

Covid-secure guidance for YFCs

Advice for opening
YFCs in **England** in a
Covid-secure way.



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Covid-secure guidance for YFCs

Following the **Four Step Plan** announced by government on 22 February 2021

ENGLAND ONLY

Note: A separate guide for YFCs in Wales will be published when Welsh Government announces changes for Wales.

1. **Background**

- 1.1. This document has been created to help YFC club officers plan activities and is based on government's four step plan, current legislation (Covid-19 legislation, Public Health England legislation and Health & Safety Legislation are examples) and guidance along with National Youth Agency (NYA) guidance.
- 1.2. This guidance takes into consideration the safety and support needed for YFC members (young people), staff and volunteers and wider public health considerations for peer lead activities for young people – YFC activities.
- 1.3. It is important that this guidance (and the links for further information) are understood and followed for all planned YFC activities.
- 1.4. The club committee (charity trustees) are responsible and accountable to the Charity Commission for compliance with organisational actions and to the Health and Safety Executive for compliance with risk management, including Covid-19 risk management. Note: Rules for families and private citizens do not automatically translate to youth organisations and YFC.
- 1.5. This guidance sets out the steps required to operate safely. If A YFC or a county federation have any concerns about the health and safety, care towards YFC members, staff or the reputational risk of the club/county federation, because the club or county committee does not have the required skills, experience or volunteers (capacity) to take responsibility and be accountable for the planning and hosting/supervising of the activity, then keeping YFC activities online is the responsible course of action recommended by the NFYFC and the NYA.

2. **Working together - we all have responsibilities**

2.1. **NFYFC**

- 2.1.1. To ensure that all NFYFC activities and meetings always comply with government policy and guidance.
- 2.1.2. To ensure that government policy and guidance is complied with concerning the NFYFC office and staff.
- 2.1.3. To keep up to date with government advice and legislation and produce guidance and communicate this via NFYFC's website and to YFC county federations to ensure that clubs and county federations have the required information to operate.
- 2.1.4. To offer training on this guide by video call to staff and county chairs (or their representative).

2.2. **County Federations**

- 2.2.1. The county Covid-19 Response Group (or executive committee if no Covid Response group is in place) to understand the guidance and supporting information and to implement county organised activities – always including Covid-19 Secure planning and protocols. To include:
 - 2.2.1.1. Risk assessment and Covid-Secure assessment protocols for all county federation activities (templates provided by the NFYFC). The county federation's charity trustees must be satisfied that any proposed activity is safe for all involved and ensure frequent review of the plans and risk assessment as any behaviours or national guidance dictates – the NFYFC will provide updates on government and NYA advice if/when it is published.

- 2.2.2. To ensure that government policy and guidance is complied with in relation to the county office and staff.
- 2.2.3. To disseminate and present this guide to every YFC club in the county federation (county federations could offer to hold a video call with all club chairs and secretaries to work through the guidance or could offer to hold a video call with each club to work through the guidance – the NFYFC will provide training information and presentation materials for this).
- 2.3. **YFC clubs.** To put in place:
 - 2.3.1. Covid-Secure plans for all YFC activities. The NFYFC will provide template documents (that accompany this guidance).
 - 2.3.2. Produce a risk assessment and Covid-Secure assessment protocols for all activities (templates provided by the NFYFC). The club charity trustees must be satisfied that any proposed activity is safe for all involved and ensure frequent review of the plans and risk assessment as any behaviours or national guidance dictates – the NFYFC will provide updates on government and NYA advice if/when it is published.
 - 2.3.3. Communication *with every club member* (and parents of those under 18 years of age) on how the club will operate in a Covid-Secure way.
- 2.4. **Members**
 - 2.4.1. To help YFC by following the guidance set out by clubs or the county federation.

3. Covid-secure – the basics



Social distancing



Face coverings are worn when needed



Groups/Bubbles



Venue is clean and kept clean



Hygiene is robust – handwashing etc



Risk Assessment are up-to-date



NHS Test and Trace information gathered



Action plan in place (roles and responsibilities)

4. Youth sector readiness framework and levels

- 4.1. The NYA guidance has been developed especially for youth organisations in consultation with Public Health England and the Health and Safety Executive and a significant number of youth organisations and the Department for Culture, Media and Sport. It is specifically designed to support the diverse youth sector including peer-led groups (YFCs are peer-led youth groups) and aims to align where practical with guidance for other sectors.
- 4.2. To support youth sector organisations when reacting to these changes a readiness framework and level is provided by the [National Youth Agency](#) (the Professional, Statutory and Regulatory Body (PSRB) for youth work in England and as such is the national partner for the government, the Local

Government Association and non-governmental bodies, and with relevant bodies in related professions (such as teaching, policing and social care).

- 4.3. Changes are published on the NYA [website](#) as well as guidance about the nature and capacity of activity recommended at each level. Therefore, for some YFC activities, an alternative way of hosting an activity should be considered in the planning phase, or perhaps that activity should be planned as a virtual activity.
- 4.4. At all times, youth sector organisations must follow current Public Health England and Health and Safety Executive advice. **Organisations, including YFCs must follow the current permitted activity guidance as defined in NYA’s guidance.**
- 4.5. Please note, there will be a delay between the government announcing the easing of any restrictions and the NYA publishing guidance.
- 4.6. The NYA readiness framework only applies to England.
- 4.7. If the readiness level falls, this will signal that more face-to-face youth sector activity will be recommended.
- 4.8. If the readiness level increases (due to increased levels of the virus), youth sector activity will be recommended to reduce in line with the framework and changes to the law.
- 4.9. There are four levels and the activities permitted in each level is summarised below.

Red	<p>Online and digital youth services. Detached/outdoor local youth services. 1-2-1 sessions with high-need young people (indoors).</p> <ul style="list-style-type: none"> • Small group work sessions indoors with high need young people (consistent with social distancing guidelines).
Amber	<p>Online and digital youth services. Detached/outdoor local youth services (consistent with social distancing guidelines). 1-2-1 sessions with young people.</p> <ul style="list-style-type: none"> • Group sessions delivered inside. [From 12 April 2021, Amber will be limited to group sessions for under 18’s only – these can take place inside and outside. [For all over 18’s the Rule of Six will apply (gathering of six people outside only)]
Yellow	<p>Online and digital youth services. Detached/outdoor local youth services (consistent with social distancing guidelines). 1-2-1 sessions with young people. Group sessions delivered indoors (consistent with social distancing guidelines).</p> <ul style="list-style-type: none"> • Camping and overnight residential.
Green	<p>All services open as per normal yearly operations. Overnight trips and visits.</p> <ul style="list-style-type: none"> • International travel allowed within Foreign and Commonwealth Office advice.

- 4.10. The objective of the NYA’s readiness level is to enable as much youth sector activity as possible to take place at each level as and when it is safe to do so and to allow youth sector leaders to make plans in accordance with the status of COVID-19 in the community.
- 4.11. Key parts of these measures are underpinned by law, which sets out clearly what you must and must not do – every person in the country must continue to comply with this. The relevant authorities, including the police, have the powers to enforce the law – including through fines and dispersing gatherings. The readiness framework aligns with the NYA’s published readiness level.

5. YFC activities and the youth sector readiness framework and levels in conjunction with the Governments' four step roadmap

- 5.1. The government has published the 'COVID-19 Response - Spring 2021' setting out the Roadmap out of the current lockdown for England. This explains how restrictions will be eased over time. The Roadmap has four steps (Step 1 has two parts):



- 5.2. From 8 March 2021 some of the rules on what can and cannot be done changed. The government has outlined a four-step plan for reducing restrictions across England. At each step four tests must be passed, these are:
- 5.2.1. The vaccine deployment programme continues successfully.
 - 5.2.2. Evidence shows vaccines are sufficiently effective in reducing hospitalisations and deaths in those vaccinated.
 - 5.2.3. Infection rates do not risk a surge in hospitalisations which would put unsustainable pressure on the NHS.
 - 5.2.4. The Government's assessment of the risks is not fundamentally changed by new Variants of Concern.
- 5.3. It is very possible that the planned implementation dates for each step will change (be extended) if more time is needed between steps. For this reason, the dates for each step should be considered as no earlier than dates, and subject to change.

5.4. Step 1a - Changes on 8 March

- 5.4.1. **Education:** In Step 1, the priority is to ensure that all children and students return safely to face-to-face education in schools and colleges from 8 March. Higher Education students at English universities on practical courses can also return from 8 March.
- 5.4.2. **Social contact:** Allowed to leave home for recreation and exercise outdoors with their household or support bubble, if they are eligible for one, or with one person from outside their household. Care home residents will also be allowed one regular visitor.

5.5. For YFCs (and youth organisations) from 8 March 2021 the current level of readiness in England will remain Red for all age groups. Applies to all parts of England.

Red

- Online and digital youth services.
- Detached/outdoor local youth services.
- 1-2-1 sessions with high-need young people (indoors).
- Small group work sessions indoors with high need young people (consistent with [social distancing](#)).

5.6. Step 1b - Changes on 29 March

- 5.6.1. **Social contact:** From 29 March, when most schools start to break up for the Easter holidays, outdoor gatherings (including in private gardens) of either 6 people (the Rule of 6) or 2 households will also be allowed, making it easier for friends and families to meet outside. This is because the evidence shows that it is safer for people to meet outdoors rather than indoors.
- 5.6.2. **Business and activities:** Outdoor sports facilities such as tennis and basketball courts, and open-air swimming pools, will also be allowed to reopen.
- 5.6.3. **Travel:** The 'stay at home' rule will end on 29 March, but many restrictions will remain in place. People should continue to work from home where they can and minimise the number of journeys they make where possible, avoiding travel at the busiest times and routes. Travel abroad will continue to be prohibited, other than for a small number of permitted reasons. Holidays abroad will not be allowed, given it will remain important to manage the risk of imported variants and protect the vaccination programme.

5.7. Step 2 - Changes that will take place no earlier than 12 April 2021

- 5.7.1. **Business and activities:** No earlier than 12 April. Opening of non-essential retail; personal care premises such as hairdressers and nail salons; and public buildings, including libraries and community centres. Indoor leisure facilities such as gyms will also reopen (only for use by people on their own or in household groups); as will most outdoor attractions and settings including outdoor hospitality venues, zoos, theme parks, and drive-in cinemas. Self-contained accommodation such as campsites and holiday lets, where indoor facilities are not shared with other households, can also reopen.
- 5.7.2. **Hospitality** venues will be allowed to serve people outdoors at Step 2 and there will be no need for customers to order a substantial meal with alcoholic drinks ('table service') and no curfew. Wider social contact rules will apply in all these settings to prevent indoor mixing between different households.
- 5.7.3. **Events:** Funerals continue with up to 30 mourners, the number of people able to attend weddings, receptions and commemorative events such as wakes will rise to 15.
- 5.7.4. Recommend that YFCs do not plan activities that commit expenses until the NYA confirms the implementation of step two has been approved.

- 5.7.5. **YFC and youth organisations:** From the beginning of Step 2 the NYA expects the Readiness Level to remain **AMBER**.

Amber

Online and digital youth services.
Detached/outdoor local youth services (consistent with [social distancing](#) guidelines).
1-2-1 sessions with young people.

- Group sessions delivered inside. [From 12 April 2021, Amber will be limited to group sessions for under 18's only – these can take place inside and outside. [For all over 18's the Rule of Six will apply (gathering of six people outside only)]

5.7.6. **For under 18's**

5.7.7. **Young people under the age of 18 will be able to attend indoor or outdoor activities.**

5.7.7.1. **There is no limit to the group size for activities for under 18 activities.**

5.7.7.2. **YFCs should ensure the following are always in place for all activities:**

- 5.7.7.2.1. **Safeguarding management**
- 5.7.7.2.2. **Supervision of under 18's - ratios maintained**
- 5.7.7.2.3. **Covid-secure plans and maintaining social distancing**

5.7.7.3. **It is suggested that those planning activities consider groups of about 30 YFC members with up to 5 leaders/supervisors to plan and manage the activity.**

5.7.8. **For over 18's (or mixed under & over 18 groups)**

5.7.8.1. **All adults must comply with the 'rule of six'.**

5.7.8.1.1. **Rule of six: You can meet up outdoors with friends and family you do not live with, either:**

5.7.8.1.1.1. **in a group of up to 6 from any number of households (children of all ages count towards the limit of 6)**

5.7.8.1.1.2. **in a group of any size from up to two households (each household can include an existing support bubble, if eligible)**

5.7.9. **Support for vulnerable people – including over 18's**

- 5.7.9.1. **Support groups can be provided for all YFC members (including over 18's) who are considered vulnerable –in groups of no more than 15, plus leaders/supervisors.**
- 5.7.9.2. **Participants must be invited to attend/pre-booked to attend.**
- 5.7.9.3. Only one support group is allowed in a venue at one time but you can have back-to-back meetings if thorough cleaning takes place.
- 5.7.9.4. Community spaces can be opened for your meetings.
- 5.7.9.5. 1-2-1 triage meetings with a vulnerable person can take place in a drop-in style session or via a pre-booked session.

5.7.10. All activities to support vulnerable people require:

- 5.7.10.1. A record of what support for vulnerable young people is being offered and why it is necessary (see below).
- 5.7.10.2. Assessment of participants ages for age-appropriate activities to be planned.
- 5.7.10.3. Covid Secure Event Plans – activities to be adapted to ensure that equipment is not shared, [social distancing](#) of 2m can be maintained and regular cleaning/sanitising is planned.
- 5.7.10.4. Risk assessment.
- 5.7.10.5. Safeguarding management plans, including a record of attendance
- 5.7.10.6. Action plan and summary of plans made.
- 5.7.10.7. List of those invited or booked to participate (maximum of 15 plus leader's supervisors).
- 5.7.10.8. Attendance list to kept for Track and Trace purposes (to be kept for 21 days).

5.7.10.9. What is support for vulnerable young people? Examples of this for YFC members may be:

- 5.7.10.9.1. Very isolated members of the YFC.
- 5.7.10.9.2. Those with poor broadband connections, meaning they are unable to join online activities.
- 5.7.10.9.3. For YFC clubs with members that are very isolated and/or with members without sufficient broadband connections, planned small group in-person activities will be beneficial to their mental well-being during Covid-19 restrictions. Here is an example statement:

"Members of Xxxxxxx Young Farmers Clubs are working in the farming community and very often lone-working in isolation. Current Covid-19 restrictions mean that they are not seeing anyone outside of the family home at all. In addition, in [add place], it is well known that access to acceptable broadband speeds and bandwidth is poor – many of our members are unable to use video calls as a way of keeping in touch. Therefore, Xxxxxxx Young Famers Club will be providing planned small-group activities once per week to help combat isolation and assist with mental well-being".

Recommend that [Coronavirus NHS QR](#) code is created, and all participants are required to 'scan' into the event as well.

- 5.7.10.10. Where it is possible to do so, YFCs should try to keep young YFC members in consistent groups. This will minimise the amount of mixing between different groups, and therefore the risk of infection. The goal is to minimise the amount of mixing between different groups of young people where at all possible – it may be helpful to speak with YFC members or their parents when planning this.
- 5.7.10.11. Where it is not possible or it is impractical for YFCs to group YFC members in the same groups as they are in during the day (for example, if there are only one or two YFC members attending the club activity from the same school), YFCs may need to group children with other YFC members - try to keep members in consistent groups week-to-week to avoid unnecessary mixing.

5.7.11. Covid-secure plans to be in place and activities/venues should be carefully managed and risk assessed.

- 5.7.11.1. Should any member of a group become unwell, **all members of the group should contact [NHS Test and Trace](#)**. All members of the group (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days or until NHS Test and Trace confirm it is safe to return to activities.
- 5.7.12. Display a [NHS Track & Trace QR code](#) (for the venue – only one QR code is required and it remains in the venue)
- 5.7.13. Online/digital, detached/outdoor and 1-2-1 youth sector provision will remain available to all.
- 5.7.14. Safeguarding management plans, including a record of attendance.
- 5.7.15. Attendance list to be kept for [NHS Track and Trace](#) purposes (to be kept for 21 days).
- 5.7.16. All YFC participants, supervisors and leaders should be briefed to observe the following key [social distancing](#) and hygiene behaviours:
- HANDS - Wash your hands regularly and for 20 seconds.
 - FACE - Wear a [face covering](#) in indoor settings and outside where [social distancing](#) (2m) may be difficult, and where you will come into contact with people you do not normally meet.
 - SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing [face coverings](#) outside or increasing ventilation indoors).
- 5.7.16.1. Government guidance on social distancing can be found [here](#).
- 5.7.17. Trips and visits will be permitted.
- 5.7.18. Overnight and residential experiences will remain prohibited (under review).
- 5.7.19. International travel will also remain prohibited, and under review.

5.8. Step 3 - Change no earlier than 17 May 2021

- 5.8.1. **Social contact:** No earlier than 17 May, the government will look to continue easing limits on seeing friends and family wherever possible, allowing people to decide on the appropriate level of risk for their circumstances.
- 5.8.2. Most legal restrictions on meeting others outdoors will be lifted - although gatherings of over 30 people will remain illegal. Indoors, the Rule of 6 or 2 households will apply - under review whether it is safe to increase this.
- 5.8.3. No later than Step 3, Government will also update the advice on [social distancing](#) between friends and family, including hugging. But until this point, people should continue to keep their distance from anyone not in their household or support bubble.
- 5.8.4. **Business and activities:** Most businesses in all but the highest risk sectors will be able to reopen. In all sectors, COVID-Secure guidance will remain in place and businesses may not cater for groups bigger than the legal limits. Indoor hospitality will reopen ('table service')
- 5.8.5. Other indoor locations to open in Step 3 include indoor entertainment venues such as cinemas and children's play areas; the rest of the accommodation sector, including hotels, hostels and B&Bs. The government will also allow some larger performances and sporting events in indoor venues with a capacity of 1,000 people or half-full (whichever is a lower number), and in outdoor venues with a capacity of 4,000 people or half-full (whichever is a lower number).
- 5.8.6. **Events:** Up to 30 people will be able to attend weddings, receptions and wakes, as well as funerals. This limit will also apply to other types of significant life events including bar mitzvahs and christenings.
- 5.8.7. **Review of [social distancing](#):** Before Step 4 begins, the government will complete a review of [social distancing](#) and other long-term measures that have been put in place to cut transmission. This will inform decisions on the timing and circumstances under which the rules on 1 metre plus, the wearing of [face coverings](#) and other measures may be lifted. This will also inform guidance on working from home – which should continue wherever possible until this review is complete.
- 5.8.8. **YFC and youth organisations:** From the beginning of Step 3 the NYA expects the Readiness Level to change to **YELLOW**.

Yellow

- Online and digital youth services.
- Detached/outdoor local youth services (consistent with [social distancing](#) guidelines).
- 1-2-1 sessions with young people.
- Group sessions delivered indoors (consistent with [social distancing](#) guidelines).
- Camping and overnight residentials.

- 5.8.9. **For step 3 it is planned (subject to confirmation) that all young people will be able to attend indoor or outdoor activities – the size and nature of these groups will be confirmed by the NYA closer to the time.**
- 5.8.10. Covid-secure plans to be in place and activities/venues should be carefully managed, risk assessed and subject to appropriate safeguarding measures.
- 5.8.10.1. Should any member of a group become unwell, **all members of the group should contact [NHS Test and Trace](#)**. All members of the group (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days or until NHS Test and Trace confirm it is safe to return to activities.
- 5.8.11. Display a [NHS Track & Trace QR code](#) (for the venue – only one QR code is required and it remains in the venue).

- 5.8.12. Safeguarding management plans, including a record of attendance.
- 5.8.13. Attendance list to be kept for [NHS Track and Trace](#) purposes (to be kept for 21 days).
- 5.8.14. All YFC participants, supervisors and leaders should be briefed to observe the following key [social distancing](#) and hygiene behaviours:
- HANDS - Wash your hands regularly and for 20 seconds.
 - FACE - Wear a [face covering](#) in indoor settings and outside where [social distancing](#) (2m) may be difficult, and where you will come into contact with people you do not normally meet.
 - SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing [face coverings](#) outside or increasing ventilation indoors).
- 5.8.14.1. Government guidance on social distancing can be found [here](#).
- 5.8.15. Online/digital, detached/outdoor and 1-2-1 youth sector provision will remain available to all.
- 5.8.16. Trips, visits, residentials and overnight stays will be permitted (subject to review).
- 5.8.17. International travel will remain prohibited, and under review.
- 5.8.18. Recommend that YFCs do not plan activities that commit expenses until the NYA confirms the implementation of step three has been approved.

5.9. Step 4 - Changes no earlier than 21 June 2021

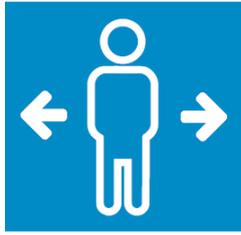
- 5.9.1. **Social contact:** No earlier than 21 June, the government hopes to be able to remove all legal limits on social contact.
- 5.9.2. **Business, activities and events:** Hope to reopen remaining premises, including nightclubs, and ease the restrictions on large events and performances that apply in Step 3. This will be subject to the results of a scientific Events Research Programme to test the outcome of certain pilot events through the spring and summer, where Government will trial the use of testing and other techniques to cut the risk of infection. The same Events Research Programme will guide decisions on whether all limits can be removed on weddings and other life events.
- 5.9.3. **As we move through each of these phases in the roadmap, remember that COVID-19 remains a part of our lives.**
- 5.9.3.1. We are going to have to keep living our lives differently to keep ourselves and others safe. We must carry on with 'hands, face, space'.
- 5.9.3.2. Comply with the COVID-Secure measures that remain in place.
- 5.9.3.3. Meet outdoors when we can and keep letting fresh air in.
- 5.9.3.4. Get tested when needed and vaccinated when offered.
- 5.9.3.5. All must continue to play our part, to be that bit closer to a future that is more familiar.
- 5.9.4. **YFC and youth organisations.** From the beginning of Step 4 the NYA expects the Readiness Level to change to **GREEN**.

Green

- All services open as per normal yearly operations.
- Overnight trips and visits.
- International travel allowed within Foreign and Commonwealth Office advice.

- 5.9.5. **All youth sector/organisation activity will be permitted from the beginning of step 4.**
- 5.9.6. Covid-secure plans to be in place and activities/venues should be carefully managed, risk assessed and subject to appropriate safeguarding measures.
- 5.9.7. Safeguarding management plans, including a record of attendance.
- 5.9.8. Group sizes may be in place, and the NYA will confirm nearer the time the size and nature of these groups.
- 5.9.9. Recommend that YFCs do not plan activities that commit expenses until the NYA confirms the implementation of step four has been approved.

Covid-secure YFC



Social distancing



Face coverings are worn when needed



Groups/Bubbles



Venue is clean and kept clean



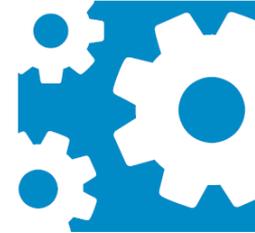
Hygiene is robust – handwashing etc



Risk Assessment are up-to-date



NHS Test and Trace information gathered



Action plan in place (roles and responsibilities)

6. Social distancing

- 6.1. It is very likely that [social distancing](#) will remain in place beyond June to keep ourselves and others safe. We must carry on with 'hands, face, space' for some time to come and must adapt accordingly.
- 6.2. It is essential to maintain [social distancing](#) wherever possible, including when arriving at and departing from a location, during the activity and when travelling between locations. Check government advice about [car sharing](#).
- 6.3. The YFCs goal should be to facilitate as much YFC activity to take place as possible, if safe.
- 6.4. YFCs should take all reasonable action and mitigation where possible and should have the confidence to provide age-appropriate programming and activities for YFC members during COVID-19.
- 6.5. Check government guidance on [social distancing](#).
- 6.6. [Social distancing](#) must be maintained wherever possible.
- 6.7. Where the [social distancing](#) guidelines cannot be followed in full (inside and outside) in relation to a particular activity, activity organisers should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between YFC members, activity supervisors/leaders, any guests or the community.
- 6.8. Maintaining [social distancing](#) reduces risk, but there will be some situations where it may not be possible to fully distance (2m), or where some contact is required to enable the activity to run and achieve its objectives. This is acceptable for short periods for these groups of young people and provided groups remain the same.
- 6.9. Mitigating actions include:
 - 6.9.1. Further increasing the frequency of hand washing and surface cleaning.
 - 6.9.2. Hosting activities outdoors.
 - 6.9.3. Keeping the activity time involved as short as possible and in small groups in consistent groups.
 - 6.9.4. Where possible using activities where maintaining [social distancing](#) is simpler.
 - 6.9.5. Avoid any activities which risk sustained close contact or 'huddles' of young people.
 - 6.9.6. Using screens as barriers (as seen in retail premises) to separate people from each other.



Social distancing

- 6.9.7. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- 6.9.8. Reducing the number of people each person has contact with by using 'fixed teams or groups' (so each person works with only a few others).
- 6.9.9. [Social distancing](#) applies to all parts of a YFC activity, including pinch points such as entrances and exits, break rooms, café spaces and similar spaces. These are often the most challenging areas to maintain [social distancing](#).
- 6.9.10. Staggered arrival and departure times for YFC members, supervisors and leaders should be in place to reduce crowding in and out of the locations, while also considering the impact on those with protected characteristics.
- 6.9.11. Travel to and from your venue/activities should be considered. Can YFC members, supervisors/leaders or guests 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 activities). [Face coverings](#) should be always worn if transporting anyone outside of the household or bubble. Check government advice about [car sharing](#).
- 6.9.12. Regulating use of high traffic areas or pinch points including corridors, lifts, turnstiles and walkways to maintain [social distancing](#).
- 6.9.13. It may be necessary to reduce the occupancy levels of the venue to enhance [social distancing](#) and YFCs should enable members to join the activity online from home wherever possible.
- 6.9.14. [Signage](#) should be displayed in public areas to help people maintain [social distancing](#) and handwashing/hygiene facilities must be provided.
- 6.9.15. Consider the layout of any halls or meeting spaces to optimise the space available.
- 6.9.16. [County Federations](#): Office spaces should be reviewed to ensure current [social distancing](#) guidelines are met.

7. Face coverings

- 7.1. In England, [face coverings](#) are now required by law to be worn in most indoor public settings (shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices and on public transport).
- 7.2. Most young people and supervisors/leaders (since 24 September 2020) aged 11 years and over (from the day of their 11th birthday) are required to wear a [face covering](#) indoors, including within community and youth centres.
- 7.3. Some people do not have to wear a [face covering](#) for health, age or equality reasons. Government guidance can be found [here](#).
- 7.4. Please see the latest guidance on [face coverings](#).



Face coverings are worn when needed

8. Group sizes (bubbles)

- 8.1. Where it is possible to do so, YFCs should try to keep young YFC members in consistent groups. This will minimise the amount of mixing between different groups, and therefore the risk of infection. The goal is to minimise the amount of mixing between different groups of young people where at all possible – it may be helpful to speak with YFC members or their parents when planning this.
- 8.2. Where it is not possible or it is impractical for YFCs to group YFC members in the same groups as they are in during the day (for example, if there are only one or two YFC members attending the club activity from the same school), YFCs may need to group children with other YFC members - try to keep members in consistent groups week-to-week to avoid unnecessary mixing.
- 8.3. Do not mix groups unless necessary. Group sizes may need to be smaller depending on factors such as age, size of the meeting space/venue or the type of activity.
- 8.4. Supervisors/leaders are not included in the number of people in each group and should, as far as reasonably possible, remain with a single group.
- 8.5. Having more than one group may be possible for multiple groups to convene at the hall/venue, if all the practices stated in this document are implemented. To ensure that participants remain safe, strict adherence to the following measures is required:



Groups/Bubbles

- 8.5.1. Different groups need to be in specific pre-agreed spaces with a physical barrier (wall/screens) between them.
- 8.5.2. Supervisors/leaders should divide YFC members into fixed (ideally consistent) groups.
- 8.5.3. Supervisors/leaders should not move between unless to safeguard a member or members, manage behaviour or provide assistance.
- 8.5.4. YFC members should be placed in age-appropriate groups.
- 8.5.5. Members of each groups should adhere to the current [social distancing](#) requirements.
- 8.5.6. On arrival/departure, participants should wash their hands or use hand sanitiser.
- 8.6. Some clubs may wish to consider the use of [Covid-19 Rapid Lateral Flow Test](#) kits for those leading and supervising sessions. [In most parts of England, school-age children are regularly tested at Schools]. Test kits may be available free of charge from the local authority for those volunteering. Alternatively, individuals can visit a local testing centre. Check the local authority website to see what options are available nearby.
- 8.7. Should any member of a group become unwell, all members of the group should contact [NHS Test and Trace](#). All members of the group (including supervisors/leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days or until NHS Test and Trace confirm it is safe to return to activities.
- 8.8. Groups should not move spaces where another bubble has been unless a deep clean has been carried out of the new space.
- 8.9. [Social distancing](#) should be maintained during all activities.
- 8.10. Supervisors/leaders should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.
- 8.11. Supervisors/leaders who may need to meet for the purposes of planning or training can do so outside of delivery sessions with young people. There is no staff team size limit or length of time sessions meetings/ training can take place. However, serious consideration for [social distancing](#), hygiene, [face coverings](#) and welfare must be considered.
- 8.12. We advise YFCs to re-open slowly. Consider running a pilot sessions with a small number attendees, to ensure it is possible to manage [social distancing](#) and hygiene measures in accordance this guidance document.

9. COVID-19 secure venues – inside activities

- 9.1. This guidance meets the government requirement for COVID-secure. By complying with this guidance, the venue is considered COVID Secure. This would permit multiple groups in distinct spaces, in venues that are large enough and have put in place all the measures outlined in this guidance. This must only be considered if your venue is large enough to have multiple distinct spaces for each bubble to meet.
- 9.2. How do groups need to work?
 - 9.2.1. Supervisors/leaders should divide YFC members into fixed (ideally consistent) groups (plus supervisors/leaders) per session.
 - 9.2.2. Groups should not join with other groups (groups containing vulnerable young people aged 18 and over must remain separate).
 - 9.2.3. Individuals should (and where vulnerable young people aged 18 and over are involved, must) remain in the group they are allocated for that YFC activity and ideally over each weekly activity, though this may not be practical in some circumstances. Where this is the case, YFCs must frequently review their groups to minimise the amount of ‘mixing’ and should keep up-to-date records of those attending for at least 21 days, to help them to do this.
 - 9.2.4. As the risk of transmission is lower outside, activities should take place outdoors as often as possible and when it is safe to do so. Note: For the period 29 March to 12 April outdoor activities only can be run.
 - 9.2.5. Different groups 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.
 - 9.2.6. Supervisors/leaders should encourage YFC members to arrive only with members of their household (or household bubble) and to avoid mingling before and after YFC activities. We understand that supervisors/leaders have limited control in this, but encourage all to brief YFC members on [social distancing](#) requirements and about the need to limit social contacts.

- 9.2.7. Shared spaces such as sports halls, kitchens, etc. must be deep cleaned thoroughly between use if different groups are to use them on the same day (sequentially). Spaces should not be used at the same time by more than one group.
- 9.2.8. Enhanced regular cleaning of commonly used surfaces, such as equipment and door handles, should be ensured.
- 9.2.9. It is not necessary for each group to use separate lavatories; however, efforts should be made to limit the number of users at a given time. Use of different lavatories for each group is ideal.
- 9.2.10. Consider safeguarding protocols when planning and preparing your risk assessments. For example, that the ratio of 1:10 supervisors to YFC members under the age of 18 yrs, combined with never less than 2 supervisors/leaders when under year old YFC members are present.
- 9.2.11. If the YFC is unable to adhere to the above requirements, the club should not allow more than one group to attend at the same time.
- 9.3. Any YFC clubs than operate their own hall or meeting space should follow [this guide](#) produced by ACRE (Action in Communities in Rural England).



Venue is clean and kept clean

10. Outdoor activities

- 10.1. YFC activities taking place outdoors will be permissible from 29 March 2019.
- 10.2. The activity plan should be Covid-secure.
- 10.3. [Social distancing](#) to be maintained. If this is not possible, [face coverings](#) must be worn.
- 10.4. Consider the provision of lavatories, handwashing and hand sanitiser.
- 10.5. Overnight stays will not be permitted until the yellow readiness level which will be no earlier than 17 May 2021.
 - 10.5.1. Even then only camping will be permitted initially, and other forms of residential experiences will be permitted in time.
- 10.6. The goal is to allow as much activity as possible that is safe and within the law. The NYA will continue to work with the government to clarify what youth groups activities fall within the regulations.
- 10.7. Note: Rules for families and private citizens do not automatically translate to youth organisations and YFC.

11. Travel

- 11.1. YFC activities nearly always include travel to activities.
- 11.2. All must only travel with others where wider social contact rules allow. Check government advice about [car sharing](#).
- 11.3. If using public transport is necessary, wearing [face coverings](#) is mandatory, unless you are exempt for health, disability or other reasons.

12. Understanding risk

- 12.1. The risks presented by COVID-19 must be assessed and managed.
- 12.2. As a YFC club providing activities for YFC members the charity trustees (managing trustees/club committee) of the club hold the legal responsibility to protect YFC members, supervisors/leaders and others from risks to their health, safety and wellbeing.
- 12.3. This means the club committee must examine the risks they face and do everything that is reasonably practicable to minimise the risks, recognising you cannot eliminate the risk of COVID-19.
- 12.4. A YFC may deliver a range of activities and to do these a risk assessment and action plan document must be prepared. This will also help to identify the actions and steps needed ensure appropriate and safe activities and venues.
- 12.5. The NYFC has provided a template action plan and a template risk assessment for YFCs to review, complete and sign off.
- 12.6. The plan and risk assessment should be under constant review and adapted to reflect the



Risk Assessment

published youth sector readiness level.

- 12.6.1. Be ready to react if the readiness level changes, and ensure changes are communicated to YFC members, supervisors/leader, staff, parents/carers and other stakeholders.
- 12.6.2. You must make sure that the risk assessment for your provision addresses the risks of COVID-19 and that this guidance is used to inform your decisions and control measures.

13. Managing risk

- 13.1. Organisations have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures.
 - 13.1.1. Increasing the frequency of handwashing and surface cleaning in activities venues. Where handwashing facilities are not available, ensure adequate provision of hand sanitiser.
 - 13.1.2. YFCs should make every reasonable effort to comply with the [social distancing](#) guidelines set out by the government.
 - 13.1.3. Where the [social distancing](#) guidelines cannot be followed in full for a particular activity, organisations should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between those present.
 - 13.1.4. Further mitigating actions include:
 - 13.1.4.1. Keeping the activity time as short as possible.
 - 13.1.4.2. Deliver activity outdoors.
 - 13.1.4.3. Ensure venue is safe and it is practical to use for the planned activity.
 - 13.1.4.4. Using screens as barriers to separate people from each other.
 - 13.1.4.5. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible – primarily in office environments.
 - 13.1.4.6. 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).
 - 13.1.4.7. If sharing equipment between individuals, routine cleaning steps should be considered before the next person uses the item(s).
 - 13.1.4.8. Finally, if individuals must work face-to-face for a sustained period with more than a small group of fixed partners (the same people), then you will need to assess whether the activity can safely go ahead. YFC activities should not take place in an unsafe environment.
 - 13.1.4.9. Risk assessments should have regard for whether the people are especially vulnerable to COVID-19 or if they are supporting people who might be.
 - 13.1.4.10. YFCs should carry out an assessment of the risks posed by COVID-19 for the planned YFC activity.
 - 13.1.4.11. If the club was meeting between the lockdowns, it likely to have gone through a lot of this planning already. We recommend that you review the plans you have already recorded and used and now identify any further improvements that should be made.
 - 13.1.4.12. Continually monitor, review and update the risk assessments.



Risk Assessment

14. Sharing the results of your risk assessment

- 14.1. YFCs should share the results of the club risk assessment YFC members, supervisors/leaders and parents/carers of those under the age of 18.
- 14.2. Use this poster to show that you have following the required government guidance. The poster is available [here](#).

15. Protecting people who are at higher risk

- 15.1. YFCs will often work with YFC members, supervisors/leaders 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 YFC members who are shielding or at increased risk.
- 15.2. Points to be aware of:



- 15.2.1. [Clinically extremely vulnerable](#) individuals 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.
 - 15.2.1.1. [Clinically extremely vulnerable](#) individuals who are at higher risk of severe illness (e.g. people with certain pre-existing conditions, and have been asked to take extra care in observing [social distancing](#). These people should be helped to access YFC activities. (For clinically vulnerable staff, this may mean deployment to alternative duties for a period).
 - 15.2.1.2. If clinically vulnerable [clinically vulnerable people include those aged 70 years or over and those with certain underlying health conditions] (but not extremely clinically vulnerable) YFC members attend YFC activities, they should be offered the option of the safest available on-site roles/activities, enabling them to stay [social distanced](#) from others. If there are times they can't be [social distanced](#) from others, you should carefully assess whether this involves an acceptable level of risk. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.
 - 15.2.1.3. YFCs should consider the concerns expressed by any YFC member, supervisor/leader or staff who consider themselves to be at higher risk.

15.3. **Clinically or extremely vulnerable participants:**

- 15.3.1. Club committees and county federations should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.

16. **Safeguarding responsibilities:**

- 16.1. Club committees and county federations must continue to ensure those under the age of 18 are supervised as part of the safeguarding responsibility of the club.
- 16.2. Those under 18 should be supervised at a ratio of one supervisor to 10 U18s and no matter how small the number of U18s, there should always be at least two supervisors.
- 16.3. Those supervising should have been safely recruited (references taken up and DBS checks completed/reviewed) and records of this should be on-file and kept safely.

17. **First aid, accidents other incidents – and [NHS Track & Trace](#)**

- 17.1. It is essential to prioritise safety during incidents and to follow your standard health and safety policies and procedures.
- 17.2. The usual first aid arrangements should be included in the activity risk assessment.
- 17.3. Reviewing your incident and emergency procedures to ensure they reflect the [social distancing](#) principles as much as possible.
- 17.4. In the event of an emergency, for example an accident or a fire, people do not have to stay [social distanced](#) if it would be unsafe.
- 17.5. Those giving first aid or assistance should pay attention to hygiene measures immediately afterwards including washing their hands.
- 17.6. If giving first aid or assistance to someone with suspected Covid-19, the first aider should contact the [NHS Track and Trace](#) service.
- 17.7. Should anyone, (YFC member, visitor, supervisor/leader) become unwell during the club activity, the usual welfare measures should apply. If Covid-19 is suspected encourage them to contact the [NHS Track and Trace](#) service. This includes individuals who have [symptoms of COVID-19](#) as well as those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace programme.
- 17.8. Display a [NHS Track & Trace QR code](#) (for the venue – only one QR code is required and it remains in the venue)
- 17.9. RIDDOR reporting advice should be followed for the reporting of relevant COVID-19 information.
- 17.10. Organisations should keep a log of near misses and incidents and review this log to continually improve practices locally.



NHS Test and Trace information gathered

18. Club Setting & county federation setting

18.1. Staff or volunteers (staff or elected YFC officers) who need to meet for the purposes of management of the charity – a club or county federation?

18.1.1. In YFC, remember that those members elected to hold office at a club or county federation are volunteers - staff and volunteers form the YFC workforce.

18.1.1.1. It is expected that YFC members are elected as officers (and thus have become a volunteer and part of the YFC workforce) and that the election be recorded in the minutes of the club's AGM or the minutes of the county federation's first meeting of the executive committee. These people should be YFC members (i.e. carrying a current 2020/21 YFC membership card).

18.1.2. Meeting for planning and managing the charity (club or county federation) is permitted. However, government advice is that those who can work from home should do so.

Therefore, consider video calls as a way for meeting to manage the affairs and operations of the charity.

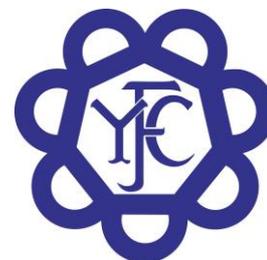
18.1.3. There is no size limit to the workforce or limit to the length of time for meetings to manage the affairs of the charity. However, a suitable Covid-Secure venue must be used and Covid-secure plans must be put in place (2m distancing, hygiene, [face coverings](#) and welfare must be considered).

18.1.4. **Meetings taking place in private dwellings/homes is not permitted.**

18.1.5. No overnight stays are permitted – for example, club officer training weekends are not permitted.

Examples:

18.2. The **club committee** (volunteers) could meet to plan activities and manage the affairs of the charity (the YFC). Before doing this, ask if this is necessary and if the business can be done using a video call meeting instead.



18.3. **YFC county federations** could meet to plan activities and manage the affairs of the charity (the county federation). Before doing this, ask if this is necessary and if the business can be done using a video call meeting instead.

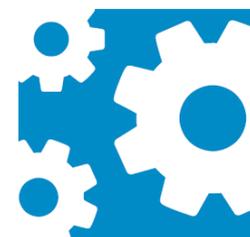
18.3.1. In addition, consider if those meeting can be considered volunteers (the workforce) – the charity trustees or management committee would be considered volunteers (workforce).

18.3.2. YFC County federations could also plan and deliver training to club officers – there is no size limit but suggest this is limited and dictated by any changes for group sizing that is announced when this is reviewed by government and NYA. The club officers are volunteers, and we would expect that they have all been elected to the roles at the club AGM.

18.4. County competitions. We do not believe that hosting a county competition in the traditional way will be easy during this initial phase of easements.

19. Log activity planning and prepare a risk assessment

19.1. See the Activity Planning Record template at the end of this guide together with a template for a Covid-19 assessment/risk assessment.



**Action plan
in place**
(roles and responsibilities)

20. Communication

20.1. When the activities are planned, every member of the YFC must know what is planned and how the activity will be managed, who will be responsible for the management and supervision of the activity and other essential information. This communication should go to:

20.1.1. All members 18 years and over, advisory and club leaders.

20.1.2. The parents of all members under the age of 18.

20.2. **Communication: Confirm the following:**

20.2.1. Who is supervising the activity?

- 20.2.2. What is happening – the activity and the arrangements made to observe Covid-19 [social distancing](#).
- 20.2.3. Any adaptations made to a ‘usual’ activity.
- 20.2.4. Maximum number of YFC members that can join the activity at any one time.
- 20.2.5. Are YFC members required to ‘book’ a place?
- 20.2.6. Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 [social distancing](#) to be observed).
- 20.2.7. What arrangements are in place to run the activity a second time?
- 20.2.8. That handwashing facilities are in place.
- 20.2.9. That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure.
- 20.2.10. That anyone who is feeling ill, especially with any [Covid-19 symptoms](#) must not attend the activity.
- 20.3. **Communication: Ask the following:**
- 20.3.1. Are any individuals in the YFC club clinically vulnerable to Covid-19 or is anyone clinically vulnerable who lives with individuals from the club? What alternative ways will you use to ensure these members stay connected and engaged?
- 20.4. **Communication: Advise the following:**
- 20.4.1. That YFC members must not share transport unless they are from the same household or two household bubble.
- 20.4.2. Parents or members of the household to transport those that do not drive, including those U18 years to and from the club meeting venue.
- 20.4.3. Car parking arrangements.
- 20.4.4. Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised.
- 20.4.5. On arrival and before leaving YFC members are expected to wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 20.4.6. Use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- 20.4.7. Departure arrangements.
- 20.4.8. That those that fail to adhere to [social distancing](#) guidance will be asked to leave the activity as the well-being of everyone present is of paramount importance.
- 20.5. **Communication: YFC members – what they must do**
- 20.5.1. Make sure anyone who is feeling ill stays at home.
- 20.5.2. On arrival and before leaving wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 20.5.3. Reminder: It is recommended not to touch your face and to use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- 20.5.4. YFC members should not share transport (unless in the same household or a household bubble).
- 20.6. **Communication: What parents of U18s can do**
- 20.6.1. Ask the parents of those YFC members under the age of 18 to talk to their children about coronavirus (COVID-19), [social distancing](#) and hand washing.
- 20.6.2. Make sure anyone who is feeling ill stays at home.
- 20.6.3. Do not gather at entrances or car parks - model [social distancing](#) so that their children learn good practice.