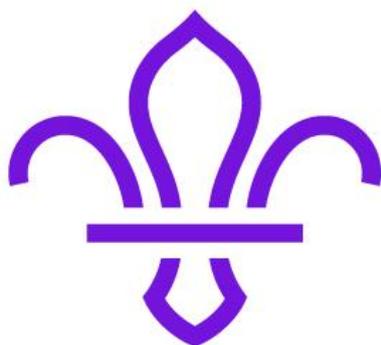


Returning to Face to Face Scouting



Scouts
Cambridge



Dear Member of Cambridge District Scouts,

First and foremost – thank you! The District Team appreciate how hard every volunteer in the District has been working to maintain the excellent standard of Scouting in Cambridge District throughout this period!

Many of you will be aware of the HQ updates surrounding getting ready for returning to face-to-face Scouting as the coronavirus pandemic evolves throughout the country. HQ have produced a National Framework on how the resuming of face-to-face Scouting will work, including the approval process that goes with it.

The District Team have worked hard to create an **exemplar risk assessment** to make your lives easier! It is designed for Groups to use as a basis, and then simply adjust for their own setting. This guide is designed to help you through the process, and signpost you to all of the guidance provided from HQ.

We encourage everyone to read the Framework and additional guidance on the HQ pages here: <https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/> - it is important that everyone understands the process and how to play your part in it.

As you will be able to tell from the guidance and Framework, you will be able to resume Face to Face Scouting once you have gone through the Risk Assessment approval process.

Points of note

- **All Leaders returning to Face to Face must be compliant with mandatory training – Safety / Safeguarding and have a valid DBS.**
- It is not a race! The entire Group/Unit does not have to open or return at the same time.
- You must put in place all measures you state on your Risk Assessment before resuming.
- Ensure you have sufficient leaders with valid First Response (module 10).
- You must seek new approvals/complete the process again as the Readiness Level changes, or, if you are meeting in a different venue. i.e. you need to complete the process again to move from Amber to Yellow, or from Yellow to Green etc.
- Be prepared for the Readiness Level to go back the other way – you do not need to seek re-approval if we move from Yellow to Amber, providing there are no substantial changes to your Risk Assessment.
- You must still produce your normal activity/programme Risk Assessments for your planned meeting in addition to the COVID one. Your activity/programme risk assessments do not need to be submitted to us, but must be written.

With all of this, our priority is to keep young people and adult volunteers safe. When producing your Risk Assessments and creating your plans, there should be consideration given to the HQ COVID code (see page 4) to ensure we do the right thing, at the right time, for everyone.

For clarity:

- Anyone who does not follow the National Framework, or proceeds without final approval from the District, will find themselves in breach of the Safety policy and will be treated under the normal procedures surrounding suspension and dismissal.
- Executive Committees, as trustees of your Group, (or District Exec for ESUs), are the individuals ultimately responsible for safety, and therefore need to fully be aware of their responsibilities within this Framework.

The District Team is here to support each and every section in Cambridge District back to Face to Face Scouting when the sections feel ready to do this. Please do contact us if you require support, but please also remember that we have access to all of the same resources as you do, and that sometimes the Info Centre might be better placed to help. Our contacts details can be found on page 3.

Cambridge District Team

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District Contact Details

Role	Name	Email Address
District Commissioner	William Holliday	cambridgedc@cambridgeshirescouts.org.uk
Deputy County Commissioner	Colin Daniels	colin.daniels@cambridgeshirescouts.org.uk
Assistant District Commissioner (Beavers)	Simon Stiles	simon.stiles27@gmail.com
Assistant District Commissioner (Cubs)	Jeremy Racher	jeremy.racher@ntlworld.com
Assistant District Commissioner (Scouts)	Debbie Mullinger	debbie.mullinger@cambridgescouts.org.uk
District Explorer Scout Commissioner	Lee Mason	lee.mason@cambridgescouts.org.uk

The County support email address for returning to Face to Face Scouting is: f2freturn@cambridgeshirescouts.org.uk

The Covid Code

Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents/carers, and all are encouraged to raise concerns.
2. Additional hygiene measures are in place.
3. Social Distancing will be observed (check current distance determined by your Government).
4. Maximum group sizes will be limited and determined by [scouts.org.uk](https://www.scouts.org.uk) and members will be consistent where possible.
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive.

This Code is the quick checklist to be used and reused for every part of F2F Scouting to make sure we are all safe.

Current social distancing advice: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Readiness States

State	Summary	Impact on Scouting
Red	Rate of infection is remaining consistent or growing.	Digital Programme delivery, no face-to-face activities or meetings, no residential experiences
Amber	Rate of infection is reducing consistently in all parts of the country.	Digital Programme delivery, small group sessions can take place outdoors, no residential activities
Yellow	Number of cases low and decreasing, full Track and Trace system in place.	Digital Programme delivery, small group sessions can take place indoors and outdoors, no residential activities
Green	No new cases or a vaccine is readily available.	All activities can resume in line with Government guidance.

Current Status (as of 6/7/20): AMBER. Max group size: 15

Getting Your Leaders Ready

Any leader who will be involved in Face to Face (F2F) Scouting (including Assistant Leaders and Sectional Assistants) must have all of the following up to date:

- **DBS** (or renewing within the allowed 90 days)
- **Safety Training** (<https://learning.scouts.org.uk/safeguarding/index.html#/>)
- **Safeguarding Training**
(https://members.scouts.org.uk/training_module/141119_ken12210_scouts_ongoing_safety/#name-input)

You must also consider:

- Sufficient first aid cover – do you have leaders who know the Covid-19 changes
- Do you have leaders who may be shielding, or uncomfortable with returning to Face to Face? Have these conversations before planning to return, and when you do make the plans, try and include those volunteers even if they don't attend F2F meetings.

Getting Your Young People Ready

- Talk to them!
- Discuss their ideas, thoughts, fears
- Make sure they know what will be expected of them when you are able to return to F2F
- Do you have young people who may be shielding, or uncomfortable with returning to Face to Face? Have these conversations before planning to return, and when you do make the plans, try and include those young people even if they don't attend F2F meetings.
- Talk to your parents, again to discuss ideas, thoughts, fears
- Work with your team to think about how you can mitigate all of these points.

Getting Your Venue Ready

- Can you meet in your normal venue whilst at Amber? Do you have enough outdoor space?
- If yes – do you need to make an adjustments (eg 1 way systems) to ensure safety?
- If no – what alternatives do you have for meeting places?

Outdoor Ratios

Whilst **we must maintain outdoor ratios** in total, they are advised but not mandatory within the groups of 15. Ie: as long as you have enough leaders at your meeting place to make up the ratios for your section, you could have fewer leaders than ratio within the Group of 15.

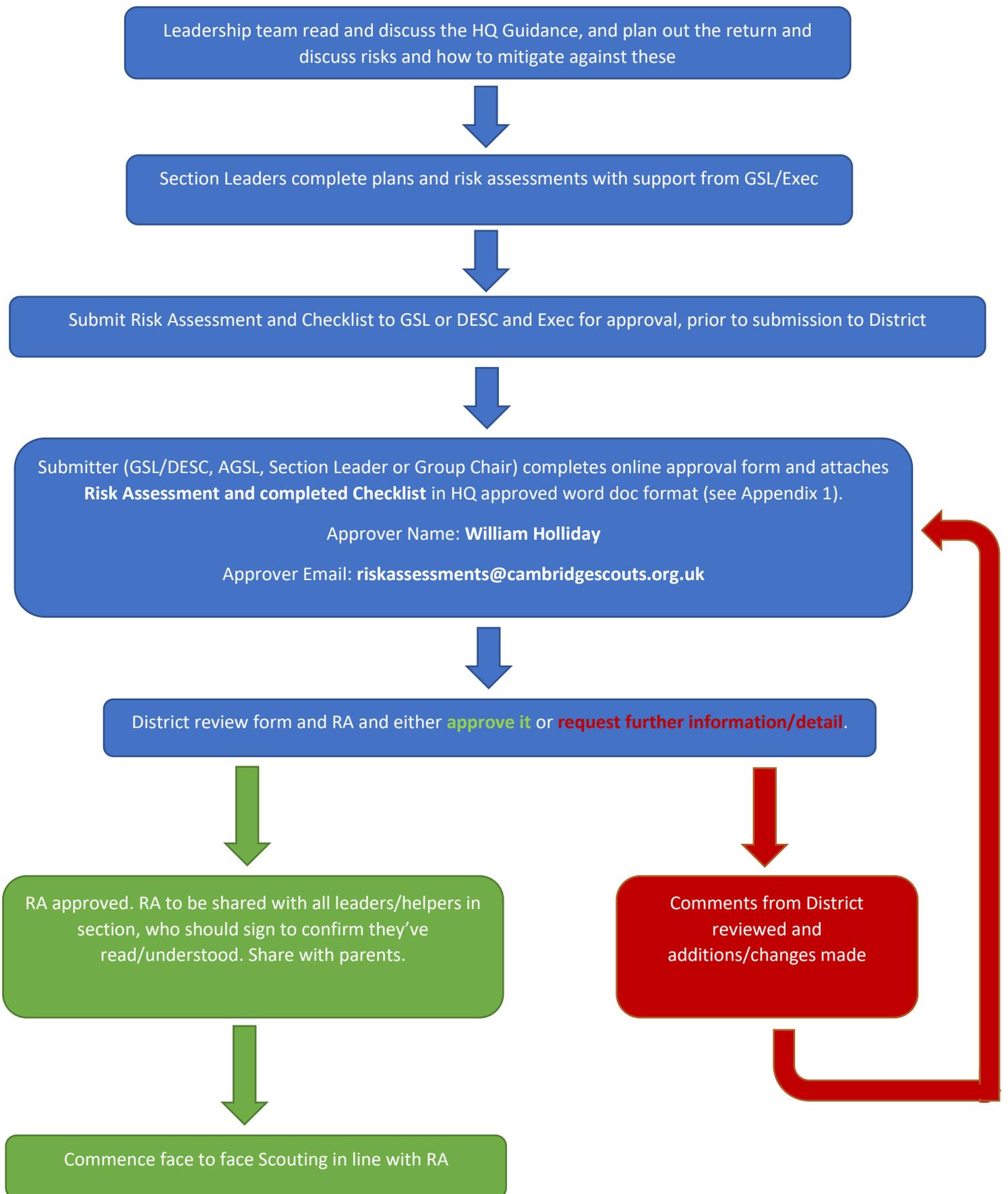
Section	Ratios for Outdoors	Suggested number in Group for Amber
Beavers	1:6 +1	12 + 2 or 3 adults
Cubs	1:8 + 1	13 + 2 adults
Scouts	1:12 + 1	13 + 2 adults

For all Explorer Scout regular meetings a minimum of two adults must be present.

The Steps for Returning to Face to Face

The key steps for returning to face-to-face Scouting are:

- Individual sections/units leadership teams (including Young Leaders) discuss when they feel they are ready to return in consultation with their Line Manager. The Section Leader or their delegate produces a written Risk Assessment, using the **HQ template only**. The provided exemplar risk assessment is on this template.
- The section leader then checks their risk assessment against the Leader Checklist (Appendix 1)
- The section submits both **Risk Assessment** and **Checklist** to the GSL and the Exec Committee for checking. Exec Committee Chair or a designated Exec member approved at an Exec meeting acts on behalf of Exec and they must agree to the Risk Assessment and send written (email) confirmation to the GSL.
- For Explorer Units, submit your written Risk Assessment to the District Explorer Scout Commissioner (lee.mason@cambridgescouts.org.uk).
- Digital signatures are acceptable on the Risk Assessment
- The submitter then submits the **Risk Assessment and Checklist** using the HQ form (<https://app.smartsheet.com/b/form/b9569b366e3142b1a37c9ed482403fbf>)
- When entering the details on the form, we will only accept submissions from GSL/DESC, AGSL, Section Leader, or Group Chair, in order to ensure the Framework has been followed.
- The District Executive Committee nominated a team of volunteers to act as approvers. However, all forms should state approver as "William Holliday" and the Approver Email address as: riskassessments@cambridgescouts.org.uk. You must use this email address – risk assessments sent anywhere else will not be processed.
- Once we receive the form, the approval team will conduct checks on behalf of the District Exec – if happy, they will then seek final approval from the DC before the button is pressed on the HQ system to grant approval. If there are concerns, the approval team will contact you to discuss, and decline the assessment in order for a revised one to be submitted.
- **Only when you receive the approval email from the HQ system stating that your Risk Assessment has been approved may you start face-to-face Scouting**, in accordance with the Framework and the government guidelines.



Top Tips for Completing your Risk Assessment

- Don't just consider Covid – 19, should be a full risk assessment including safety, safeguarding etc.
- Talk to your entire team, and young people to help you identify your risks.
- Consider a site visit to your venue to help identify hazards.
- Risk assessments that have not been adapted to specific Groups/Sections will not be accepted.
- Risk assessments should be shared with all Leaders/Helpers involved in the Section Group.
- Actions outlined in the risk assessment are expected to be adhered to, so consideration should be made as to whether they are feasible and sustainable.
- Risk assessments should be in language everyone can understand – there is no requirement to make it sound overly formal.
- Review your risk assessments regularly including after your first meeting (to amend anything after you've used it for the first time) and if any situations change. **Reviews of your risk assessment should be made at least once a month.**
- You will need to submit a new risk assessment for every change in Readiness state (eg Amber > Yellow), but also if you make any significant amendments (>10% of your risk assessment changes) to your risk assessment after you review.

The District Exemplar Risk Assessment

- The District has provided an exemplar risk assessment as guidance. It is designed for you to customise!
- It is in the required format
- It needs to be personalised to fit the needs of individual Sections.
- All suggestions in the exemplar may not be appropriate to all Groups/Sections.
- Please leave any of the District risk assessment you make use of in **blue**, please put all of your own words in **black**.

APPENDICES

Appendix 1: Leader Checklist

General

Have you read and understood the relevant guidance on the Getting Back Together Safely webpages?	
Have you incorporated hazards and considerations identified in the relevant guidance into your risk assessment?	

People

Have you consulted with volunteers, parents, carers and young people (including YLs?)	
Do you have enough volunteers to run each session safely and within ratios?	
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)?	
If you run multiple sessions for smaller groups, do leaders have capacity for extra sessions or would you extend programme activity in alternate weeks, with activities to be done at home for those alternate weeks?	
Do the adult leaders meeting face-to-face have the appropriate, up-to-date DBS checks (or renewing within the allowed 90 days)? Safety and safeguarding training validation complete? First Aid (where required)?	
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? Do all volunteers know what this is?	
Have you got a way of recording all attendance for each face-to-face session, including adults and visitors / helpers (track & trace) and keep it secure for six weeks? This must include which Group they were in if running multiple groups per session	
Have you produced a plan for how you intend to communicate with parents/carers?	
Have you got a safe process for engaging and supporting any parents/carers/new volunteers who may have expressed an interest in volunteering?	

Programme

Are there good quality programme activities on offer? Is the challenge appropriate for the section? Does the programme still support young people to achieve top awards? Can these be done socially distanced/blended with online activities if needed?	
If needed, are you able to 'buddy up' with other sections/groups to ensure you can deliver a quality programme safely? Are there other volunteers in the District/County who could support you?	
Are you able to make sure any shared resources used (and surfaces and equipment) are kept clean, between users? Have you identified alternative options (such as young people bringing their own)?	
Is your programme flexible enough to be delivered both at home and face-to-face (as requirements allow)? How can those who are unable to attend face-to-face still be included and engaged?	

Places

Have you selected a proposed meeting place(s)/venue(s) for running your programme and considered how you can meet government guidelines? Including access consideration/drop off and pick up arrangements? Are there passing places or a one way system in place?	
Have you considered what facilities may be needed for handwashing, drying, alcohol hand gel and toilet facilities?	
Travel: How do volunteers and young people get to the venue? Is it within walking distance? Do people from different households usually car share or take public transport?	
Have you produced updated risk assessments for each activity and setting?	

Signed: (Section Leader)

Date: __ / __ / 2020

Appendix 2: Useful Links

What	Details	Link
Risk Assessment Submission		https://app.smartsheet.com/b/form/b9569b366e3142b1a37c9ed482403fbf
Getting back together safely	Overall main document	https://prep-cms.scouts.org.uk/media/7124/getting-back-together-safely-a-framework.pdf
Leaders Guides	- Planning - Risk Assessments	https://prep-cms.scouts.org.uk/media/7113/getting-your-section-back-together-safely.pdf
Guidance Documents	Planning a safe and enjoyable programme.	https://cms.scouts.org.uk/media/7296/planning-a-safe-and-enjoyable-programme-version-2.pdf
	Guidance for Speaking with parents, carers and young people	https://prep-cms.scouts.org.uk/media/7089/speaking-with-parents-carers-and-young-people-guidance-for-group-scout-leaders-and-section-leaders.pdf Sample letters for parents https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/guidance-for-speaking-with-parents-carers-and-young-people/
	Guidance for Getting everyone there safely (Transport)	https://prep-cms.scouts.org.uk/media/7091/getting-everyone-there-safely-transport-guidance-230620.pdf
	Guidance on selling, hiring, fundraising, and running community events	https://prep-cms.scouts.org.uk/media/7104/working-safely-with-the-public-guidance-on-selling-hiring-fundraising-and-running-community-events.pdf
	Guidance for Knowing what to do if something goes wrong – including first aid	https://prep-cms.scouts.org.uk/media/7114/knowing-what-to-do-if-something-goes-wrong.pdf
	Guidance on Supporting those made more vulnerable by the crisis	https://prep-cms.scouts.org.uk/media/7103/supporting-those-made-most-vulnerable-by-the-crisis.pdf
	Guidance on hygiene, PPE and contact tracing	https://prep-cms.scouts.org.uk/media/7102/protecting-ourselves-and-others.pdf
	Guidance for those who allow third parties to use their premises	https://prep-cms.scouts.org.uk/media/7097/what-to-do-when-our-buildings-are-used-by-others-guidance-for-those-who-allow-third-parties-to-use-their-premises.pdf
	Guidance for the maintenance of Scout premises	https://prep-cms.scouts.org.uk/media/7096/keeping-our-buildings-safe-and-secure-guidance-for-the-maintenance-of-scout-premises.pdf
	Guidance on buildings and facilities when restarting face-to-face Scout activities	https://prep-cms.scouts.org.uk/media/7094/finding-a-safe-place-to-meet-building-and-facilities-guidelines.pdf

Appendix 3

Summary of Guidance regarding Getting Everyone Back Together Safely

This document is a summary written and agreed by the District Leadership Team. It is designed to give you an overview of all of the HQ guidance, and help you know where to look for further information. No responsibility can be taken for leaders being insufficiently informed if they do not reference back to the full document.

Planning a safe and enjoyable programme

Full Document: <https://prep-cms.scouts.org.uk/media/7087/planning-a-safe-and-enjoyable-programme.pdf>

Things to consider:

- Venue
- Format
- Session length
- Leader availability
- Facilities
- Hygiene routines
- Communication
- Social Distancing
- Equipment Sharing
- Inclusion

Groups

- Size will be instructed as Readiness state is updated (currently **15 including adults**)
- Each Group must stay the same for 7 days. If you only meet once a week, the Groups can be different each time.

Multiple Groups

- Acceptable if each group is 25m apart, and staggered arrival and departure
- Consider running multiple sessions in different locations, or half online, half face to face, or alternating weeks

Session Length

- Limit to “shortest session that can contain an exciting and educational programme”
- **Beavers/Cubs – first meetings max 60 mins**
- **Scouts/Explorers – first meetings max 90 minutes**

Document also provides useful advice on adapting activities.

Provides activity checklists

Speaking with parents, carers and young people

Full Document: <https://prep-cms.scouts.org.uk/media/7089/speaking-with-parents-carers-and-young-people-guidance-for-group-scout-leaders-and-section-leaders.pdf>

Sample letters for parents available: <https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/guidance-for-speaking-with-parents-carers-and-young-people/>

Things to consider

- Who is sending out communications
- IS communication across your Group consistent?
- Must communicate with families prior to resuming face to face, and give sufficient time to take action from any feedback/concerns
- **Explicit documented consent is required at every stage.** “Groups will need to get consent from parents and carers before young people first return to face-to-face activities, as well as when moving to later stages of the restarting framework. This is to clarify that they have read and understood the information, and agree to their young person participating.”
- Talk to your young people in advance (eg during virtual meetings) so they have input and know what to expect.
- Talk to your Young Leaders in advance so they understand what is required of them, and what Scouting will look like. YLs require written consent to return to F2F too.

Getting everyone there safely

Full Document: <https://prep-cms.scouts.org.uk/media/7091/getting-everyone-there-safely-transport-guidance-230620.pdf>

Advice on use of transport (other than parents bringing their own children) safely

If you plan to use transport, a written risk assessment is required.

Note – this section is quite limited currently, but it’s likely to be updated.

Working safely with the public - Guidance on selling, hiring, fundraising, and running community events

Full Document: <https://prep-cms.scouts.org.uk/media/7104/working-safely-with-the-public-guidance-on-selling-hiring-fundraising-and-running-community-events.pdf>

Advice on safely:

- Organising fundraiser/community events
- Hiring out your HQ or equipment

Note – this section is quite limited currently, but it’s likely to be updated.

Knowing what to do if something goes wrong - Guidance for managing incidents, including advice on first aid

Full Document: <https://prep-cms.scouts.org.uk/media/7114/knowning-what-to-do-if-something-goes-wrong.pdf>

- Purple card stands
([https://members.scouts.org.uk/documents/safety/Emergency%20card%20\(Purple%20Card\)%20screen%202019%20v3.pdf](https://members.scouts.org.uk/documents/safety/Emergency%20card%20(Purple%20Card)%20screen%202019%20v3.pdf))
- Think about first aid provision, leader training

Procedure for treating an injured person:

1. If possible you should wear a face mask, a plastic apron and disposable gloves before starting. You should also ask the injured person to wear a mask or face covering if possible (bear in mind that for some people this will not be possible or appropriate).
2. If resuscitation is required or there is difficulty breathing e.g. asthma, choking or the person has a facial injury you should consider the following:
 - If the person has breathing difficulties or a facial injury you should not ask them to wear a mask.
 - If the person requires resuscitation then you should deliver this in accordance with the current government advice and using the techniques learnt in your first aid training.
 - Government guidance for first responders recommends chest compressions only for adults, but in children mouth to mouth with compressions is more likely to be required and so a face shield should be used where possible. The decision as to how to respond should be based on assessing the risks in each specific situation.
3. For all other cases:
 - Encourage the injured person to also wear a face mask or covering with due consideration to the situation and the age and level of distress of the individual affected.
 - Deliver first aid in accordance with your training.
4. You should keep your mask on until the injured person is either handed over to the ambulance service or to a parent or guardian. Face masks, gloves, etc. should be bagged but can be disposed of in domestic waste. Bodily fluids can be cleaned up with disposable wipes and cleaned down with domestic cleaning products. Dispose of any cloths used for cleaning.

Further advice can be sought from the District First Aid Team (asa.french@cambridgescouts.org.uk)

Supporting those made most vulnerable by the crisis - Guidance for helping those with underlying health conditions and those whose mental health has been affected by the crisis

Full Document: <https://prep-cms.scouts.org.uk/media/7103/supporting-those-made-most-vulnerable-by-the-crisis.pdf>

- Both adults and YP can have been made more vulnerable by CV19
- Consider those shielding, or who have recently ended shielding

Advice on:

Annex 1: Vulnerable groups who should follow shielding advice

Annex 2: People with other underlying medical conditions

Annex 3 - Factors which may make people at higher risk including age, gender, geography, ethnicity and socioeconomic situation

Annex 4 – Supporting our members with mental health concerns or making safeguarding disclosures

Protecting ourselves and others - Guidance on hygiene, PPE and contact tracing

Full Document: <https://prep-cms.scouts.org.uk/media/7102/protecting-ourselves-and-others.pdf>

- Follow all government hygiene guidance (handwashing, reducing shared touch, additional cleaning of venues)
- Ensure all members follow self-isolation advice
- **For the purpose of track and trace, it is essential accurate register (including all adults, YLs and YP) is taken at all face to face contact AND stored for minimum of 6 weeks**

- Face covering may be suggested in future for indoors, but not recommended outdoors.

What to do when our buildings are used by others - Guidance for those who allow third parties to use their premises

Full Document: <https://prep-cms.scouts.org.uk/media/7097/what-to-do-when-our-buildings-are-used-by-others-guidance-for-those-who-allow-third-parties-to-use-their-premises.pdf>

- Checklist for preparing building to reopen: <https://prep-cms.scouts.org.uk/media/6800/checklist-for-reopening-a-scout-premises-fnl.pdf>
- Advice on who's permissions should be sought to reopen
- Advice on things a premises user should consider

Keeping our buildings safe and secure - Guidance for the maintenance of Scout premises

- Trustees ultimately responsible for building
- Building requires it's own risk assessment – advice on what to think about
- Checklist for preparing building to reopen: <https://prep-cms.scouts.org.uk/media/6800/checklist-for-reopening-a-scout-premises-fnl.pdf>
- Cleaning advice: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Finding a safe place to meet - Guidance on buildings and facilities when restarting face-to-face Scout activities

- Advice on what to consider when selecting meeting place
- Risk assessment information for locations
- Building and facilities checklist

Appendix 4

Covid Code of Conduct

The Covid Code of Conduct is the additional behaviour expectations for the Covid period that you would add to your normal behaviour code.

We would suggest you share your Covid Code of Conduct via your parent letter, and ask them to discuss it with their child. In addition, ensure you explain it to your Young People in your pre-face to face meeting.

Whilst the concepts of this Code are the same for all sections, the language you use may vary.

- Always follow the Leaders' instructions
- Always maintain social distancing
- Wash your hands or use hand sanitiser frequently
- Always use a tissue
- Always stay in your Group's area
- Don't share your belongings