



North East Young Dads and Lads Project (NEYDL) Covid-19 related Policies and Procedures

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North East Young Dads and Lads Project COVID-19 Policy (Written in September 2020 with revisions thereafter)

This policy was developed as a result of the COVID-19 Virus global pandemic in order to give assurance to staff, volunteers, service users, the board, our funders and wider partners.

Policy Statement

North East Young Dads and Lads Project (NEYDL) staff have a professional duty to take such steps that are reasonable to ensure the safety and wellbeing for all people the service works with or is in contact within.

Policy Aims

The aim of the NEYDL COVID-19 Policy is.

To work as an **apex document** for all policies; this document does not replace any policy and should be read in conjunction with. The policy does have some additions to current policies and aims to set these out.

Establish how we work in a changeable situation.

How we continue to thrive as an organisation ensuring the best outcomes for the young men we work with.

Continue to support staff, in conjunction with the staff handbook, in the best way.

Policy Implementation

The NEYDL COVID-19 Policy will be implemented by adhering to the policy guidelines contained within this document. All staff at NEYDL must comply with this Policy and disciplinary action may be taken if staff fail to do so, in line with the NEYDL disciplinary procedure which can be found in the staff handbook.

Further, due to new legislation individuals may be personally liable if they break new laws connected with COVID-19.

All policies will be reviewed by the board on an annual basis. However, due to the changeable situation this policy will be reviewed every 3months.

After policies are signed off by the Charities board, they will be made available to all staff who will read and sign them and feedback any queries or questions that they have. Appendix 1 shows a table of versions and the dates on which they were submitted and approved.

How we work in a changeable situation

Due to the changes in legislative rules connected with COVID-19, NEYDL must always be ready to respond to change and remain in line with the latest guidance which can be viewed at <https://www.gov.uk/coronavirus>. Staff and volunteers should pay particular attention to local changes such as local lockdowns.

All staff and volunteers are requested to follow government guidance's and this policy does not replace the guidance issued; for example, should staff feel they have symptoms they should follow the guidelines.

Steps to COVID security – In all our work NEYDL MUST remain COVID Secure and adhere to the following:

1. Action plan in place (roles and responsibilities)
2. Risk Assessment are up to date
3. Groups/Bubbles are manageable (age appropriate)
4. Hygiene is robust – handwashing etc
5. Venue is clean and kept clean
6. Face coverings are worn when needed
7. Social distancing is in place

Additional aspects NEYDL needs to consider are given below.

1. Buildings - Each building space should evaluate what measures need to be put in place in premises to ensure the safeguarding of employees, young men and visitors.

1. NHS Test and Trace information gathered

A risk assessment should be carried out ensuring you involve and consult your employees throughout this process. Staff may be feeling anxious about returning to work and what measures the project is putting into place to safeguard them and the safeguards should be promoted so not only are they adhered too but also reduce anxious emotions. The policy should ensure that spaces can be maintained, good air flow, face coverings where appropriate and “hot spot” areas such as kitchens and/or toilets.

2. Outside Space - NEYDL does work outside – this can support wellbeing of young people to remain in contact while supporting social distancing. As rules change NEYDL must remain within the recommended guidelines set by the government. Some organisations have made the decision to relax rules if they are supporting an essential need; NEYDL does not take this stance due to the risk of infection to young people and/or staff and volunteers.

3. Beekeeping - As this is livestock this must be maintained, even during a national or local lock down. Staff should travel to locations alone where possible, and when working (while difficult due to space) should remain 2m apart where possible. Latest advice from the National Bee Unit which is frequently up- dated should be followed [http://www.nationalbeeunit.com/download- News.cfm?id=170](http://www.nationalbeeunit.com/download-News.cfm?id=170)

4. Communications - NEYDL should continue to communication as normal. Extra communications via social media should be considered to support engagement and a reduction of service offer.

5. Individual and group work support - Where possible we will continue to support young men online via video conferencing, messaging services or telephone. If a physical 121 appointment is necessary, outdoor locations should be considered first to support social distancing, however, confidentiality must be adhered too. Should an indoor space be used, social distancing and masks should be used. Groups will follow local guidance based on numbers allowed at any one time. Any activities should avoid physical contact or sharing equipment where possible. Further it should be considered that local services may be closed such as toilets, locations for drinks etc and these should be considered in any group risk assessment.

6. Meetings - These should be held online as preference where possible.

7. Staff wellbeing - All staff risk assessments should add in support for COVID-19, considering mental and physical health.

COVID-19 has added pressure on individuals, families and communities. Staff and volunteer wellbeing is paramount to the organisation and the staff handbook should be followed. Due to COVID-19 it should be considered that home working can be isolating, and additional support/contact can aid well- being such as.

- Coffee conversations – a call just for a chat.
A socially distanced meet up if an individual is struggling. Supporting breaks during the working day, encourage to do non-work activity.
- Physical health conditions should be considered; working at home can add pressure due to lack of equipment (desks, screens etc). This should be discussed and agreed with the CEO to what options can support.
- Staff should not be left out of pocket due to COVID-19 expenses and claims should be made in the usual way.

8. Support for young men and families - Ensuring NEYDL meets its aims, objectives and its funders requests is para- mount. The service has remained open so far during lock down and has adapted to best meet needs of young men ensuring they are at the heart of all we do. However, COVID-19 has presented so challenges.

9. Safeguarding - As this policy does not replace our children's or adults safeguarding policy this should be considered first. However, COVID-19 has added some additional concerns particularly the pressure of lock-down on families.

Staff should continue to report concerns and “gut feelings” as during COVID-19 this is more important. Engaging with young people but not being able to see them (if via telephone for example) or their home (how is their living satiation) adds particular challenges for staff and volunteers. Staff are

encouraged to ask about any concerns a young man may have, and this will continue, and if safe to do so, will be asked more to ensure young men have ample opportunity to ensure their safeguarding needs are met.

Staff may have to respond to new challenges (for example video calls into someone's home offers a new perspective and concerns may be viewed). This should follow current safeguarding policy, but staff should be aware of the risk of video calls prior to starting them and consider how they would report any risks.

Staff, volunteers and young people should also understand the risks to video calls and setting rules connected to these can aid safeguarding such as starting a call by.

- Ensuring a level of confidentiality (e.g., are they alone or can they use headphones?)
Ensuring backgrounds are protected from objects or people which could raise a concern (e.g., a child at home, or photos which are considered private).
- Ensuring no screen grabs, recordings and photos are taken unless agreed.

10. 121 and Group work

This follows the staff policy, but we must ensure that young men are supported in the best way possible, ensuring they are able to engage in ways which support their needs during the pandemic. This paramount priority means engaging actively and continually with young men, asking about their needs more and ensuring that we are meeting them.

11. Training

All staff and volunteers to attend and evidence completion of Virtual College 'Prevent COVID-19' online course.



Covid-19 Practice Statement for all NEYDL Staff & Volunteers

- If you have been contacted by NHS 'Test and Trace', have knowingly been in close contact with anyone testing positive for Covid, or are displaying any symptoms of Covid you must self-isolate and seek immediate advice from NHS 111.
- All meetings should be conducted online where possible.
- On entering the building (Mitchell House) staff must immediately take their temperature using the non-contact thermometer gun provided and sanitize their hands. If the thermometer gun displays a high-fever warning, you must immediately vacate the building and contact NHS 111.
- A safe social distance of at least 2 meters must be adhered to at all times and face coverings should be worn where appropriate.
- There must be a maximum of 6 people in the building at any one time.
- On leaving the building staff must sanitize their workstations and hands again.
- Staff should supply their own cups, drinking glasses and stationery and not use anyone else's.
- Young men (as service beneficiaries) should only travel in a staff members car if absolutely necessary and as a last resort. In this case the young man is to travel in the back seat, with front and back windows open for ventilation and both parties should wear a face covering for the duration of the journey and sanitize hands on entry to and exit of the vehicle.
- When working with young men in venues within the community the attached NEYDL risk assessment should be carried out alongside the venues own risk assessment.
- Young men should be encouraged to download the NHS track and trace app to scan into the venue but should also give their details for NEYDL's own Test and Trace reporting procedures.



COVID SECURE TRANSPORT- ACCEPTANCE OF TERMS AND CONDITIONS

As Lockdown eases and Covid 19 precautions remain, there may be circumstances when it is necessary for a NEYDL staff member to offer a lift by car to a service beneficiary (providing both parties have signed and dated their acceptance of the terms and conditions set out below:

ADD FULL NAME HERE.....

I accept and commit to abide by the following terms and conditions before I offer a lift to / accept a lift from a NEYDL service beneficiary / NEYDL staff member.

I will be wearing a face mask fitted correctly before entering the car and for the duration of the journey.

I understand that windows on both sides of the car will be open for the duration of the journey.

I understand that the air conditioning system in the vehicle will be turned off.

I will observe the following configuration of the two people in the vehicle: Driver in the driver seat, passenger in the rear left passenger seat.

As driver and staff member I will admit only one NEYDL service beneficiary into my car on any given day.

I will CANCEL any lift arrangement which has been made IF:

- I test positive for Covid 19.
- I am showing any possible symptoms of Covid 19: persistent dry cough, or high temperature, or loss of taste.
- I have been asked to self-isolate.
- Any person in my household has tested positive or displayed any symptoms in the fourteen days prior to the lift arrangement.
- Any person with whom I have been in close proximity in the fourteen days prior to the lift arrangement has tested positive or is displaying any symptoms.

I understand that this policy on lift arrangements may be revoked at any time, and that lift arrangements are entered into entirely voluntarily by both parties, so that the driver bears personal responsibility.

SIGNED.....DATE.....

Signed and dated hard copy of this form of acceptance, from driver and service user, must be in the hands of Doug Laidlaw, Safeguarding Lead, before any lift arrangement takes place.



COVID-19 - Collection of Name and Contact Details for NHS Test and Trace Consent Form

In order to support the NHS Test and Trace programmed, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving [*church/cathedral/relevant church building*].

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

Thank you for your understanding.

If you agree to providing your information for this reason, please complete the following form:

Name.....

Telephone Number.....

Signed.....

Date.....

NEYDL Risk Assessment Incorporating Covid-19: Indoor 1:1 and group work at Mitchell House, Gateshead.

Date of Assessment:

Assessor: Claire Muers, Finance Officer

Review Date: Ongoing

Description of Tasks / Activity	Potential Hazards	Preventative Measures	Risk Rating
Staff Being in the building	Intruder / accidents / incidents	<ul style="list-style-type: none"> • Staff to ensure they lock the door behind them upon entry to the building. • Movements must be updated in the staff team calendar. • Management must be aware when staff are in the building. 	High
Absence of telephone in the building	Unable to contact anyone in an emergency.	<ul style="list-style-type: none"> • Staff to ensure they carry a charged mobile phone with them when in the building. 	Medium
Staff being in the building during Covid-19 pandemic	Spread of the virus	<ul style="list-style-type: none"> • Ask staff to walk, drive or cycle to the building and avoid public transport where possible. • If staff are displaying any symptoms of Covid-19 they are to self-isolate and stay at home. • Masks should be worn at all times unless medically exempt. • Maintain social distancing and physically arrange the space to facilitate two-meter rule. • Put visual prompts around the building to wash hands and keep distance. • Wash hands on entry and exit to the building and ensure sanitizer is available at the door. • Sanitize all areas and equipment before and after use. • Do not invite partner agencies to the building. • Use own pens, cups etc. 	High

NEYDL Risk Assessment COVID 19: Beekeeping - OUTDOOR Setting

Date Of Assessment: 16.10.2020

Assessor: Tom Jamieson, Community Beekeeper

Review date: Ongoing

Description of Tasks / Activity	Potential Hazards	Preventative Measures	Risk Rating
Group work at the hives	Transmission of the virus	<ul style="list-style-type: none"> • Two persons maximum within the confines of any apiary, staff member wearing facemask or visor. • Any necessary proximity of the two at less than 2m to be kept to a minimum. • Up to four persons on site, the two not at the hives keeping social distance. 	High
Use of tools	Transmission of the virus	<p>Each individual to supplied with their own tools, to be scrubbed in scalding hot water before use by another person on a different occasion.</p> <p>One smoker may be shared by all of the group at an apiary once they are gloved up, but only one person should charge, light, re-charge, extinguish and empty it.</p>	Low
Use of gauntlets	Transmission of the virus	Staff and volunteers to use their own gauntlets exclusively. Trainees to wear single-use latex gloves inside gauntlets.	Medium
Use of bee suits	Transmission of the virus	Staff and volunteers to use their own suits exclusively. After a trainee's use of a suit, it is washed before another person wears it.	Low
Movement of occupied hives	Transmission of the virus	Two staff members only to share the task of moving a hive full of bees, both wearing masks.	High

NEYDL Risk Assessment COVID 19: Beekeeping - INDOOR Setting

Date Of Assessment: 16.10.2020

Assessor: Tom Jamieson, Community Beekeeper

Review date: Ongoing

Description of Tasks / Activity	Potential Hazards	Preventative Measures	Risk Rating
Work at Mitchell House	Transmission of the virus	All Covid-secure arrangements set out for activity at the premises to be observed.	High
Carpentry	Transmission of the virus	Tools and materials to be allocated to individual work stations before a session begins, and tool handles to be wiped with disinfectant before they are shared and at the end of the session.	Medium
Honey Harvesting	Transmission of the virus	Work stations for uncapping, spinning and straining to be arranged providing social distance. Hall to be kept ventilated. Face masks and single use latex gloves to be worn.	High
Training	Transmission of the virus	Hands-on demonstration by the tutor and practice by students with hive parts and hive tools to be undertaken wearing single-use latex gloves. Information text, images and videos to be shared digitally through WhatsApp where possible. Any printed information to be handled covid-securely by the tutor and then kept by the student. Weather permitting, the Mitchell House Garden may be used in place of the hall as the venue for training sessions.	Medium

NEYDL Risk Assessment COVID 19: Community Cycling Project

Date of Assessment: 21st June 2021

Assessor: Kevin Stoodley, CEO

Review Date: Ongoing

Description of Tasks / Activity	Potential Hazards	Preventative Measures	Risk Rating
Work at Mitchell House	Transmission of the virus	All Covid-secure arrangements set out for activity at the premises (either Mitchell House or Dunston Drop-in) to be observed.	High
Travel to and from the venue.	Transmission of the virus	Staggered arrival and departure times for staff, volunteers and service beneficiaries to be introduced to reduce crowding. Work in fixed teams and where possible use public transport. Only provide lifts for service beneficiaries where absolutely necessary and follow the Covid Secure Transport Policy in this instance and for travel by Taxis.	High
Cycle maintenance	Transmission of the virus	Tools and equipment to be allocated to individual workstations before a session begins. Tool handles to be wiped with disinfectant before they are shared and at the end of the session. 2 metre social distancing rules to be followed using side to side and back-to-back working practices rather than face to face. Face masks and single-use non-latex gloves to be worn. Weather permitting, the outdoor space at Mitchell House or Dunston Young People's Drop-in to be used in place of the hall as the venue for training sessions. For indoor spaces, good ventilation to be ensured by opening windows and doors. Work in fixed teams where possible.	Medium
Training workshops	Transmission of the virus	Hands-on demonstration by the tutor and practice by service beneficiaries with tools and equipment to be undertaken wearing single-use non-latex gloves and face masks. Information text, images and videos to be shared digitally through WhatsApp where possible. Any printed information to be handled covid-securely by the tutor and then kept by the student. Weather permitting, the outdoor space at Mitchell House or Dunston Young People's Drop-in to be used in place of the hall as the venue for training sessions. For indoor spaces, good ventilation to be ensured by opening windows and doors.	Medium

**A few words on Covid-19 informed by the document:
'Managing youth sector activities and spaces during COVID-19 (May 2021 Version 6) by the National Youth Agency**

Prepared by Kevin Stoodley

Pg6. All providers of youth provision/services must complete a Covid-19 action plan.

Pg9. Basics of Covid security (it's nothing we don't already know but worth a read nonetheless).

Pg12. From 17th May the readiness level moves to **Yellow** which means:
The only significant change from Amber to Yellow is the introduction of camping and overnight residentials.

Note, the only step up from Yellow (17th May) to Green (21st June unless the new covid strain takes hold) is the introduction of international travel.

Pg14. **From 17th May:**

Indoor and outdoor youth work - for young people aged 18 & under there is no longer a limit on group size or bubbles.
Over 18's can meet indoors and outdoors in groups of up to 30 (plus staff and volunteers).

Travel – trips and visits should remain local and be completed the same day. Travel by taxi, public transport or private car (subject to safeguards) are permitted. Travel should include use of face coverings, social distancing and good hygiene.

Overnight and residential experiences - are permitted in groups of 6 or less (including staff members in this total). There's lot more info in the guidance about this subject.

Use of third-party venues – we need to comply with their Covid measures **as well as this guidance**.

Pg38. **Face coverings** – although from 17th May it has been confirmed that school pupils no longer be recommended to wear a face covering **this exemption does not apply to community-based youth sector activities. The use of face coverings remains a requirement for all young people and leaders/volunteers aged 11+years.**

When is a face covering not required? – All outdoor activities are exempt.

Pg41. **Track and Trace** – We need to capture the following information on all attendees (aged over 16):

- Name
- Phone number
- Date and time of entrance and departure
- If the young person only interacts with 1 member of staff, this should be recorded alongside the young person's name.
- If the young person is under 16, the contact details of their next of kin should also be recorded.
- This information should be **kept securely for 21 days** and then destroyed unless captured as part of standard registration processes.

COVID-19 A brief review of current guidance relevant to NEYDL
Prepared by Kevin Stoodley on 22nd September 2020

Government Guidance for the safe use of multi-purpose community facilities (dated 14th September 2020)

(<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>).

Many community facilities are also workplaces. The government is clear that no one is obliged to work in an unsafe workplace.

Organizations also have a duty of care to volunteers to ensure as far as reasonably practicable they are not exposed to risks to their health and safety and are afforded the same level of protection as employees. See government information on [coronavirus volunteering and how to help safely](#). Volunteers and other individuals who are shielding should continue to follow the government's [advice on shielding](#).

To help decide which actions to take prior to re-opening the building for permitted activity, a COVID-19 risk assessment should be completed. This will be in addition to any risk assessment which is already in place for the community facility. See guidance on [completing a risk assessment](#).

Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.

Social distancing and capacity - Measures should be in place to ensure all users of community facilities follow the guidelines on social distancing, including strict adherence to social distancing of 2 meters or 1 meter with risk mitigation (where 2 meters is not viable) are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment.

Support groups (such as victim support and mental health groups) can take place in gatherings of any number (subject to capacity) in a COVID-19 secure community facility if organized by a business, a charitable, benevolent or philanthropic institution or a public body to provide mutual aid, therapy or any other form of support to its members or those who attend its meetings.

If partaking in permitted activities users of COVID-19 secure community facilities should limit their social interactions with anyone they do not live with. Whilst activities may have 6 or more people participating (where it is safe to do so and capacity permits) it is important for all parties to maintain socially distant, 2 meters or 1 meter with actions taken to reduce the risk of transmission (where 2 meters is not viable) between households. For example, use of face coverings and encouraging good hand hygiene on entering premises and throughout visit.

A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the relevant guidelines. It should also identify points of high risk in the building and mitigating actions to address the identified risks. Centre managers should also consider what changes might be needed to enable safe access to the building. These may include:

- Making use of multiple exit and entry points: to introduce a one-way flow in and out of the premises, with appropriate floor markings or signage. Any changes to entrances, exits and queues should take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.
- Managing the arrival and departure times of different group so as to reduce the pressure at exits and entrances.
- Queue management: the flow of groups in and out of the premises should be carefully controlled to reduce the risk of congestion. It may be necessary to introduce socially distanced queuing systems.

Cleaning - All surfaces, especially those most frequently touched, should be cleaned regularly, using standard cleaning products. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific [guidance](#). See also [Waste Disposal \(in non-healthcare settings\) guidance](#) on how to dispose of face coverings and PPE in a business setting.

Sufficient time needs to be allowed for this cleaning to take place, particularly before reopening. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning.

Where possible, non-fire doors and windows should be opened to improve ventilation in the premises. Other measures that will usually be needed are:

- signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, advice to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available;
- providing hand sanitiser in multiple locations, such as reception areas, in addition to washrooms
- setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; and
- providing hand drying facilities (paper towels or electrical dryers)
- businesses should provide extra bins for staff and customers to throw away face coverings and PPE, and should ensure that staff and customers do not use a recycling bin

Hygiene and face coverings - On entering and leaving a community facility everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available.

On entering a community facility users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'.

Youth provision - Community facilities can also open for activities and provisions for children and young people (youth groups up to the age of 25) and should implement the [protective measures for out-of-school setting guidance](#) . Providers of youth services and activities should also refer to the National Youth Agency's guidance for [managing youth sector spaces and activities during COVID-19](#) as well as their accompanying tools and resources to support safe service provision.

National Youth Agency - Managing youth sector activities and spaces during COVID-19 (date 8 August 2020)

Source (<https://nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf>)

Youth sector organisations typically work with young people aged 8 to 25 years. This guidance takes into consideration the safety and support needed for young people, staff and volunteers and wider public health considerations for youth services and activities. There is a wide range of youth provision, normally defined as 'youth work', which includes open-access work through youth centres, community projects, volunteering and youth social action, alongside targeted services and specialist groups for vulnerable young people. Such activities are run by local groups, community organisations and local authorities or as part of national programmes. The types of activity include, for example, youth clubs, street-based youth work, peer-led youth groups, uniformed youth groups, youth councils, outdoor education and residential trips.

At all times, youth sector organisations must follow current Public Health England and Health and Safety Executive advice. Organisations should follow the current permitted activity guidance on the NYA website.

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. Since 08 August 2020 the readiness framework has been updated. We recommend paying close attention to the changes. Organisations must make their own judgements and undertake comprehensive risk assessments to decide if it is possible to comply with the guidance provided in this document. These judgements should not be informal or lightly taken decisions, rather they should be within your organisation's health and safety framework/policy and show due consideration to national guidance and insurance regulations. You can check the current readiness level here: <https://nya.org.uk>

Readiness Level Permitted Activity Expected -

RED • Online and digital youth services • Detached/outdoor local youth services • 1-2-1 sessions with high-need young people (indoors)

AMBER • Online and digital youth services • Detached/outdoor local youth services (consistent with social distancing guidelines) • 1-2-1 sessions • Small group sessions delivered indoors (consistent with social distancing guidelines)

YELLOW • Online and digital youth services • Detached/outdoor local youth services (consistent with social distancing guidelines) • 1-2-1 sessions with high-need young people • Small group sessions delivered indoors (consistent with social distancing guidelines) • Camping overnight (see section 8.0)

GREEN • All services open as per normal yearly operations • Overnight trips and visits • International travel allowed within Foreign and Commonwealth Office advice *Camping is expected to be the first new activity to be allowed. Other

Current Readiness Level = AMBER. Following the Prime Ministers statement today (22 Sept 2020) the NYA confirms that as an essential service, youth sector activity remains unchanged where COVID secure to NYA guidance standards. There are NO local restrictions in place across the whole of England. Bubbles of 15 in COVID Secure venues can continue**

Local lockdowns - While this guidance applies to England, you should always consider whether there are local restrictions in place in your area. If you live or work in an area that is experiencing a local COVID-19 outbreak and where local restrictions have been imposed, different guidance and legislation will apply. Please consult the NYA website restrictions page to see if any restrictions are in place in your area.

Group sizes and bubbles - Following completion of an action plan and risk assessment individuals may gather indoors or outdoors, provided there are no more than 15 young people per group + leader/workers. Where possible, the groups should be smaller. It may be possible for multiple groups to convene in your 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:

- Organisers should divide young people into bubbles, with a maximum of 15 young people per bubble.
- Children/young people should be placed in age-appropriate bubbles.
- Members of each bubble should adhere to the current social distancing requirements.
- Upon arrival/departure, participants should wash their hands or use hand sanitiser.
- Should any member of a bubble become unwell, all members of the bubble should contact NHS Test and Trace. All members of the bubble (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days.
- Social distancing should be maintained during all activities.
- Organisers should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.

How do bubbles need to work?

- Organisers should divide young people into fixed bubbles, with a maximum of 15 young people (plus workers/leaders) per bubble per session.
- Bubbles should not join with other bubbles.
- Individuals should remain in the bubble they are allocated for that day and ideally over repeat attendance, though this may not be practical in some circumstances.
- As the risk of transmission is lower outdoors, activities should take place outdoors as often as possible and when it is safe to do so.
- Different bubbles 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.
- Organisers should encourage young people to arrive only with members of their bubble and to avoid mingling before and after sessions. We understand that organisers have limited control in this regard, but we encourage you to brief young people and to educate them on social distancing requirements.
- Shared spaces such as sports halls, kitchens, etc. must be deep cleaned thoroughly between use if different bubbles are to use them on the same day (sequentially). Spaces should not be used at the same time by more than one bubble.
- Enhanced regular cleaning of commonly used surfaces, such as equipment and door handles, should be ensured.
- It is not necessary for each bubble to use separate toilets; however, efforts should be made to limit the numbers of users at a given time. Use of different toilets for each bubble is ideal. Please consider safeguarding concerns when planning and preparing your risk assessments.

North East of England Local Restriction

(<https://www.gov.uk/guidance/north-east-of-england-local-restrictions>)

Affected local areas

- Durham (County Council area)
- Gateshead (Metropolitan Borough Council area)
- Newcastle (City Council area)
- Northumberland (County Council area)
- North Tyneside (Metropolitan District Council area)
- South Tyneside (Metropolitan District Council area)
- Sunderland (City Council area)

Note: NEYDL's work does not appear to fall within the list of closed or restricted venues / businesses.

From Monday 14 September, when meeting friends and family you do not live with (or have formed a support bubble with) you must not meet in a group of more than 6. Further detail can be found in the guidance for [meeting others safely](#), including associated exemptions. In the affected local area, you must not meet or host people you do not live with in private homes or gardens unless they are in your support bubble. In addition to these restrictions, we advise that you should not socialise with people you do not live with, unless they're in your support bubble, in any public venue. This applies to inside and outside of the affected areas. Examples of public venues include pubs, restaurants, cafes, shops, places of worship, community centres, leisure and entertainment venues, or visitor attractions.

Team sport and physical activity - You can continue to take part in organised sporting or licensed physical activity in groups of more than 6. This can be in any public place – indoors or outdoors – but not in a private outdoor space like a garden or inside a private home. These activities either need to be organised by a national governing body, club, registered instructor/coach, business or charity, and/or involve someone who has received an official licence to use equipment relevant to the activity. In all cases, the organiser must conduct a risk assessment and ensure compliance with COVID-19 secure guidance.

Certificate of Completion

This certificate is awarded to

Kevin Stoodley

Who has successfully completed the online
training course in:

Prevent COVID-19

Certificate Number: 0RUB-NMA4-HYV2-MQW1

Date: 25-Sep-2020

Signed:  _____

Hannah Brindle, Director (Virtual College)