

COVID-19 Policy and Response



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Definitions

The following terms are used through this Action Plan:

Executive Committee	The Executive Committee for The Group currently comprising of Chair, Secretary, Treasurer, GSL, Leaders from each section and parent representatives
GSL	Group Scout Leader
Leader in Charge	The Section Leader who is running the meeting/activity
Readiness Level	The level set by The Scout Association
Section Leader	The Leader in charge of a particular Section of the Group
Social Distance	The minimum distance set by the Government in relation to how far each person needs to stay apart from someone not from their household
HQ	The Scout Association for the UK
Track and Trace	The system created by the Government in order to track those who have come into contact with someone who has tested positive for COVID-19
Young People	The members of the Scout Group whether they are Beavers, Cubs or Scouts.
OSM	Online Scout Manager is the system 6/12 Mitcham uses to store contact details/attendance details/programmes/awards etc.
Data Controller	The person who manages the correct use of data held by 6/12 Mitcham

Introduction

Following the guidance released by The Scouts on 25/06/2020, the subsequent meeting on the 2 July 2020 and the latest guidance which can be found by clicking [here](#). We have written this document to set out the policy which the Scout Group are following to ensure that everyone is safe and to prevent the spread of COVID-19 whilst slowly moving back to face to face meetings. This Policy is consistent with HQ framework and guidance, however, there are some variations which are specific to the Group.

The system set out by HQ follows the National Youth Agency (NYA) framework for returning to meetings. There are four levels of alert which are as follows:

Readiness level	NYA level	Scout level
Red Rate of infection is remaining consistent or growing	<ul style="list-style-type: none">• Online and digital youth services• Detached youth services and 1-2-1 sessions with vulnerable young people outdoors	<ul style="list-style-type: none">• Digital programme delivery• No face-to-face activity or meetings• No residential activities
Amber Rate of infection is reducing consistently in all parts of the country	<ul style="list-style-type: none">• Online and digital youth services• Small group sessions can take place	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Online and digital youth services• Indoor group sessions can take place• Outdoor learning, trips and visits	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• All services open as per normal yearly operations• Overnight trips and visits allowed• International travel allowed within FCO advice	<ul style="list-style-type: none">• All activities can resume in line with government guidance

The COVID Code shows the basic steps of getting back to Face to Face Scouting:

Getting back together safely: The COVID Code

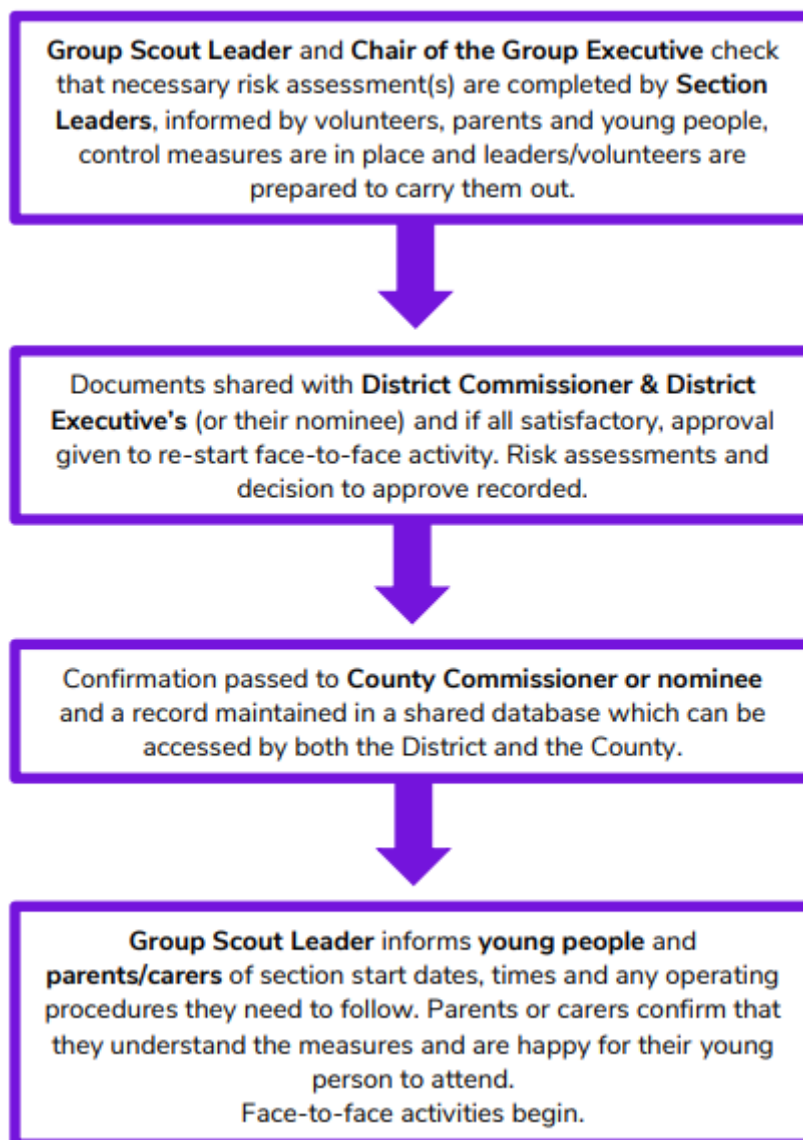
1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
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

All the risk assessments and action plans put in place must first be approved by the Group GSL/Executive Committee. COVID-19 associated risk assessments must then be submitted electronically to ra@wimbledonandwandlescouts.org. Prior to any face to face meeting taking place risk assessments must be approved by the District Commissioner or a nominee delegate.

It is a requirement that all Section Leaders read and understand this Action Plan and this Action Plan has been amended on the following dates:

V.1. Created by Peter Treagust 27 August 2020

The Approval Process



Current Alert Level

The current Readiness Level can be found by clicking [here](#)

Plan for 6/12th Mitcham Sea Scout Group

As it is clear that the Readiness Level is a sliding scale no one can be certain as to when face to face meetings will be allowed again. As such it is our responsibility to ensure that we, as a Group, have everything in place in order that we are in a position to offer face to face meetings in accordance with the readiness level set by HQ. With this in mind the following timetable has been proposed:

Task	Description	Date to be completed	Responsibility	Date Completed
Action Plan	This document	27/08/2020	GSL	
Draft Risk Assessments	Risk Assessment – Red			
	Risk Assessment – Amber			
	Risk Assessment – Yellow			
	Risk Assessment - Green			
Prepare Surveys	Draft a survey to both Leaders and the parents as per the below	27/08/2020	GSL	
Leaders Survey	A survey will be sent to all Section Leaders and Adult Volunteers to gauge their thoughts and feelings about returning to face to face meetings. A copy of this Action Plan to be emailed at the same time. Survey closes on the 04 September 2020.	30/08/2020	GSL	
Parents Survey	A survey will be sent to all Parents to gauge their thoughts and feelings about returning to face to face meetings. Survey closes on the 04 September 2020.	30/08/2020	Phil Dennis	
Surveys Reviewed	The results of the Surveys shall be reviewed and if necessary, this Action Plan shall be updated	06/09/2020	GSL	
Action Plan agreed	A copy of the agreed Action Plan is to be sent to all parents with invitation to comment on this Action Plan and the Risk Assessments. Parents will also be request to confirm who would be happy to return.	07/09/2020	Beavers	
			Cubs	

			Scouts	
Term Planning	Put together a term plan for the Autumn Term. This should include planning for small face to face groups and virtual meetings.	27/09/2020	Beaver Leaders	
			Cub Leaders	
			Scout Leaders	
Purchase PPE	Once the Action Plan has been agreed then the additional PPE and cleaning equipment required will need to be purchased and then stored appropriately at the Scout Hall	09/09/2020	Executive Committee to approve Peter Treagust - Purchase	

This Policy document only contains Amber Level Risk Assessments based on current guidance. As the guidance/alert level changes the associated Risk Assessments will be issued as separate documents

At this stage a Green Level Risk Assessment will not be drafted as it is assumed this will mean a normal face to face Scout Meeting and as such normal POR rules will apply.

It should be noted the Risk Assessments produced in this action plan have been adapted from the ones prepared by HQ to better suit the Group.

Things to Consider

Guidance

There will be many factors which Section Leaders will need to consider when adapting plans to meet both virtually and face to face. HQ has created many guidance and support documents to help Section Leaders plan. Their guidance covers a range of different situations which Section Leaders may want to plan for. More importantly they will assist and discuss what needs to be considered when the Readiness Level changes to allow some form of face to face meetings. Moreover, the guidance will support Section Leaders by providing check lists which will become invaluable when completing the written risk assessment required to facilitate meetings. The following Guidance is available:

- [Planning a safe and enjoyable programme](#)
- [Getting everyone there safely](#)
- [Working safely with the public](#)
- [Knowing what to do if something goes wrong](#)
- [Supporting those made most vulnerable by the crisis](#)

- [Protecting ourselves and others](#)
- [Finding a safe place to meet](#)

Each of the above Guidance contains a Risks and Mitigating Actions section which gives a clear indication and can be the starting point for a Risk Assessment in addition to those shown in this Policy, however, further consideration as to the risks involved will need to be considered.

Training

It is the responsibility of the GSL to ensure the all Section Leaders training is up to date and in accordance with Rule 3.43 of POR. If Section Leaders find that their DBS has expired, or that their mandatory training is now out of date. HQ has issued specific guidance regarding this, however as a minimum, all Section Leaders should ensure their safety and safeguarding training is up to date, and complete online before resuming face-to-face Scout meetings or activities. More information can be found by clicking [here](#).

GDPR

It has been argued that data sharing is going to be required in relation to COVID-19 and as such cooperation is going to be crucial to the process. This may include sharing with the Government and in particular with their Track and Trace system.

As such the Group may be sitting on information about their Section Leaders, Young People, Helpers and anyone else involved in the Group that could be put to use in the national interest or planning the allocation of digital resources as well as the spread of the virus itself. It is essential that data controllers remember their duty lies with the individuals whose data they control, as well as to society at large. If an agency of the state, such as an NHS trust, a police force or a government department, requests information that contains personal data, it should not simply be handed over because of the status of the requestor.

The fact that an organisation asking for personal data to be shared is a public body does not make the request legal. If the information sought includes health data or other special category data about identifiable individuals, one of the conditions of Article 9 GDPR must be satisfied to make the sharing permissible. Before handing over personal information a data controller must:

- Be satisfied that the purpose for which it is requested meets a condition set out by the law, not forgetting the provisions of newly introduced emergency legislation like the Coronavirus Act 2020.
- Agree that the data needs to be presented in the form requested for the purpose to be fulfilled (e.g. that anonymised data or a reduced amount of data would not meet the same requirements).
- Receive assurances that the personal data will only be retained by the recipient organisation for as long as needed and only used for the agreed purpose or one compatible with it.
- Be satisfied with any security arrangements made for the transfer and processing of the data.
- Ensure, if possible, the individuals whose data is shared are informed as soon as possible. Ideally this would be at the point of collection of their data, though that will be impossible in many situations.

First Aid

First Aid Policy

Before dealing with any incident, first aiders will need to ensure they wear a mask, visor and an apron along with disposable gloves as distancing will be broken. Sanitiser should also be used prior to and after treating the injury. All materials need to be disposed of properly, especially items that have blood or other bodily fluids on. These items should be double bagged. If it is possible and sensible the person being treated should also wear a mask. The masks should not be removed until the person is handed over to the ambulance service or a parent/guardian and they have left the location.

In accordance with HQ policy full detailed records need to be kept of any incident in case a COVID-19 outbreak occurs, this information will be needed by the Track and Trace System. An updated First Aid form can be found by clicking [here](#). The first aider should monitor themselves for symptoms of COVID-19 and if present should isolate, until a “negative” result is given as a result of being tested or until the isolation period is over.

CPR During COVID-19

In adults the current governmental advice is that a cloth or some other breathable covering should be placed over the mouth and nose and no rescue breaths should be given, only chest compressions at the normal rate (5-6cm compression at 30 beats followed by a break where normally rescue breaths are given but in this case the beats should be continuous). The other leader present should be phoning 999 as soon as the incident occurs, they should

then place the phone on speaker and maintain the Social Distance from the casualty and the first aider

For children, the guidance is different and this statement from the national resuscitation council explains why:

“We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.

For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.

Therefore, if there is any doubt about what to do, this statement should be used. It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.”

To this end, it is important that you take all necessary precautions by using a rescue face shield or pocket mask. Those involved should monitor themselves for the following 14 days and if appropriate should isolate themselves and those living with them until tested and given a “negative” result or until the isolation period is over.

What to do

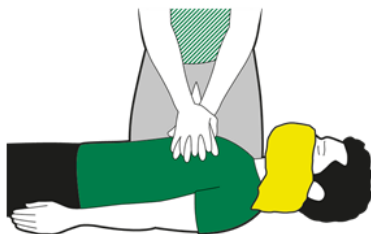
1



If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2



Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

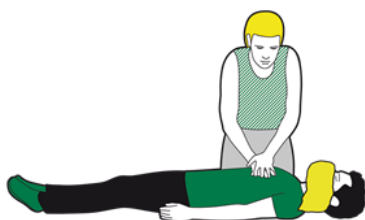
Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Full-screen Snip

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

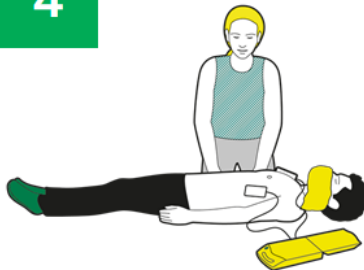
3



Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.

4



If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**

5



If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.

PPE, Cleaning and Sanitising

PPE

PPE (Personal Protective Equipment) should only be required when leaders are coming into contact with young people at a distance closer than 2 metres. This does not stop people from wearing masks etc. at meetings. The only reason the 2-metre distance should be breached is if it's absolutely necessary and with the minimum leaders needed to deal with the incident i.e. first aid or safety incident. The group will have at all meetings a minimum of:

- 10 FFP2 Grade Masks
- 4 Visors (CE Marked)
- At least 10 Disposable Plastic Aprons
- At least 20 Medical Grade Disposable Gloves
- 5x Single Use Resuscitation Masks or Pocket Masks
- Appropriate Bags for Contaminated Material
- Regular First Aid Kit






A specific cupboard in the kitchen will be designated for the safe storage of all PPE which will be easily accessible and clearly labelled so an adult can locate the same should there be an emergency.

As soon as any PPE is used an email must be sent to the GSL and/or a nominated leader so that replenishments can be ordered. **A meeting/activity cannot be held if the minimum PPE as mentioned above is not maintained with the First Aid Kits.**

PPE is only effective if it is worn properly. PPE should be fitted as below:

Donning or putting on PPE








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

- 1 Put on your plastic apron, making sure it is tied securely at the back. 
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin. 
- 3 Put on your eye protection if there is a risk of splashing. 
- 4 Put on non-sterile nitrile gloves. 
- 5 You are now ready to enter the patient area. 

PPE should be removed as below:

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. 
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 3 Snap or unfasten apron ties the neck and allow to fall forward. 
- 4 Once outside the patient room. Remove eye protection. 
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 6 Remove surgical mask. 
- 7 Now wash your hands with soap and water. 

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

Cleaning

Regular cleaning is another important job which must be carried out before and after each face to face session. Equipment sharing is not encouraged and activities should aim to give each young person their own equipment which others will not have contact with. There should also be minimal items sent home and minimal items bought from home. All of these measures help to prevent the spread of COVID-19.

Stage:	What Needs Cleaning?
Amber	Equipment Only
Yellow	Equipment and Hall
Green	Equipment and Hall

A sign off check sheet will need to be completed and uploaded to the relevant folder in the Groups Seagate Google Drive to confirm the completion of the above activities.

Equipment Cleaning:

All cleaning wipes/solutions need to be compliant with BS EN14476 standards.

When cleaning disposable gloves and aprons should be worn.

In addition to the PPE the Group will need to keep a constant stock level of cleaning equipment and as such the minimum of the following should be kept:

2 packs of cleaning wipes compliant with BS EN14476 – 1 of which must be sealed

2.5 litres of D10 cleaning solution – 1 of which must be sealed

2.5 litres of Milton sterilising solution – 1 of which must be sealed.

Due to the toxic nature of some cleaning products a separate cupboard in the kitchen will be designated and that cupboard should be locked to prevent access by unauthorised people.

All Safety Data Sheets for each of the cleaning products should be uploaded to the relevant folder in the Groups Seagate Google Drive and also kept with the cleaning products.

When holding a meeting/activity outside it is the responsibility of the leader in charge of the meeting/activity to ensure they have taken cleaning material complying with this Policy Document.

Plastic Equipment, Ropes and any other equipment which will not be damaged by bleach and water should where possible be placed in a suitable plastic crate and then be soaked in a Milton solution for at least 15 minutes. If this cannot be achieved due to the physical size of the equipment it should be wiped down with suitable cleaning solution.

Any other equipment should be quarantined for a period of 72 hours before being used again.

Pens, Pencils and Stationery should either be quarantined or wiped down with BS EN14476 compliant wipes.

Hall Cleaning

- Toilets Cleaned with a D10 Cleaning Solution
- Kitchen Cleaned with a D10 Cleaning Solution
- Floor Mopped with a BS EN14476 Compliant Cleaning Solution
- Touch Points wiped down with a D10 Cleaning Solution or suitable cleaning wipes
- Tables and chairs that are used wiped down with D10 Cleaning Solution

A sign off check sheet will be provided for each session which should be completed to confirm the above cleaning activities have been complied with. A digital copy of the sheet can be found by clicking [here](#). The completed form must be left in the clearly marked container mounted in the entrance lobby of the hall, failure to do this will be regarded as a serious breach of the Group's COVID-19 rules and may result in a hall ban.

Sanitising

At each meeting there should be sanitiser available to be used before, during and after meetings. Hand washing is also actively encouraged but this is not possible when out in open areas and so sanitiser is the alternative.

At every meeting/activity every person in attendance will be asked to either wash their hands for a minimum of twenty seconds using soap and hot water or use suitable sanitiser upon entering and leaving the hall. It will also be advisable for everyone in attendance to wash/sanitise their hands after every activity or every half hour whichever is the earliest.

For those meetings held outside and away from the hall sanitiser will be available. As with hand washing everyone who is in attendance must use it at the start and finish of the meeting as well as using the sanitiser after every activity or every half hour whichever is the earliest.

Sanitiser should be alcohol based as this has proved effective against COVID-19

A copy of the Safety Data Sheets for Sanitiser gel products will be uploaded to the relevant folder in the Groups Seagate Google Drive and also kept with the cleaning products.

Soaps should also be anti-bacterial.

In addition to the above anyone who is in attendance must wash their hands and/or use hand sanitiser if they touch their face/mouth/nose/eyes or before/after eating.

Sanitising Equipment

In addition to the PPE and cleaning equipment the Group will need to keep a constant stock level of sanitising equipment to ensure the Group always has reserves available.

Group Sizes and Distancing

Group Sizes

The size of a group is defined within the NYA Framework. HQ will update this as and when they can, the actual size of the groups will be shown by clicking [here](#). At each meeting minimum ratios must be met. These ratios are as follows:

Section:	In Hall Ratio:	Outdoor Ratio:
Beavers	2 Adults (One must hold an appointment)	1 Adult to 6 Beavers plus the Leader in Charge
Cubs	2 Adults (One must hold an appointment)	1 Adult to 8 Cubs plus the Leader in Charge
Scouts	2 Adults (One must hold an appointment)	1 Adult to 12 Scouts

Distancing

As was stated in the All Members Meeting on 24/06/2020 by Graeme Hamilton (Deputy Chief Commissioner) the distance between each unit or group must be at least 25 metres. This means as long as the ratios above are met then multiple groups can meet simultaneously as long as they are 25+ metres apart.

Bubbles

The Education System has implemented a Bubble System whereby those in the bubble stay with them during schooling. Similarly, we should aim to group the young people in bubbles. When planning bubbles, these are some key considerations:

- Siblings (Try to keep siblings in one bubble, that way there isn't cross bubble contamination)

- Schools (Try to reduce the number of different schools in one bubble)

The Section Leader of each group/bubble will need to keep an accurate register of who was in attendance. After each meeting this register will need to be uploaded to the relevant folder on the Groups Seagate Google Drive. This information must be kept for a minimum of 6 weeks for the Track and Trace System in the event of an outbreak.

The Group must avoid where possible parents entering the hall or being closely in attendance at outside meetings/activities in order to reduce the risk of cross contamination.

When face to face meetings are allowed to take place in the hall the entrance doors should be closed at the start of the meeting/activity, late arrivals and "visitors" will need to ring a doorbell for permission to enter in order to reduce the risk of cross contamination.

Leaders must ensure that Social Distancing rules are adhered to at all face to face meetings/activities.

Section Meeting Times, Days and Locations

It may be the case that when arranging meetings to take place outdoors meeting days and times will need to be adjusted to take account of the number of young people and adults involved. This may also be the result of the availability of leaders. The Group has not agreed a list of preferred outside locations for meetings but Morden Hall Park and/or District HQ are seen as viable locations where it would be possible to drop off and collect youth members while maintaining social distancing. This should mean the lowest chance of getting in the way of other people. This will also facilitate the space for multiple meetings being ran simultaneously at 25+ metres distance. The use of the District HQ would be dependent on the District publishing a suitable risk assessment for the site. Other outside locations can be used by individual sections within the Group as deemed appropriate but these must be the subject of specific Risk Assessments and take into account the requirements outlined in this document.

A key concern will be the availability of washing facilities and toilets. Therefore it may be necessary to shorten meeting lengths and remind young people to use the toilet before attending. Sanitiser will be used in place of hand washing facilities. Where leaders feel it necessary to provide drinks for their sections it is recommended drinks be offered later in the activity to reduce the need for a young person to use the toilet. It is essential leaders take into account toilet facilities when planning outside meetings/activities and develop coping strategies for inclusion in risk assessments.

Young People should not attend meetings if they have any COVID-19 symptoms and, if possible, the section leader should be informed. Temperature checks will be made on arrival with non-contact thermometers. If temperature is above 37.8°C the Young Person will be unable to attend the meeting. The same policy will apply to leaders.

If the Group is limited to holding section meetings outdoors the weather conditions will be a key factor and it is likely some meetings will be cancelled at short notice. It is essential each section has a clear process in place for communicating with parents. It is recommended that when planning term programmes section leaders have sufficient virtual meetings available to take account of cancelled face to face outside meetings.

Transport to and from meetings

Transport to and from the venue should be encouraged to be on foot if possible, to prevent traffic build up. Lift shares should be avoided if at all possible and if not then surfaces should be cleaned before and after use. Masks and other PPE should be used whilst in the vehicle to help prevent the spread of COVID-19. If it becomes clear that lift sharing is unavoidable this information must be clearly understood by the leaders running an activity so they can take this into account when creating activity groups/bubbles.

Clearly during the COVID-19 Pandemic parents transporting young people to and from face to face outside meetings will be critical if each section is to provide exciting and challenging activities. During these difficult times it is essential parents and leaders work together.

When the Group is able to commence meeting in the hall parents must be reminded that parking in Glebe Court is for residents only and that a young person should be dropped off at the entrance to Glebe Court and, if it is deemed necessary, a parent should accompany their child to the hall on foot while maintaining social distancing.

It is important the Group maintains social distancing at the hall so the Group will introduce a one way system to enable parents to drop off and collect their children when this is necessary. While the exact arrangements are still being formalised it is likely we will arrange drop off using the front door and then exit using the side door. While when collecting young people parents will enter via the side door and leave using the front door. When the final arrangements are confirmed we will issue detailed instructions to all parents and will ensure we have suitable signage in place to prevent confusion. Given the lack of available outside space at the hall we will request that if social distancing cannot be maintained parents ensure that suitable face covering is worn to reduce COVID-19 risk. To prevent unnecessary access to the hall it is requested parents, wherever practical, do not accompany their child/children to the gates of the hall. If a parent has a need to meet a leader face to face leaders/parents should book the meeting in advance and ensure they keep strictly to the booking time to avoid any resulting queuing or delays to the sections programme.

Sanitiser stations will be placed at the front door and side door of the hall and everyone will be asked to use the facility before entering and/or leaving. If other young people/parents are waiting to enter the hall please follow the social distancing rules that apply.

Young People should not attend meetings if they have any symptoms and if possible, the section leader should be informed. Temperature checks will be made on arrival with non-contact thermometers. If temperature is above 37.8°C the Young Person will be unable to attend the meeting. The same policy will apply to leaders.

Contacting Parents

As a Group we wish to engage with Parents as much as possible in the process of returning to face to face meetings. It is appreciated that in view of the seriousness of COVID-19 that they may have additional concerns which will need to be considered. As such the Group should be using email to ensure Parents have sufficient information to make informed decisions regarding the return of face to face scouting.

Each section has a procedure for contacting parents. While the COVID-19 situation remains it may be necessary to cancel activities and meetings at the last minute due to unforeseen circumstances such as poor weather and a change in the alert level. It is likely phone calls, text messages and/or WhatsApp may prove to be the quickest form of contact. All sections should ensure their current OSM parent data is checked and validated to ensure all communications can be done speedily.

HQ has prepared template letters which need to be sent to Parents to inform them of the Groups proposed plans to re start face to face meetings. The following templates are available:

- [Letter to tell parents of plans to re-start](#)
- [Letter to update Parents that we are ready to meet outdoors](#)
- [Letter to update Parents to tell them we are ready to meet indoors](#)

OSM

In view of the seriousness of the current pandemic it is imperative that all information held on OSM is up to date. In particular new fields are being added “Has the COVID-19 Code of Conduct been read and do the parents agree to abide by this code” and “It is confirmed that a parent has explained the COVID-19 Code of Conduct to their child and he/she understands it” must be completed before the young person attends face to face outside meetings and meetings in the hall. **NO YOUNG PERSON WILL BE ABLE TO ATTEND UNTIL SUCH TIME AS OSM HAS RECORDED THAT THE DETAILS HAVE BEEN UPDATED AND/OR CONFIRMED BY A PARENT.**

In the initial communication with the parents it is needed to be made absolutely clear that if someone within the bubble tests positive for COVID-19 then the Group will have no alternative but to provide contact information to the Track and Trace System

CODE OF CONDUCT (COVID-19 ADDITIONS)

As a result of the new framework it is clear that additions will need to be included to the Group’s existing Code of Conduct. The following will need to be communicated to the parents and the young people:

- 1 I will always maintain a minimum of 2 metres distance (or any other distance introduced by the Government) from the closest person unless it is an emergency.
- 2 I will not attend a face to face meeting if I am presenting any COVID-19 symptoms.
- 3 I will not be disappointed if a meeting is cancelled at last minute.
- 4 I agree that if unfortunately, another member of my bubble or group tests positive I will follow the guidance set by the Government in relation to self-isolation.
- 5 I consent to the Section Leader providing my contact details to the Government Track and Trace System if unfortunately another member of my bubble or group tests positive.
- 6 I understand that if I breach any of these rules then I may be suspended from the group until decided by the GSL.

The above additions to the Code of Conduct must be emailed to the parents as a separate document when the Action Plan is emailed to them together with an invite to update the contact data held on OSM.

It is acknowledged that Code 5 may breach GDPR, but any parent/guardian accepts this by allowing their Young Person to attend any face to face meeting.

What Happens if a Young Person Breaks the Distancing?

The leader should ensure they separate as soon as possible. Those involved should then sanitise their hands. The incident will also need to be recorded by the leaders and parents should be informed and asked to monitor the young person for symptoms for the next 14 days. If symptoms do occur then the details of all those who were at that meeting will be needed for the track and trace service. A form for recording these can be found by clicking [here](#).

All of this action plan will be communicated to the young people before the meetings begin to take place. They will also be involved in the risk assessment process and an agreement will be written by each section which the young people will be asked to agree to before being allowed to return to face to face meetings.

If the young person repeatedly breaks the distancing they may not be allowed to return to face to face meetings for a period as defined by the section leader and GSL.

Surveys

The Group will run a number of Surveys to gauge the feelings of the Parents to establish the most effective way for the Group to run meetings for the benefit of the Young People.

Initial Survey

The Group will send the following email to the Parents:

Dear Parents

Following guidance released by The Scouts Association on the 25 June 2020 we, as a Group, are now starting to plan for a gradually return to face to face scouting. Presently The Scout Association has put together a framework which we will be complying with - a copy of which can be found by going to <https://www.scouts.org.uk/volunteers/scouts-at-home/gettingeveryone-back-together-safely/>

In order to help the Executive Committee and in particular the Section Leaders we have prepared this survey to allow us to collate subjective feedback anonymously. The survey will be undertaken using Google Forms.

If you have more than one young person within the Group, please can you complete the survey for each young person.

It should be noted the more replies we receive the better we will be informed.

Kind regards

Peter Treagust GSL 6/12 Mitcham Sea Scout Group

For and on behalf

6/12th Mitcham Scouts Group Executive Committee and Section Leaders

The Survey will ask the following questions

1. Please confirm what section your Young Person is a member off

Beavers Cubs Scouts

2. As the Scouts Association has changed their Readiness Level to Amber how would you feel about your young person returning to Face to Face meetings in a group of up to 15 Young People and Leaders meeting OUTSIDE the Scout Hall. Any organised meetings will follow the current guidelines issued by both Scout Association and the Government which will include a stringent cleaning regime.

Not Happy/Happy/Very Happy

3. If the infection rate reduced and the Scouts Association changed their Readiness Level to Yellow how would you feel about your young person returning to Face to Face meetings in a group of around 15 (to be confirmed but this appears to be the current guidelines) meeting inside the Scout Hall. Any organised meetings will follow the current guidelines issued by both The Scouts Association and the Government which will include a stringent cleaning regime.

Not Happy/Happy/Very Happy

4. If the infection rate continued to reduce and the Scouts Association changed their readiness level to Green how would you feel about your young person returning to Face to Face meetings inside the Scout Hall. Any organised meetings will follow the current guidelines issued by both The Scouts Association and the Government.

Not Happy/Happy/Very Happy

5. If we were to offer face to face meetings it is likely, especially, in the first few weeks and months that meetings would be a mixture of both virtual and face to face meetings. How likely is it that your Young Person would attend the virtual meetings?

Not Very Likely/Likely/Very Likely

6. Please let us have any comments or questions you may have so that we may factor it in our future plans.

Appendix 1 - First Aid Report Form

6/12th Mitcham Sea Scout Group First Aid Report Form

Leader Information	
Leader in Charge:	
Address	
Contact Tel	
Email	

Injured person Information	
Name of Young Person	
Date of Birth	
Gender	
Are they presenting with COVID-19 Symptoms	Yes / No

Accident Information			
Date of Accident		Time of Accident	
Date Reported		Time Reported	
Accident reported by			
Location of Accident			
Details of Injury			
Nature and how accident happened			
Did anyone witness the accident			
Name of witnesses			
First aid provided (if yes provide details)			
Parents/Guardian Notified (if yes provide details)			
Recommended action to be taken			

Form completed by:	
Date	
Time	

RECORD MUST BE KEPT FOR AT LEAST 6 WEEKS FOLLOWING COMPLETION OF REPORT

PLEASE EMAIL A COMPLETED COPY TO PETER TREAGUST

Appendix 2 – Incident Report Form

6/12th Mitcham Sea Scout Group Incident Report Form

Leader Information	
Leader in Charge:	
Address	
Contact Tel	
Email	

Injured person Information	Person 1	Person 2	Person 3
Name of Young Person			
Are they presenting with COVID-19 Symptoms	Yes / No	Yes / No	Yes / No

Incident Information			
Date of Incident		Time of Incident	
Date of Incident		Time Reported	
Accident reported by			
Location of Incident			
Details of Incident			
Did anyone witness the accident			
Name of witnesses			
Parents/Guardian Notified (if yes provide details)			
Recommended action to be taken			

Form completed by:	
Date	
Time	

RECORD MUST BE KEPT FOR AT LEAST 6 WEEKS FOLLOWING COMPLETION OF REPORT

PLEASE EMAIL A COMPLETED COPY TO PETER TREAGUST

Appendix 3 – Hall Cleaning Sign Off Sheet

Leader/Individual in Charge to Initial once complete. The completed form must be left in the folder located in the entrance lobby of the hall, failure to do this will be regarded as a breach of the Group's COVID-19 rules and may result in a hall ban. It may not be necessary to clean prior to meeting depending on hall usage.

Area	Description	Prior to the meeting	After the meeting
Toilets	Toilet Basins Cleaned with D10 Cleaning Solution		
	Sinks Cleaned Basin Cleaned with D10 Cleaning Solution		
	Floors Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
Kitchen	Sink Cleaned Basin Cleaned with D10 Cleaning Solution		
	Floor Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		
	All work surfaces wiped with an anti-bacterial and/or D10 Cleaning Solution		
Entrance Hall and Disabled Toilet Corridor	Floor Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switches wiped with an anti-bacterial and/or D10 Cleaning Solution		
Hall	Floor Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switches wiped with an anti-bacterial and/or D10 Cleaning Solution		

Signed:		Dated	
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PLEASE EMAIL A COMPLETED COPY TO PETER TREAGUST

Appendix 4 – Readiness Level Amber – Risk Assessment Virtual Meeting

This document has been completed to provide a risk assessment for the 6/12 Mitcham Sea Scout Group Virtual Meetings via Zoom. It should be read and understood by all Leaders attending the meetings and is available on request to anyone participating and/or their parent or guardian together with anyone connected with The Scouts Association. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments should be ongoing throughout the meeting.

The structure of the Risk Assessment is presented in 5 sections (columns).

- Risk - This section identifies the area of risk
- Hazards associated with the risk – This section details the hazards associated with the risk
- Who could be harmed?
- Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.

Date of risk assessment:

V.1.28 July 2020 – Peter Treagust

Risk	Hazard associated with risk	Who could be harmed	Measures to reduce or manage Risk	Responsibility
Virtual Scout Group	Unwelcome participants / gate crashing	Young people	<ul style="list-style-type: none"> Waiting room with admission to meeting controlled by Host. All participants to enter with their proper name. All participants to have cameras enabled. Meeting ID and Password not to be published online. Change Meeting ID and Password for each meeting. Meeting ID and Password to be emailed to parents the night before the meeting.	Section Leader / Host of meeting
Virtual Scout Group	Bombing	Young people	<ul style="list-style-type: none"> Only Host can share screen. Disable “chat function”. 	Section Leader /Host of meeting
Virtual Scout Group	Unsupervised adult and young person interaction	Young people / adult	<ul style="list-style-type: none"> Host can only admit young person once there is more than one adult in the call. Recommend a parent be in the same location as young person during meeting. Disable one to one chat function. If a leader has a child in the section ensure the young person’s name is used for the log in if the leader does not intend to remain in the meeting.	Adult in attendance / parent / Section Leader / Host of meeting

Virtual Scout Group	Data stolen /Identity Theft	Young people / leader / parents	<ul style="list-style-type: none"> • Ensure PC / Laptop settings are up to date and security settings are enhanced. • Do not store Scout Material other than in accordance with what has been agreed with the executive committee. • Do not make information relating to the meeting public. 	Section Leader / Host of meeting
Individual young person	Bullying	Young person	<ul style="list-style-type: none"> • Ensure that adult to young people ratios are maintained. • Disable Chat Function including individual communications. • Monitor Breakout rooms. • Deal with any incidents robustly. 	Section Leader / Host of meeting
Virtual Scout Group	Accidental indecent exposure	Young person / adult / leader	<ul style="list-style-type: none"> • Ensure that young people are not positioned near potential sources of unexpected exposure i.e. toilet/bathroom. • Remind parents to tell others within the house that a Scout Meeting is about to take place. Remind young people not to take their zoom device with them to bathroom/toilet. 	Section Leader / Host of meeting
Virtual Scout Group	Accidental exposure to bad/foul language or inappropriate private conversations	Young person / adult / leader	<ul style="list-style-type: none"> • Remind young people of our Code of Conduct • Remind young people and parents the microphone will pick up background conversations. Request they keep this in mind while the meeting takes place and ensure no inappropriate language can be overheard. Encourage the use of the mute button and mute the person if bad language is heard. If an incident does occur follow up with parent to ensure it does not happen again 	Section Leader / Host of meeting

As per the guidance issued by The Scouts Association if an incident is to occur the following steps must immediately be actioned:

1. Close the chat.
2. Inform the parents that an incident has occurred.
3. Inform the Executive Committee and Group Scout Leader that an incident has occurred.
4. Report to the local police if the incident involved criminal activity; and
5. Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.