

COVID-19 Restart Checklist

This document is intended as a general checklist to help you track your progress in getting your section / Group back together. Before you start make sure you have read and understood the relevant and current [guidance on the Getting back together safely](#) webpages and understand the [approval process for restarting](#). Not all elements of this checklist will be applicable to every section / Group. Some are for consideration, but should not prevent you from restarting.

General

Information	Notes
1. Group (Unit) Name / Section(s)	1 st Markfield
2. Readiness level (e.g. Amber, Yellow, Green)	https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-readiness-levels-across-uk-scouts/
3. Location(s) (e.g. Outdoors, indoors)	Risk assessments in place for indoors and outdoors
4. Date which you hope to return. Or move to next readiness level / location.	From 12 th April 2021

People

Things to consider	Notes	Done
1. Have you consulted with volunteers (including Young Leaders) and parents? If you're thinking of getting your leadership team together make sure you read the guidance for getting adults involved again .	Under current Amber restrictions, Leaders should continue to meet online for programme planning etc and should only meet in person for youth sessions.	
2. Do you have enough volunteers to run each session safely and within ratios? (Government, Scout guidance and POR requirements)	The Section Leader(s) have a responsibility to ensure that at least two adults (aged 18 or over are present at each Colony meeting, at least one of whom holds a FULL appointment with the Section (normally a Section leader but on occasion may be an Assistant Section Leader or a Section Assistant). Other than two adults being present there is no minimum ratio of adults to Beaver Scouts set for regular indoor Colony	

	<p>meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Colony, which may vary depending on the programme.</p> <p>The recommended minimum ratio both for outdoor activities held away from the usual meeting place and for nights away experiences is 1 adult to 6 Beaver Scouts plus the leader in charge.</p>	
3. Are any volunteers or young people (or members of their household) vulnerable or shielding ? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged (where they wish)?	Shielding has now ended in England. Where volunteers or young people are unable (for whatever reason) to attend face-to-face sessions, Leaders should contact them and find alternatives way to include them in programmes – which may include posting activities/badge work on Facebook and/or e-mail.	
4. If you run multiple sessions for smaller groups , do leaders have capacity for extra sessions or would you change programme activity in alternate weeks, with activities to be done at home for those alternate weeks?	Not required for outdoor meetings (latest guidance from NYA there is no specified group sizes for outdoor activities); although this may become a consideration if group sizes are specified in indoor meeting spaces.	
5. Do the adult leaders and volunteers meeting face to face have the appropriate, up-to-date disclosure (DBS, PVG, Access NI) checks (where required)?	Leaders to check Compass to ensure DBS is up to date. If a parent helper may be helping out once a week (or on four occasions in a thirty day period) or more frequently; or will have “unsupervised” access to young people (means not being within sight and hearing of another adult who holds a valid criminal records disclosure check) they too will require a DBS check.	
6. Do the adult leaders meeting face to face have up to date safety and safeguarding training recorded on Compass?	Leaders to check Compass to ensure training is up to date.	
7. Do you have access to adults to provide first aid cover for your activities?	Leaders to check Compass to ensure training is up to date. See https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/trainers/delivering-the-modules/delivering-ongoing-training-for-learners/first-aid-training/first-aid-training-faqs/ for information about first aid training during COVID-19.	
8. 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?	This is covered in our risk assessment.	

<p>9. Have you got a way of recording attendance of all for each face to face session, including adults and visitors / helpers (test & trace) and keep it secure for 21 days or in line with your data retention policy, whichever is longer?</p>	<p>For all activity that lasts more than fifteen minutes in duration, Leaders are responsible for capturing the following information for each person present:</p> <ol style="list-style-type: none"> 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 <p>Visitors who do not remain onsite for more than fifteen minutes do not need to be recorded. This information should be kept for 21 days.</p>	
<p>10. Are your membership records up-to-date for young people and adult volunteers, including correct contact details?</p>	<p>When restarting, it is best practice to ask all parents to complete a young person information form and for all Leaders or occasional helpers to complete a adult information form. It is the Leaders responsibility to ensure that they have up to date information for all of their active members.</p>	
<p>11. Have you developed a plan for how you intend to communicate with volunteers, parents and young people? Including hazards and control measures, what to do in the event of an incident, if people do not comply with the control measures and how they can raise any concerns?</p>	<p>Our risk assessments and this checklist will be available on our website. Leaders should ensure that this information is shared with parents prior to restarting (see point 12). Ultimately Leaders are in charge of the session and must ensure the safety of all present, if there are any concerns the Leader should consider an appropriate response to the situation. If parents have concerns about Leaders, they can contact our Group Scout Leader or District Commissioner.</p>	
<p>12. Have you identified a way of capturing written parental consent for return / move to next level?</p>	<p>Leaders must obtain written consent from parents of all who active members when restarting that parents have read and understood what the group are doing to protect themselves and others; this could be electronic or paper-based.</p>	
<p>13. Have you got a safe process for engaging and supporting any parents/new volunteers who may have expressed an interest in volunteering, including parent rota? (where applicable).</p>	<p>Any expression of interests should be sent to liam@1stmarkfieldscoutgroup.org.uk in the first instance; where further correspondence will be held electronically. Leaders who make use of a parent rota or volunteers should ensure that they are fully briefed prior to attending the session and ensure that they understand their role and following the risk assessments in place.</p>	

Programme

Things to consider	Notes	Done
1. Have you planned programmes for your sections and considered how they would be done socially distanced/blended with online activities if needed? (Detailed programmes should not need to be submitted for restart approval).	Leaders are responsible for programme planning and ensure that any activities planned and carried out are in-line with our risk assessments (COVID and otherwise) and inclusive. Scout activity risk assessments are agile and should be adaptable and responsive to emerging situations.	
2. Have you considered how you can adapt your activities when planning your programme?		
3. Is your programme flexible enough to be delivered both at home and face to face (as requirements allow)? Have you included opportunities for those who are unable to attend face to face, to still be included and engaged?		
4. Have you updated your risk assessments for each activity and setting? (these do not need to be submitted for restart approval, except where you are using a venue different from your approved COVID-safe meeting place).		

Places

Things to consider	Notes	Done
<p>1. Have you selected a proposed meeting place(s)/venue(s) for running your programme and considered how you can meet guidance to ensure you protect everyone involved in Scouts? Including, but not limited to:</p> <ul style="list-style-type: none"> • Travel: How volunteers and young people get to the venue • Access consideration/drop off and pick up arrangements. Passing places or a one-way system • Sufficient space • Available shelter (if outdoors) • Handwashing, drying / alcohol gel • Protective Equipment • Toilet facilities • Additional cleaning requirements <p>Provide notes for each location, if you intend to deliver programme from multiple settings / venues.</p>	<p>We have two risk assessments in place: indoor at the scout hut and outdoor at the scout hut or local areas. Each risk assessments details how sessions will be run safely and in line with current COVID-19 restrictions, NYA guidance and the Scout Association guidance.</p> <p>Leaders should ensure that they are familiar with the meeting place, that it is safe and that any additional requirements have been carefully considered and communicated to all.</p>	

<p>2. Have you considered public perception and identified ways to show you are operating in a COVID-safe way? For example branded safety materials and safety declaration.</p>	<p>There are printed materials at the Scout Hut, including a QR code which Leaders and any volunteers/individuals remaining on site for more than 15 minutes should use.</p>	
<p>3. If you have your own Scout premises have you read the guidance for keeping buildings safe and secure and guidance for reopening campsites and activity centres (where appropriate) and considered how best to maintain and prepare the buildings and equipment for use?</p>	<p>There is a risk assessment in place when using the Scout Hut. The Scout Hut has been made safe and there is guidance for users on what additional requirements are in-place when using the Hut; for example cleaning requirements. Leaders should follow this guidance and the risk assessment before, during and after each session. Additionally further measures have been introduced by the Group, such as regular grass cutting and additional cleaning hours.</p>	

Equipment

Things to consider	Notes	Done
<p>1. Have you checked all equipment you plan to use to make sure it's safe to use and anything which is not is disposed of or repaired?</p>	<p>Leaders are responsible for ensuring that all equipment used is safe to use; this should be checked prior to the session. Leaders have the ability to purchase and be refunded for items less than £30 and should contact the Group Scout Leader and Treasurer for any purchases over this amount.</p>	
<p>2. Are you able to make sure any shared resources used (and surfaces and equipment) are kept clean, between users? Have you identified alternatives options (such as young people bringing their own)?</p>	<p>Additional cleaning products, including hand sanitiser, is available for use in and out of the Scout Hut. Leaders should consider how equipment will be used safely and in line with our risk assessments. It is recognised that some additional equipment may be required during this time; Leaders have the ability to purchase and be refunded for items less than £30 and should contact the Group Scout Leader and Treasurer for any purchases over this amount.</p>	
<p>3. Have you updated your first aid kits to include additional items such as face coverings, face shields and aprons?</p>	<p>Additional items have been purchased for our first aid kits; Leaders should ensure that these are replenished if used and ensure that any personal first aid kits include additional items as described in our risk assessments.</p>	

Summary

Information	Notes		
Have you completed your COVID-19 Restart Risk Assessment? Does it incorporate hazards and considerations identified in the relevant guidance and appropriate for your setting? Has it been approved by the Group Scout Leader and Executive Chair / Committee (or equivalent)? You can have one for your group and not necessarily each section, if your risks, hazards and controls are the same / included.			Yes
Checklist completed by	Liam Mawhinney on behalf of 1 st Markfield Scouts	Date	07 April 2021