outdoors only)
AMBER	<ul style="list-style-type: none">- Online and digital youth services- Detached local youth activities (consistent with social distancing guidelines)- 1-2-1 sessions with young people indoors- Small group sessions delivered indoors (consistent with social distancing guidelines)
YELLOW	<ul style="list-style-type: none">- Indoor group work sessions (consistent with social distancing guidelines)- Multiple sessions (1-2-1 or group work) within social distancing guidelines- Outdoor learning, trips and visits (consistent with social distancing guidelines)
GREEN	<ul style="list-style-type: none">- All services open as per normal yearly operations- Overnight trips and visits- International travel allowed within FCO advice



Woodcraft Folk
Education for Social Change

YOUTH IS
NOT WASTED
ON THE YOUNG

For all Woodcraft Folk groups, projects & centres

At the time of writing (14/9/2020) the National Youth Agency readiness level is Amber, which permits

- Online and digital youth work
- Detached youth work activities
- Outdoor activities
- 121 sessions with young people indoors
- Young people to be organised in bubbles, multiple bubbles are permitted if the premises allows the bubbles to securely operate separately

Youth work has been recognised as exempt and as such even in areas of localised lockdown activity can continue, unless Local Authority introduce restrictions. Please check the [latest information about local restrictions](#).

To find latest Government restrictions please visit:

- [England](#)
- [Scotland](#)
- [Wales](#)

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First published 9th June 2020, updated 18th June 2020, updated 12th August 2020, updated 4th September 2020 and updated 14th September 2020

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For all Woodcraft Folk groups, projects & centres

1. Overview

The youth work readiness levels will change as and when government guidance changes, please do refer to the sector guidance for your nation (links provided below).

If you feel that your local situation can not be managed in a safe way you should not reopen. This is essential to avoid any unnecessary risk to children, young people, volunteers or your wider community. If you wish to discuss your local situation please contact safeguarding@woodcraft.org.uk

And finally, please remember to check local lockdown situations.

1.1 Activity in England

For latest guidance please visit www.nya.org.uk/guidance

Woodcraft Folk groups can:

- Deliver online and virtual programme activities
- Meet indoors in groups of 15 children and young people, socially distanced. Supervising adults are in addition to 15 young members.
- More than one group of 15 children and young people can meet at the same venue if space permits and they are supervised by a different team of volunteers. The total gathering of people should not exceed 30.
- Children and young people should be placed in clan groups (bubbles) supported by the same volunteers throughout the activity - clans should not mix
- Should any member of a bubble become unwell, all members of the bubble should contact NHS Test and Trace. All members of the bubble (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days
- Meet outdoors in bubbles as above. No total gathering larger than 30, all need to be socially distanced
- Handwashing should take place on arrival, before eating and on departure
- Social distancing of 2m should be maintained at all times

Woodcraft Folk groups can not undertake overnight stays.

Face coverings to be worn by those aged 11 years+ when indoors or when social distancing can not be maintained e.g. travel, first aid.

On Monday 14th September 2020 social gathering restrictions were introduced limiting informal/social gatherings to groups of no more than 6. Exceptions where groups can be larger than 6 people, include:

- Where everyone lives together or is in the same support bubble, or to continue existing arrangements where children do not live in the same household as both their parents
- For work, and voluntary or charitable services
- For education, training, registered childcare, or providers offering before or after-school clubs for children
- Fulfilling legal obligations such as attending court or jury service
- Providing emergency assistance, or providing support to a vulnerable person

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For all Woodcraft Folk groups, projects & centres

- For you or someone else to avoid illness, injury or harm
- Participate in children's playgroups
- Wedding and civil partnership ceremonies and receptions, or for other religious life-cycle ceremonies - where up to 30 people will be able to attend
- Funerals - where up to 30 people will be able to attend
- Organised indoor and outdoor sports, physical activity and exercise classes (see the list of recreational team sports, outdoor sport and exercise allowed under the gyms and leisure centre guidance)
- Youth groups or activities
- Elite sporting competition or training
- Protests and political activities organised in compliance with COVID-19 secure guidance and subject to strict risk assessments

1.2 Activity in Scotland

For latest guidance please visit <https://www.youthlinkscotland.org/covid-19-guidance/>

Woodcraft Folk groups can:

- Deliver online and virtual programme activities
- Groups of children and young people can meet at the same venue (indoors or outdoors)
- Should any member become unwell, all members should contact NHS Test and Trace. All members of the bubble (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days
- Meet indoors in groups of no more than 30
- Meet in groups no larger than 30 (adults and children), socially distanced*
- Handwashing should take place on arrival, before eating and on departure
- Social distancing of 2m should be maintained by those aged 12 years, including volunteers

*Children aged 11 years or under are not required to socially distance. Young people aged 12 years and above must continue to be socially distanced.

The use of bubbles/clans is not required, but identified as good practice.

Mass gatherings will resume in phase 4.

Woodcraft Folk groups can not undertake overnight stays.

1.3 Activity Wales

Woodcraft Folk groups can:

- Deliver online and virtual programme activities
- Meet indoors in groups of 15 children and young people, socially distanced
- More than one group of 15 children and young people can meet at the same venue if space permits and they are supervised by a different team of volunteers
- Children and young people should be placed in clan groups (bubbles) supported by the same volunteers throughout the activity - clans should not mix

For all Woodcraft Folk groups, projects & centres

- Should any member of a bubble become unwell, all members of the bubble should contact NHS Test and Trace. All members of the bubble (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days
- Meet outdoors in groups no larger than 30, socially distanced
- Handwashing should take place on arrival, before eating and on departure
- Social distancing of 2m should be maintained at all times

Woodcraft Folk groups can not undertake overnight stays.

Face coverings to be worn when in enclosed spaces for those aged 11 years+

1.4 Summary tables

The following tables seek to provide a quick overview of when Woodcraft Folk activities can resume and what safeguards will be put in place to support children, young people, families and volunteers to enjoy our activities once more. More detailed guidance, session plans and risk assessments are available at www.woodcraft.org.uk/covid-19-reopening

Group activities

When	Not before sports, leisure, social and cultural events	Not before social, cultural, sports, leisure & events	Not before schools and venues reopen	Not before restrictions are eased
NYA R:level	Amber	Amber	Amber	?
What	Outdoor, family/household socially distanced activities	Outdoor socially distanced activities	Indoor socially distanced activities	Non-socially distanced activities
Example activities	Scavenger hunts Hikes, rainbow walks	Wide games Track & trail games	Craft Discussion Non-contact games	
Safeguards	Risk assess Individual not to attend with symptoms Booking essential Clearly defined area if staying in the same location Hand washing facilities Clear guidance given Create activity stations 2ms apart Signage No shared equipment Less than 2hrs in duration	Risk assess Individual not to attend with symptoms Small groups (up to 15 young people) Hand washing facilities Clear guidance given Create activity stations 2ms apart Suitable supervision levels Signage No shared equipment Less than 2hrs in duration	Risk assess Individual not to attend with symptoms Cleaning venue on arrival Hand washing facilities Clear guidance given Create activity stations 2ms apart Suitable supervision levels Clan/small group activities Signage Ventilation Less than 2hrs in duration	To be developed as Public Health guidance is published

Recommendation: All Woodchip & Elfin groups begin with family and household activities to support supervision of children, reduce contact between children and volunteer whilst maintaining social distancing.

Camp & residential activities

When	<i>As public campsites are reopened</i>	<i>Following a minimum of 4 weeks face to face indoor meetings</i>	<i>Following a term/12 wks of face to face indoor meetings</i>	<i>Unlikely before Easter 2021</i>
NYA R:level	N/A, not youth work	Yellow	Green	Green
What	Family/household camping at Woodcraft Folk centres (no group camps)	Small camps, using individual tents	Small group residentials (no more than 15 children or young people)	Larger group (50+) or District residentials Regional residentials
Safeguards	Risk assess Individuals not to attend with symptoms Limit numbers on site Avoid shared equipment Allocate washrooms Additional cleaning PPE provided to staff and volunteers	Risk assess Individuals not to attend with symptoms Individuals who have had contact with positive cases in last 14 days not to attend Local venues only Additional cleaning Activities and dorms in clans (bubble) No large dormitories Isolation plan in place Reserve volunteer list	Risk assess Individuals not to attend with symptoms	Risk assess Individual not to attend with symptoms

By camp and residential activities we mean: overnight, sleepovers, hostel stays, bivvies and traditional camping.

International activities will only begin when public travel guidance permits.

For all Woodcraft Folk groups, projects & centres

1.5 Camps

Many groups and organisations are keen to resume camps and residential experiences. Overnight stays are not recommended and are unlikely to be so until we reach readiness level Yellow. Even then only camping will be permitted with specific safeguards, dormitory and hostel experiences are unlikely to be permitted until we reach readiness level Green.

Groups and Districts are advised not to spend time planning residential experiences until we have successfully delivered face to face activities outdoors and indoors.

1.6 Travel

Most Woodcraft Folk group activities take place locally and at this time groups are encouraged to reduce the need for travel.

If travel is required we recommend that people walk or cycle.

If that is not possible, then group can use public transport although will need to follow COVID-19 safe practices e.g.

- Face coverings
- Remaining 2m apart where possible
- Sitting side by side rather than face to face
- Avoid peak travel periods
- Wash hands regularly
- Avoid touching your face
- Do not eat on public transport
- Touch as few surfaces as possible
- Be prepared to queue

For all Woodcraft Folk groups, projects & centres

2. Equality

Equality is at the heart of the youth sector and underpins everything we do at Woodcraft Folk. Our groups and activities work to highlight and tackle the inequalities that exist in society and recognise that different groups and individuals experience discrimination and disadvantage that needs to be challenged. Therefore, it is important to ensure we create spaces, services and opportunities that enable everyone to engage equally.

We need to be mindful of not excluding individuals as we make plans to reopen, especially those who have been negatively affected by Covid-19 and have experienced ill-health, isolation, poverty or food hunger.

[Public Health England research](#) highlighted the following inequalities or disparities:

- The impact of COVID-19 has reflected and exacerbated existing health inequalities
- Higher rates of cases in females in the under 60s but higher rates in males for over 60s
- People who live in more deprived areas have higher case rates, higher death rates, lower survival rates and their peak of cases was later
- Case rates were about 1.8 times higher in the most deprived areas compared to the least
- Death rates were about 2.3 times higher in the most deprived areas compared to the least
- Death rates were highest among Black and Asian people

This requires us to make adjustments to our practices and approaches to ensure that everyone benefits fairly. We need to consider:

- Financial inclusion
- Understanding and considering the particular circumstances of those with different protected characteristics
- Involving and communicating appropriately with volunteers, staff and young people whose protected characteristics or needs (SEND, BAME, young carers, etc.) might expose them to a different degree of risk or might make any steps you are thinking about taking inappropriate or challenging for them
- Deciding if we need to put any particular measures or adjustments in place to fulfil your duties under the equalities legislation
- Inclusion of those with underlying health conditions, such as making reasonable adjustments to avoid disabled volunteers, staff and young people being put at a disadvantage and assessing the health and safety risks for new or expectant mothers
- Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments
- Additional support needs of members of all ages

It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic, such as age, sex, race or disability.

Organisations also have additional responsibilities towards disabled individuals and those who are new or expectant mothers

For all Woodcraft Folk groups, projects & centres

3. Types of activity

3.1 Outdoor, family/household activities which are socially distanced

Only as social and cultural activities are permitted.

Activity characteristics:

- Outdoors
- Household groupings
- Socially distanced
- Limited equipment
- No longer than 2 hrs

Suggested activities: Scavenger hunt, rainbow walks, hike, family challenges, team races (wheelbarrow, egg & spoon), track & trail activity

The risks below are only those presented by Covid-19, and any activity risk assessment should also include risks associated with the location, activity, equipment, environmental and other factors.

Risk	To whom	Mitigation
Reduced number of volunteers available	Children and young people	Family and household activities Parental/carer supervision Realistic audience numbers agreed
Those with underlying health conditions	Children, young people, their families and volunteers	Advised to continue to shield Continue to offer remote and virtual participation
Volunteers not trained in new procedures	Everyone	Risk assessment to be shared with all Training in infection control and social distancing to be undertaken before activities take place
People uninformed of safe procedures	Everyone	Give clear written instructions in advance of the activity Share risk assessment Display signs (templates available) Give a briefing on arrival Supervise participants and remind individuals of safe practices
Managing numbers and the general public	Everyone	Get permission from land owner, ideally use enclosed space, such as a school playground or tennis court Clearly mark out activity area, including activity 'spots' 2 metres from nearest neighbouring activity spot Ask people to book in advance Create clear joining instructions and expectations, including a kit list (water bottle, hand sanitiser)

People not maintaining social distancing requirements	Everyone	Signage, reminding everyone of the need for social distancing Create activity spots using tape or groundsheets Information about social distancing included in joining instructions Brief people as they arrive Ask people to leave if they can not comply with requirements
Poor hygiene	Everyone	Hand washing facilities to be provided Hands to be washed on arrival, before eating and on departure Paper towels available to dry hands Tissues available Bin with lid for discarded tissues Use gloves when disposing of waste
Queues for hand washing and toilets	Everyone	Offer staggered arrival times Mark out waiting areas
Sharing equipment and food	Everyone	Facilitate activities without the need of equipment Households to bring their own snacks and drink Do not offer snacks and drinks that require preparation Offer naturally packaged food e.g. oranges
Infection spread	Everyone	Activities to be postponed if local infection rates rise considerably Individuals with symptoms not to attend activity Individuals who have been contact with others who have tested positive not to attend activity Full register to be maintained to support track and trace if required Maintain social distance PPE to be used by volunteers giving First Aid or responding to someone with symptoms

For all Woodcraft Folk groups, projects & centres

3.2 Household and family camping at Woodcraft Folk centres and campsites

Only permitted as public campsites and bunkhouses are permitted to open.

Activity characteristics:

- Household groupings
- Socially distanced
- Limited facility sharing
- A minimum of 24hrs gap between guests staying indoors
- A minimum of 72hrs gap between guests staying in Biblin's Bell Tents

The risks below are only those presented by Covid-19, and any activity risk assessment should also include risks associated with the location, activity, equipment, environmental and other factors.

Risk	To whom	Mitigation
Reduced staff and volunteer capacity	Guests	Reduce site/venue capacity to match available volunteer/staff capacity to support guests
Arrival and departure times	Volunteers & staff	Stagger arrival times to reduce congestion and contact between guests Meet guests outside Remain 2m from guests
Volunteers not trained in new procedures	Everyone	Risk assessment to be shared with all Training in infection control and social distancing to be undertaken before activities take place
People uninformed of safe procedures	Everyone	Give clear written instructions in advance of arrival Share risk assessment Display signs (templates available) Give a briefing on arrival Supervise participants and remind individuals of safe practices
Managing numbers and the general public	Everyone	Ask people to book in advance Create clear joining instructions and expectations
Queues for hand washing and toilets	Everyone	Offer staggered arrival times Mark out waiting areas Allocate different groups different bathrooms and cubicles where possible
Cross-contamination via shared facilities	Everyone	Inform guests of shared facilities and rules of usage Allocate groups to bathrooms and individual cubicles Provide hand washing facilities/sanitiser outside shared facilities
Sharing equipment and food	Everyone	Guests to bring their own equipment and bedding Households to bring their own snacks and drink

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		<p>If equipment is to be shared, please see guidance below of equipment sharing and cleaning procedures</p> <p>Guests to remove all food and personal equipment on departure</p> <p>Guests to strip beds on departure</p>
Infection spread	Everyone	<p>Overnight stays to be postponed if local infection rates rise considerably</p> <p>Individuals with symptoms not to attend</p> <p>Individuals who have been contact with others who have tested positive not to attend</p> <p>A full register maintained to support track and trace if required</p> <p>Maintain social distance</p> <p>PPE to be used by volunteers giving First Aid or responding to someone with symptoms</p> <p>Quarantine area identified</p>

3.3 *Outdoor activities which are socially distanced*

Only permitted as social and cultural activities are permitted. Not recommended for Woodchip and Elfin groups without a period of household focused activities (See 2.1).

Activity characteristics:

- Outdoors
- Socially distanced
- Small group, no greater than 15 young people

The risks below are only those presented by Covid-19, and any activity risk assessment should also include risks associated with the location, activity, equipment, environmental and other factors.

Risk	To whom	Mitigation
Reduced number of volunteers available	Children and young people	Realistic audience numbers agreed Low risk/minimal supervision activities planned
Those with underlying health conditions	Children, young people, their families and volunteers	Advised to continue to shield Continue to offer remote and virtual participation
Volunteers not trained in new procedures	Everyone	Risk assessment to be shared with all Training in infection control and social distancing to be undertaken before activities take place
People uninformed of safe procedures	Everyone	Give clear written instructions in advance of the activity Share risk assessment Display signs (templates available) Give a briefing on arrival Supervise participants and remind individuals of safe practices
Managing numbers and the general public	Everyone	Get permission from land owner, ideally use enclosed space, such as a school playground or tennis court Clearly mark out activity area, including activity 'spots' 2 metres from nearest neighbouring activity spot Ask people to confirm attendance in advance Create clear joining instructions and expectations, including a kit list (water bottle, hand sanitiser)
People not maintaining social distancing requirements	Everyone	Signage, reminding everyone of the need for social distancing Create activity spots using tape or groundsheets Information about social distancing included in joining instructions Brief participants as they arrive

		Ask participants to leave if they can not comply with requirements
Poor hygiene	Everyone	Hand washing facilities to be provided Hands to be washed on arrival, before eating and on departure Paper towels available to dry hands Tissues available Bin with lid for discarded tissues Use gloves when disposing of waste
Queues for hand washing and toilets	Everyone	Offer staggered arrival times Mark out waiting areas
Sharing equipment and food	Everyone	Facilitate activities without the need of equipment Participants to bring their own snacks and drink Do not offer snacks and drinks that require preparation Offer naturally packaged food e.g. oranges
Infection spread	Everyone	Activities to be postponed if local infection rates rise considerably Individuals with symptoms not to attend activity Individuals who have been contact with others who have tested positive not to attend activity Full register to be maintained to support track and trace if required Maintain social distance PPE to be used by volunteers giving First Aid or responding to someone with symptoms
Departure	Everyone	Remind people of the need to socially distance and the importance of returning home Agree collection arrangements Participants to be signed out

For all Woodcraft Folk groups, projects & centres

3.4 *Indoor activities which are socially distanced*

Permitted as schools and community venues reopen, but not before social and cultural activities are permitted. Where possible, meet as a group outdoors (see 2.3) to develop good social distancing habits in a safer environment (better ventilation and less handles).

Activity characteristics:

- Socially distanced
- Small group, no greater than 15 young people

The risks below are only those presented by Covid-19, and any activity risk assessment should also include risks associated with the location, activity, equipment, environmental and other factors.

Risk	To whom	Mitigation
Reduced number of volunteers available	Children and young people	Realistic participant numbers agreed Low risk/minimal supervision activities planned
Those with underlying health conditions	Children, young people, their families and volunteers	Advised to continue to shield Continue to offer remote and virtual participation
Volunteers not trained in new procedures	Everyone	Risk assessment to be shared with all Training in infection control and social distancing to be undertaken before activities take place
People uninformed of safe procedures	Everyone	Give clear written instructions in advance of the activity Share risk assessment Display signs (templates available) Give a briefing on arrival Supervise participants and remind individuals of safe practices
Venues will not allow adequate social distancing	Everyone	Deliver activities outdoors Find an alternative venue Reduce the capacity of the group
People not maintaining social distancing requirements	Everyone	Signage, reminding everyone of the need for social distancing Create activity spots using take or groundsheet Information about social distancing included in joining instructions Brief participants as they arrive Ask participants to leave if they can not comply with requirements
Movement around a building	Everyone	Where possible create a one-way system Follow guidance and instruction of building owner

		Consider meeting people outside and entering the building together as a walking crocodile
Poor hygiene	Everyone	Hand washing facilities to be provided Hands to be washed on arrival, before eating and on departure Paper towels available to dry hands Tissues available Bin with lid for discarded tissues Use gloves when disposing of waste
Queues for hand washing and toilets	Everyone	Offer staggered arrival times Mark out waiting areas
Sharing equipment and food	Everyone	Facilitate activities without the need of equipment Participants to bring their own snacks and drink Do not offer snacks and drinks that require preparation Offer naturally packaged food e.g. oranges
Infection spread	Everyone	Activities to be postponed if local infection rates rise considerably Individuals with symptoms not to attend activity Individuals who have been contact with others who have tested positive not to attend activity Full register to be maintained to support track and trace if required Maintain social distance PPE to be used by volunteers giving First Aid or responding to someone with symptoms
Departure	Everyone	Remind people of the need to socially distance and the importance of returning home Agree collection arrangements Participants to be signed out

For all Woodcraft Folk groups, projects & centres

The following activities are not yet permitted :

- 3.5 Indoor activities without social distancing
- 3.6 Small residential activities
- 3.7 Large residential activities (50+)
- 3.8 Cross-community residential activities (regional or national)
- 3.9 International activities

Risk assessment and guidance to follow.

For all Woodcraft Folk groups, projects & centres

4. Risk management, risk assessments & infection control procedures

In developing the following procedures Woodcraft Folk have consulted Public Health England, National Youth Agency, Department for Education and Department for Culture Media & Sport guidance.

4.1 Thinking about risk

Everyone needs to assess and manage the risks of COVID-19. Woodcraft Folk has a legal responsibility to protect volunteers, children, young people, families, staff and others from risks to their health, safety and wellbeing.

This means we need to think about the risks they face and do everything that is reasonably practicable to minimise them, recognising that we cannot completely eliminate the risk of COVID-19.

Folk Office will produce an action plan that will help local groups, projects, centres and activities to identify the actions and steps you need to put in place to ensure appropriate and safe provision. Folk Office will also produce template risk assessments to support you to consider all reasonable points ahead of reopening.

Folk Office is currently negotiating with our insurers to make sure all activities are covered and that our volunteers continue to be protected by our Public Liability insurance.

The following is required for all types of activities:

- All activities and venues must be risk assessed
- Hand washing facilities must be provided, soap and hot water or hand sanitiser
- Signs demonstrating [best practice in handwashing](#) and social distancing
- PPE is not required, except when cleaning, offering First Aid or responding to an individual demonstrating symptoms
- Social distancing must be maintained
- Greater frequency in cleaning all shared equipment and areas
- An isolation space or plan must be in place for all indoor activities

We must keep our plans under constant review and make responsive amendments to reflect the NYA's published readiness level and any changes in risk locally.

4.2 Managing risk

All organisations have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures.

As local groups we must work with schools and other venue providers, including other organisations who hire the same space so everyone's health and safety is protected. A collective agreement should be put in place for shared spaces to outline each party's role and responsibilities. In the context of COVID-19, this means working through these steps in order:

- Increasing the frequency of handwashing and surface cleaning in every location. Where handwashing facilities are not available, ensure adequate provision of hand sanitizer.

Last updated 14th September 2020, see www.woodcraft.org.uk/covid-19

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- Organisations should make every reasonable effort to comply with the social distancing guidelines set out by the government here.
- Consider the security implications of any changes you intend to make to your practices in response to COVID-19 as any revisions may present new or altered security or safeguarding risks that could need mitigation.

Further mitigating actions include:

- Keeping the activity time as short as possible
- Deliver activity outdoors; whilst preparing premises for future use, when it is safe and practical to do so
- Reducing the number of people each person has contact with by using 'fixed teams, bubbles or partnering' - what we at Woodcraft Folk would describe as 'clans' (so each person works with only a few others)
- If sharing equipment between individuals, routine cleaning steps should be considered before the next person uses the item(s)

Finally, if individuals must work face-to-face for a sustained period with more than a small group of the same people, then you will need to assess whether the activity can safely go ahead. No-one is obliged to volunteer, work or engage in youth activities in an unsafe environment. You should ensure that everyone is encouraged to raise concerns about safety or things that they feel comfortable doing so.

In your risk assessment, you should have particular regard for whether the volunteers are especially vulnerable to COVID-19 or if they are supporting people who might be.

You should continually monitor, review and update your risk assessments with your volunteers, children, young people and parents/carers and venue/activity providers.

4.3 Protecting those who are higher risk

Youth organisations often work with young people and trusted adults (staff, volunteers) who are at higher risk from COVID-19.

It is essential to be aware of who these individuals are and how to mitigate the risk to them.

Steps may be required to ensure equality of access to provision for young people who are shielding or at increased risk. Points to be aware of:

- Clinically extremely vulnerable individuals (see definition in Appendix 1) who have been strongly advised not to leave the home other than in isolation or with one other family member and only to go outside.
- Clinically vulnerable individuals who are at higher risk of severe illness (e.g. people with certain pre-existing conditions, see definition in Appendix 1) and have been asked to take extra care in observing social distancing. These people should be helped to access youth provisions. For clinically vulnerable workers, this may mean deployment to alternative duties for a period.

If clinically vulnerable (but not extremely clinically vulnerable) individuals can attend sessions, they should be offered the option of the safest available on-site roles/activities, enabling them to stay

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socially distanced from others. If there are times they can't be socially distanced from others, you should carefully assess whether this involves an acceptable level of risk. It would be best to plan activities that support social distancing and inclusion.

You must also consider specific activities for those with protected characteristics, e.g. expectant mothers. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Organisations should consider the concerns expressed by any volunteer or staff member who consider themselves to be at higher risk, which may include those from vulnerable groups or those from ethnic minorities, and continue to pay special attention to and support all with protected characteristics

4.4 *Creating a risk assessment*

A risk assessment is not about creating huge amounts of paperwork, rather it is about identifying sensible measures to control the risks in your group. Your risk assessment will help you decide if you have done everything you need to.

Every group, venue and centre will need to write a risk assessment before reopening. The risk assessment should include:

- Preparing the venue after a period of closure
- Cleaning
- Managing individuals with symptoms
- Risk to volunteers
- Risk to children and young people
- Risk to parents/carers and the wider public
- Infection control risks
- Activity and equipment risks
- Environmental risks, including risks presented by members of the public if in a public space

Risk assessments should be shared with participants either as a document or as part of an introductory briefing/activity instructions.

Please see Woodcraft Folk [guidance on risk assessments](#).

4.5 Infection control

The table below summaries Woodcraft Folk’s approach to protect all members from infection.

Protection from	Approach
Contact	<ul style="list-style-type: none"> ● Those with symptoms should not attend activities for 10 days after symptoms have ceased ● Those who have had contact with individuals who demonstrate symptoms of have tested positive should not attend group for 14 days ● PPE (mask, gloves & shield) for those offering First aid or responding to individuals with symptoms ● Social distancing ● Small groups with the same individuals each time
Droplet	<p>The above, plus:</p> <ul style="list-style-type: none"> ● Cleaning of high touch areas prior to group activities ● Increased cleaning ● Removal of unnecessary soft furnishings ● Avoiding shared equipment ● Individuals bring along their own drink’s bottle etc.
Airborne	<p>The above, plus:</p> <ul style="list-style-type: none"> ● Outdoor activities wherever possible ● Good ventilation when indoors ● Leaving a minimum of 24hrs between guests at our residential centres

View latest Governance [school guidance here](#) and healthcare guidance [here](#)

4.6 Isolation and quarantine

If anyone taking part in group activities becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the [guidance for households with possible coronavirus infection](#).

If a child or young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need 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 using standard cleaning products before being used by anyone else.

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PPE should be worn by the adult caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If an adult has helped someone with symptoms 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 is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Read [guidance about cleaning non-healthcare settings](#).

4.7 Maintaining hygiene

It is important to maintain good personal hygiene to help prevent the spread of infection. To help everyone maintain good hygiene, consideration should be given to:

- Washing hands on arrival, before eating, when entering a new space and on departure of all activities
- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm ([templates available](#))
- Providing regular reminders and signage to maintain hygiene standards
- Providing hand sanitiser in multiple locations in addition to washrooms
- Providing hand sanitiser or hand washing facilities immediately outside shared bathrooms
- Setting clear use and cleaning guidance for bathrooms to ensure they are kept clean and social distancing is achieved as much as possible, such as asking people to wash their hands before entering the bathroom, allocating stalls to individuals/groups of individuals and washing their hands before leaving the bathroom
- Enhancing cleaning for busy areas, cleaning door handles immediately before activities begin
- Providing more waste facilities and more frequent rubbish collection
- Replacing hand dryers with paper towels in handwashing facilities
- Sufficient provision of automated hand sanitising dispensers in public places

4.8 Cleaning requirements

All organisations are required to increase the frequency of handwashing and surface cleaning.

Disposable gloves should be worn for all cleaning tasks. Wash your hands immediately after removing gloves.

We should all be mindful of high touch surfaces including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc

Recommend use of household disinfectant, follow the instructions on the label to ensure safe and effective use of the product. Essentially clean surfaces greatly reduce the risk of viruses being harboured and can be cleaned with the BS EN 1276 products. Using products which state they are tested to BS EN 14476 would be appropriate.

For all Woodcraft Folk groups, projects & centres

Outdoor group activities should:

- Encourage people to follow the [guidance on hand washing and hygiene](#)
- Provide hand sanitiser, in addition to bathrooms
- Provide hand drying facilities e.g. paper towels
- Ask participants to bring along their own drink bottle
- Avoid shared equipment

Indoor group activities should:

- Encourage people to follow the [guidance on hand washing and hygiene](#)
- Provide hand sanitiser, in addition to bathrooms
- Provide hand drying facilities e.g. paper towels
- Ask participants to bring along their own drink bottle
- Clean and disinfect objects and surfaces that are touched regularly (door handles, worktops) prior to the group meeting, or ensure that they have been done so by the premises owners
- Avoid shared equipment

Household camping (guest supplying their own equipment):

- Encourage people to follow the [guidance on hand washing and hygiene](#)
- Provide hand sanitiser, in addition to bathrooms and immediately outside any shared facilities
- Provide hand drying facilities e.g. paper towels
- Allocate guests their own bathroom or stall if possible
- Shared facilities should be cleaned with disinfectant once a day for every 10 guests
- Bathroom bins should be emptied twice a day

Household camping (guest using a Woodcraft Folk tent)

- Encourage people to follow the [guidance on hand washing and hygiene](#)
- Provide hand sanitiser, in addition to bathrooms and immediately outside any shared facilities
- Provide hand drying facilities e.g. paper towels
- Allocate guests their own bathroom or stall if possible
- Shared facilities should be cleaned with disinfectant once a day for every 10 guests
- Bathroom bins should be emptied twice a day
- Allow 72hrs between different households

Household stays at our centres:

- Encourage people to follow the [guidance on hand washing and hygiene](#)
- Provide hand sanitiser, in addition to bathrooms and immediately outside any shared facilities
- Allocate guests their own bathroom or stall if possible
- Provide hand drying facilities e.g. paper towels
- Remove any unnecessary soft furnishings e.g. cushions
- Avoid shared facilities
- Do not shake dirty laundry, and wash items at the highest setting the manufacturer's label allows
- Allow 24hrs between different households if a thorough clean can be achieved e.g.
 - All rooms ventilated for at least 2hrs
 - All hard surfaces and high touch surfaces to be cleaned with disinfectant

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- All bedding, towels, bathroom mats, tea towels to be washed between different households (including any unused items)
- Mattress protectors to be provided and washed between different households
- Carpets to be shampooed between different households
- Removable throws/covers to be used to cover soft furnishings, to be washed between different households

When cleaning an area known to be used by an infected individual, use protection for nose, eyes and mouth as well as disposable gloves. Further government guidance on cleaning an area known to be used by an infected individual can be found [here](#).

4.9 Maintaining social distancing

It is essential to maintain social distancing wherever possible, including when arriving at and departing from a location, while delivering and when travelling between locations.

Government guidance on social distancing for young people can be found [here](#).

Scottish guidance does not require children aged 11 years and under to socially distance.

Things to consider:

- You must maintain social distancing wherever possible
- Where the social distancing guidelines cannot be followed in full in relation to a particular activity, groups should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between volunteers, staff, young people and the community.

Mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning
- Keeping the activity time involved as short as possible
- Using screens as barriers to separate people from each other
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

Some children and young people may have difficulty or challenges with the need to socially distance (for example, very young or with SEND or behaviour needs). Additional support may be needed to appropriately support individuals to socially distance. Alternative provisions may need to be made to support individuals where the risks associated with their needs/ behaviours cannot be managed effectively

Social distancing applies to all parts of an organisation, including pinch points such as entrances and exits, break rooms, café spaces and similar settings. These are often the most challenging areas to maintain social distancing. Things that should help:

- Staggered arrival and departure times for volunteers and young people should be in place to reduce crowding in and out of the locations, while also considering the impact on those with protected characteristics

For all Woodcraft Folk groups, projects & centres

- Travel to and from your venue/activities should be considered. Can volunteers and young people travel safely and within current social distancing guidance? If not, you should consider any steps that can be taken to mitigate these risks (e.g. online/virtual delivery).
- Face coverings should be worn at all times during transportation
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible
- Making sure that people with disabilities are able to access lifts
- Regulating use of high traffic areas or pinch points including corridors, lifts, turnstiles and walkways to maintain social distancing
- It may be necessary to reduce the occupancy levels of your venues to enhance social distancing for volunteers and young people
- Signage should be displayed in public areas to help people maintain social distancing and handwashing/hygiene
- Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions

4.10 PPE

PPE protects the user against health or safety risks at work. PPE in the context of this guidance refers to medical grade PPE (surgical face masks, visors etc). Other forms of PPE, such as that used when cooking, cleaning or during specific outdoor or craft activities, should continue to be worn as per health and safety advice.

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

Organisations should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. This is the official guidance from Public Health England. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.

The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected and have not developed symptoms. It is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.

Things to consider:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and after removing it
- When wearing a face covering, avoid touching your face or face covering as you could contaminate them with germs from your hands
- Change your face covering if it becomes damp or if you have touched it after putting on
- Continue to wash your hands regularly
- Change and wash your face covering daily
- If the material is washable, wash in line with the manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste

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- Practise social distancing wherever possible.

Additional information on face coverings

A face covering can be very simple and may be worn in enclosed spaces where social distancing is not possible. It only needs to cover your mouth and nose and is not the same as a face mask, e.g. the surgical masks and respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers and those in industrial settings who are exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore, face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for closeup work and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and the government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

4.11 Face coverings

In England, face coverings are now required by law to be worn in shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices, on public transport and importantly community centres.

The law in England now requires all those over 11yrs to wear a face covering unless with good reason when attending youth sector activities. We strongly recommend that you wear a face covering in any enclosed public space where there are people you do not normally meet.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who visit and work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We are following national guidance by the **National Youth Agency** in consultation with **Public Health England** and the **Health and Safety Executive**
- ✓ We have taken all reasonable steps to **maintain current social distancing** requirements
- ✓ Where people cannot socially distance, we have done everything practical to **manage transmission risk**

Leader _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

NVA
National Youth Agency

For all Woodcraft Folk groups, projects & centres

4.12 Test & Trace system

The NHS has established a new Test and Trace Service (Test and Protect Service in Scotland) which youth sector providers need to be aware of.

The government is asking cafes, restaurants and social venues where individuals are onsite (inside or out) for more than fifteen minutes to record attendance information for the purposes of contacting individuals who may have been exposed to COVID-19.

There is new guidance from the Department for Health and Social Care [here](#).

What should you be doing?

For all activity that lasts more than fifteen minutes in duration should capture the following information on all leaders and young people in attendance:

1. Name
2. Phone number of next of kin, or the individual if over 16
3. Email address for next of kin, or the individual if over 16
4. Date and time of entrance and exit Visitors who do not remain onsite for more than fifteen minutes do not need to be recorded.

For example: Parents for example who drop off their child or young person and leave quickly do not need to be recorded.

4.13 Sharing your risk assessment

You should share the results of your risk assessment with all volunteers and families you attend activities.

Alongside you will find a notice you should display in your premises to show you have followed this guidance. You can download one at www.woodcraft.org.uk/covid-19-reopening

For all Woodcraft Folk groups, projects & centres

5. Frequently Asked Questions

5.1 *When can activities begin?*

Now. Woodcraft Folk activities can continue as other **sport, leisure, social and cultural activities** are permitted.

Recent (14/09/2020) social gathering restrictions introduced in England apply to informal and social gatherings only. Youth work and children's groups are exempt. Download your letter of authorisation [here](#).

Woodcraft Folk is in a position to deliver a range of activities, when planning activities consider the following:

- There is a recognised lower risk of infection when outdoors
- Household and family focused activities would reduce burden on volunteers to maintain social distancing and remove the need for close contact with individual children
- Create a sense of community, rebuilding social networks within the communities we operate
- Demonstrate good practice to parents and carers, offering reassurance and confidence as we move closer to delivering traditional group night activities and residential experiences

Activity suggestions can be found at www.dreambigathome.uk

5.2 *Why is it a good idea for activities to begin?*

Woodcraft Folk recognises the benefit of its work with children and young people and the huge negative impact Covid-19 has had on their lives in such a short space of time. During the period of lockdown children and young people have described their:

- Loneliness
- Sense of helplessness
- Separation from loved ones
- Anxiety

Reintroducing Woodcraft Folk activities will help children and young people:

- Have fun with their peers
- Access peer support
- Begin social contact in small and safe groups

5.3 *How should volunteer and staff teams prepare?*

Before any activities take place the following steps will need to be taken:

- Discussions with volunteer teams (no volunteer should be asked to undertake a task that makes them feel uncomfortable or at risk)
- Consult children, young people and families about needs, concerns and ideas
- Develop a group agreement, highlighting roles, responsibility and support available

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- Risk assessments, including assessing risks to individuals, of the planned activities, the venue and external factors
- Make contact with your usual venue and ask for copies of their risk assessment and any changes in procedures they plan to implement
- Suitable venues and locations identified and permission sought
- Identify activities which can be delivered within current social distancing requirements

5.4 What safeguards should be put in place?

Woodcraft Folk recognises the real risks presented by the pandemic and seeks to resume activities whilst adopting the following principles:

- No volunteer should be asked to do something which makes them uncomfortable or introduces them to an unacceptable level of risk
- All activity should be consistent with the government's guidance regarding health, social distancing and hygiene. That means that participants and others can maintain a safe two metre distance, that good hygiene practices are in place, that equipment is disinfected regularly, and that it is clear that anyone who is symptomatic or suspects they have been exposed to the virus does not take part and remains at home.
- Risk assessments must to completed (see above)

5.5 What training or guidance will be available?

Woodcraft Folk recognise that Covid-19 has changed much of what we do and raised the following training needs amongst our volunteers:

- Mental health awareness
- Bereavement support
- Risk assessments
- Infection control
- Online safety
- Virtual group facilitation
- Social media and remote engagement

Over the coming months Woodcraft Folk will be issuing new guidance, short information films and online webinars to help address individual's information and support needs. Check out the [Woodcraft Folk's calendar](#) for latest dates.

5.6 Should we be wearing PPE?

If activities are delivered maintaining social distancing then PPE is not needed outdoors.

PPE is recommended in the following scenarios:

- When social distancing can not be maintained (mask)
- On public transport (mask)
- Personal care (gloves, apron & mask)
- First Aid (gloves, apron & mask)

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- If there is a risk of splashing the eyes, for example from coughing, or spitting, then eye protection should also be worn

The law in England now requires all those over 11yrs to wear a face covering unless with good reason when attending youth sector activities. Please note that a face covering is not PPE.

5.7 What should we do if someone tests positive for Covid-19?

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection](#) guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need 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 using standard cleaning products before being used by anyone else.

PPE should be worn by the adult caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If an adult has helped someone with symptoms, 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 is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

5.8 What happens if there is a confirmed case of coronavirus (COVID-19) in a Woodcraft Folk group?

When a child, young person or adult member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.

Where the child, young person or adult member tests negative, they can return to their group and the fellow household members can end their self-isolation.

Where the child, young person or adult member tests positive, the rest of their group should be advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, young person or adult member they live with in that group subsequently develops symptoms.

5.9 Do parents attending sessions need a DBS/PVG?

Woodcraft Folk's usual activities are delivered directly to children and young people, as such adults who attend do so as volunteers, helpers and supporters. Those who help regularly, attend more than once a month, do require membership and screening following our [vetting procedures](#).

However, if groups choose to deliver family targeted activities as a step towards reopening adults can attend without membership or screening. In this circumstance adult family members are not taking any responsibility for other people's children and are participating as beneficiaries with their children.

5.10 How should bubbles/clans work?

A bubble is a group of people, current guidance in England states that bubble of children and young people should not exceed 15 people (this does not include the number of supervising adults). It is possible for more than one bubble to meet at the same time and in the same place, but the total number of people in the group should not exceed 30.

Recommended practice:

- Group contacts should divide young people into fixed bubbles/clans
- Where possible bubbles/clans should include children and young people from the same household to reduce social mixing
- Each bubble/clan should have a maximum of 15 young people, in a typical Elfin group this might work easier as clans of 5 young people plus 1 volunteer (smaller groups being easier to supervisor)
- Bubbles/clans should not join with other bubbles/clan - you may wish to introduce staggered start times for each bubble
- Individuals should remain in the bubble/clan they are allocated for that day and ideally over repeat attendance, though this may not be practical in some circumstances
- As the risk of transmission is lower outdoors, activities should take place outdoors as often as possible and when it is safe to do so
- Different bubbles/clans should ideally enter and exit through different doors – when sessions begin, during breaks and when leaving the site. If not possible then stagger arrival and departure times where possible
- Group Contacts should encourage young people to arrive only with members of their bubble and to avoid mingling before and after sessions
- Shared spaces such as sports halls, kitchens, etc. must be deep cleaned thoroughly between use if different bubbles/clans are to use them on the same day (sequentially).
- Enhanced regular cleaning of commonly used surfaces, such as equipment and door handles, should be ensured
- It is not necessary for each bubble/clan to use separate toilets; however, efforts should be made to limit the numbers of users at a given time. Use of different toilets for each bubble/clan is ideal. Please consider safeguarding concerns when planning and preparing your risk assessments.

For all Woodcraft Folk groups, projects & centres

5.11 *Can we sing?*

Singing, shouting and chanting increases the spread of droplets which may carry the virus. As such singing is to be undertaken with caution.

Singing is not recommended indoors. Outdoors you can sing, but should consider:

- Greater social distancing
- Wearing face coverings
- Singing to the floor
- Singing back to back or facing outside a circle
- Singing to the sky

There is a risk with all activities and we must introduce appropriate mitigation measures.

5.12 *What size groups are permitted?*

In Scotland the maximum number of a total gathering is 30, although we would recommend groups adopt small 'clans' to reduce social mixing.

In England and Wales the total number (adults, children and young people) of any gathering is 30. If you have an Elfin and a Pioneer group meeting separately but in the same park that should be seen as two gatherings.

In England and Wales groups of children and young people must be placed into a bubble. A bubble can not be greater than 15 children or young people, supporting adults are in addition to 15 but must be within the 30 maximum gathering number. It is possible to have two bubbles meeting at the same venue as long as they are kept separate - see bubble guidance above 5.10.

6. Policies, procedures and template

At all times we should follow Woodcraft Folk policies and procedures. The following are most relevant as we plan and prepare to reopen.

It is also worth remembering our Working Together principles, the principles below should be those we use to support co-operative and respectful working or volunteering:

- Support the Aims and Principles of Woodcraft Folk
- Abide by policies and procedures
- Respect diversity and avoid discrimination and harassment
- Abide by democratic decisions
- Co-operate with volunteers and staff where appropriate
- Avoid intimidation (loud voice, body language)
- Avoid threats and bullying
- Treat others with respect and consideration (for workload and personal circumstances)
- Respect 'working' hours (allow staff and volunteers time off)
- Allow time to respond (immediate response is not always possible)
- Respect confidentiality and avoid gossip
- Use proper channels when raising issues
- Use financial resources responsibly
- Declare a conflict of interest where one might exist
- Take part in training when offered and relevant
- Carry out agreed roles or tasks
- Be clear if unable to fulfil a duty or if deadlines can't be met
- Check e-mails for tone and content before sending them to the correct recipient(s)
- Avoid moaning
- Challenge inappropriate behaviour when observing it in others
- Resolve conflict rather than ignore it
- Participate in mediation if it is thought to be necessary
- Accept differences of opinion

6.1 [Safeguarding Policy](#)

6.2 [Online communication guidance](#)

6.3 [Health, Safety & Well-being for Groups Policy](#)

6.4 [Complaints procedures](#)

6.5 [Volunteer Policy](#)

6.6 [Making reasonable adjustment](#)

6.7 [Vulnerable person](#)

6.8 [Risk assessment guidance](#)

6.9 [Whistleblowing policy](#)

For all Woodcraft Folk groups, projects & centres

7. Where to find support?

All groups are welcome to contact Woodcraft Folk's safeguarding team for advice and support by emailing safeguarding@woodcraft.org.uk.

Folk Office will also be:

- Co-ordinating a series of regional/national/age group specific webinars to share practice
- Delivering training via webinars and short films
- Issuing session plans for socially distanced activities via www.dreambigathome.uk
- Sharing example risk assessments and template
- Producing example signage

The following websites may also provide additional information/support:

The NYA's Managing Youth Activities and Spaces during Covid-19:

https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf

The NYA has teamed up with UK Youth and the Federation for Detached Youth Work to provide further support, tools, checklists and model risk assessments: <https://youthworksupport.co.uk>

Government coronavirus website: <https://www.gov.uk/coronavirus>

The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020:

<http://www.legislation.gov.uk/uksi/2020/350>

The Department for Education guidance can be found here: [https://](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)

www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

Further guidance for young people can be found here:

<https://www.gov.uk/government/publications/stay-alert-and-safe-social-distancing-guidance-for-young-people/staying-alert-and-safe-social-distancing-guidance-for-young-people>

Public Health England; Disparities in the risk and outcomes of COVID-19:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/891116/disparities_review.pdf

Staying alert and safe (social distancing) guidance:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Staying at home and away from others (social distancing):

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others>

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For all Woodcraft Folk groups, projects & centres

Coronavirus (COVID-19): safer travel guidance for passengers:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers>

Health and Safety Executive (HSE) general COVID-19 website:

<https://www.hse.gov.uk/news/coronavirus.htm>

HSE working safely during the coronavirus outbreak guidance:

<https://www.hse.gov.uk/news/working-safely-during-coronavirusoutbreak.htm>

Guidance on social distancing for young people:

<https://www.gov.uk/government/publications/stay-alert-and-safesocial-distancing-guidance-for-young-people/staying-alertand-safe-social-distancing-guidance-for-young-people>

Travel Advice for Coronavirus: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Staying secure during COVID-19 <https://www.cpni.gov.uk/staying-secure-during-covid-19-0>

National Council for Voluntary Organisations coronavirus webpage:

<https://www.ncvo.org.uk/practical-support/information/coronavirus?carousel>

Coronavirus Work Rights | UK Advice for Coronavirus from Unite:

<https://unitetheunion.org/campaigns/coronaviruscovid-19-advice/>

Coronavirus: your rights at work from Unison <https://www.unison.org.uk/coronavirus-rights-work/>

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8. How to raise a concern

There may be occasions where concerns persist, such as concerns about unsafe practices, safeguarding, risk management, behaviour and social distancing (please note this is not an exhaustive list). Please contact safeguarding@woodcraft.org.uk

If you are unsatisfied with Woodcraft Folk's response you may wish to contact:

- Contact the board of trustees/General Council via general.council@woodcraft.org.uk
- Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>
- Contact HSE by phone on 0300 003 1647

Appendix 1. Definitions

Readiness Level

The National Youth Agency will issue guidance to the wider youth work sector based on what type of youth work activity is permitted based on current Covid-19 conditions.

READINESS LEVEL	PERMITTED ACTIVITY EXPECTED
RED	<ul style="list-style-type: none">- Online and digital youth services- Detached local youth activities- 1-2-1 sessions with high-need young people (outdoors only)
AMBER	<ul style="list-style-type: none">- Online and digital youth services- Detached local youth activities (consistent with social distancing guidelines)- 1-2-1 sessions with young people indoors- Small group sessions delivered indoors (consistent with social distancing guidelines)
YELLOW	<ul style="list-style-type: none">- Indoor group work sessions (consistent with social distancing guidelines)- Multiple sessions (1-2-1 or group work) within social distancing guidelines- Outdoor learning, trips and visits (consistent with social distancing guidelines)
GREEN	<ul style="list-style-type: none">- All services open as per normal yearly operations- Overnight trips and visits- International travel allowed within FCO advice

Vulnerable young people

There are two groups of vulnerable young people.

The first is defined by the Department for Education as any young person or child in need under section 17 of the Children Act 1989, any young person with an Education Health and Care Plan (EHCP) under the Children and Families Act 2014 or any child or young person who has been assessed as otherwise vulnerable by educational providers or local authorities.

The second group has a broader definition, with the focus being on supporting and safeguarding vulnerable young people, particularly 8–19-year-olds, through adolescence and the key stages of transitioning to adulthood. They are understood to be children and young people living in vulnerable family situations and includes those not known to formal or statutory services.

We recognise that young people have other vulnerabilities and difficulties, and some may have needs that have been amplified by COVID-19. This can result in risky behaviours and crisis points in their lives. Support for the vulnerable young people who are most in need should be a priority consideration for services and support during the COVID-19 pandemic. See the NYA's 'Out of Sight?' report for examples.

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Risk and safeguarding assessment

Before commencing delivery, a comprehensive risk assessment must be completed that should, at the minimum, ask:

- Is there a need for this activity to take place?
- Could this work happen through other means?
- How will the proposed activity be managed safely?
- What are the ratios of staff/young people?
- How will disclosures be managed?
- How will social distancing guidelines be applied?
- Are there health risks to young people or staff/trusted adults that should be considered?
- Is PPE appropriate or needed (for personal care reasons, etc.)?
- Will the activities proposed ensure safe practice?

Enhanced risk assessment

An enhanced risk assessment builds on the risk and safeguarding assessment and also factors in the physical premises involved and any additional risks they may pose to the staff or public.

Safe spaces

Safe spaces are locations or premises where youth sector activities can take place. This will often be the buildings used to house your group, projects or activities. Safe spaces can also be outdoor spaces, such as campsites and residential centres.

Recommended PPE

For most youth activities, PPE will not be required except for staff or volunteers working in close contact for welfare, first aid or safeguarding reasons. Otherwise, social distancing guidelines must be observed, which results in the minimal effectiveness of PPE. This advice may change at any time. PPE should be used in line with Public Health England's guidance.

Hand sanitation

Handwashing facilities must be available. Additionally, hand sanitising gel can be provided.

Clinically extremely vulnerable

Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here.

Clinically vulnerable people

Clinically vulnerable people include those aged 70 years or over and those with certain underlying health conditions.

Detached youth activity

Activity which takes place away from traditional youth sector premises that is informal in nature. Youth workers visiting the local park or shops to engage with young people on their own terms.