

Covid-secure guidance

for YFCs

Advice for opening
YFCs in a Covid-
secure way.



**Fun, Learning and
Achievement**

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Covid-secure guidance for YFCs

Advice for opening YFCs in a Covid-secure way

ENGLAND ONLY

Note: A separate guide for YFCs in Wales will be published when easements to lockdown in Wales are announced and Welsh Government guidance has been published

06 September 2020 additions and edits are highlighted

11 September 2020 additions and edits are highlighted

1. Background

We are all looking forward to getting YFCs up and running and in doing so we must ensure that we keep elected officers, YFC members and visitors safe and not risk spreading Covid-19; and at all times comply with the government guidance.

This document has been created to help YFC activities restart and is based on government legislation and guidance along with National Youth Agency (NYA) guidance which has been developed in consultation with Public Health England and the Health and Safety Executive.

It is important that this guidance (and the links for further information) are understood and followed for all planned YFC activities. 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.

All YFC clubs and county federations should be aware of the likelihood of local or regional lockdowns being put in place in the case of cluster outbreaks of Covid-19. Local lockdowns will be reported by news media and local authorities. Be aware that these could be put in place with immediate effect which will impact YFC plans. Therefore, for some activities (for example a Club or County AGM), an alternative way of doing the activity should be considered in the planning phase or perhaps that activity should be planned as a virtual activity from the outset. AGMs that are already planned for video call platforms, can continue to be done online.

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 at county organised activities – always including Covid-19-Secure planning and protocols.
- 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 – the NFYFC will provide training information and presentation for this).
- 2.3. **YFC clubs.** To put in place:
- 2.3.1. Covid-Secure plans for all YFC activities.
- 2.3.2. Produce a risk assessment and a Covid-Secure assessment protocols for all activities.
- 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 county federation.

3. Re-opening YFC

Youth Sector Readiness level. The National Youth Agency (NYA) sets the readiness level in England, in line with Government requirements. There are four levels:

Red	<ul style="list-style-type: none"> • Online and digital services • Detached/outdoor local activities • 1-2-1 sessions with high-need young people outdoors only
Amber	<ul style="list-style-type: none"> • Online and digital services • Detached/outdoor local activities (consistent with social distancing guidelines), including pre-planned outdoor activities • 1-2-1 sessions • Small group session delivered indoors (consistent with social distancing guidelines)
Yellow	<ul style="list-style-type: none"> • Online and digital services • Detached/outdoor local activities (consistent with social distancing guidelines), including pre-planned outdoor activities • 1-2-1 sessions with high-need young people indoors • Small group indoor group sessions (consistent with social distancing guidelines) • Camping overnight
Green	<ul style="list-style-type: none"> • All activities, as usual • Overnight trips and visits • International travel with FCO advice

The current level of readiness (10 July 2020) in England is Amber. As of 6 September 2020, the readiness level remains Amber. As of 11 September, the readiness level remains Amber.

The NYA also recommends group sizes. As of 4 July 2020, following completion of a risk assessment, including a Covid-19 assessment (see advice below) and recording the plans that are to be in place for an activity, individuals may gather indoors or outdoors, if there are no more than 15 plus 2 supervisors/leaders per group. This is the NYA guidance. The current legislation states gathering of up to 30 can happen if the place or event is following COVID-19 Secure guidelines.

On 9 September 2020, government announced that, in England, from Monday 14 September it is introducing the “rule of 6”. This is being put into law and means that people must not meet in social groups of more than 6.

The government has now also confirmed that youth groups and activities in England are exempt from this law so long as youth activities follow the National Youth Agency (NYA) guidance IN

FULL. The key point is that the group sizes for youth activities reverts to 15 + leaders/supervisors. <https://nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf>

This YFC guide is based on the National Youth Agency Guide.

For YFC this means pre-planned indoor or outdoor activities can take place in groups of no more the 15 + leaders/supervisors.

It may be possible for multiple groups of 15 to convene in the venue, if spaces permit Covid-19 secure arrangements and precautions are taken including the use of group bubbles. The venue **must be large enough to have multiple distinct spaces for each bubble to meet.** To ensure participants remain safe, strict adherence to the following measures is required:

~~Organisers should divide young people into bubbles, with a maximum of 15 people per bubble. In addition to the headcount mentioned above there may be two people leading and supervising the activity.~~

~~Leaders must be included in number to make the group size up to 30.~~

Where under 18 years olds attend the activity, the club must follow the safeguarding policy: ratio of 1 adult DBS supervisor per 10 under 18 year olds (or 1:6 where members maybe additionally vulnerable or have disabilities). We recommend a minimum of 2 leaders/officers at every session.

- Age appropriate bubbles should be used.
- 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 person in 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.

On Tuesday 30 June, the government published advice that will allow community venues, such as community and village halls to open if the space can be made Covid-19 Secure from 4 July 2020.

The NFYFC expects that some community venues will be adapted to be Covid-19 Secure and will start to accept bookings from community groups such as YFC clubs. The NFYFC also anticipates that others may not be able to be reasonably adapted and will remain closed. And, other facilities may continue to be used as part of the community response to Covid-19 (such as food banks, additional space for response services etc), so are unable to accept community group bookings. In addition, venues such as function rooms in hotels/pubs may be used for extra seating or dining areas as these premises have adapted their businesses to work with the Covid-Secure guides to generate revenue.

The NFYFC recommends that YFCs can now start planning activities for summer and the autumn and plans these with care. The club officers (most often the managing trustees of the club as a charity) will have significant responsibility and a duty of care to protect YFC members from harm, and this will include doing all that can be reasonably done to protect them from Covid-19 infection at YFC activities

~~At this point activities can be planned for group of up to 15 + leaders supervisors 30 people bubbles of up to 15 plus 2 including people to lead and supervise the activity.~~

~~6 September 2020~~

~~Government advice now says: Businesses and venues following COVID-19 Secure guidelines can host larger groups provided they comply with the law.~~

~~This can include weddings, civil partnership ceremonies and funerals (which should be limited to no more than 30 people), religious ceremonies and services, community activities and support groups. The place or event must be following COVID-19 Secure guidelines. Everyone should take care to limit interactions with anyone outside of the group and you should continue to maintain social distancing from those that you do not live with. It is critical that you follow these guidelines to keep both yourself and others safe. The government has introduced fines for those who facilitate or organise illegal gatherings of over 30 people.~~

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

~~As of September 2020, the NFYFC recommends that all YFC activities keep with the law, which states gatherings must not exceed 30 people.~~

As of 11 September 2020, YFC activities can be planned and take place for groups of no more the 15 + leaders/supervisors.

YFC activities should be well planned and a Covid secure assessment made for activities.

Activities can be indoors or outside.

All YFC clubs must continue to ensure those under the age of 18 are supervised as part of the safeguarding responsibility of the club. Those under 18 should be supervised at a ratio of one supervisor to 10 U18's. Those supervising should have been safely recruited (references taken up and DBS checks completed/reviewed).

~~Those clubs with a high percentage of U18 ,members should think carefully about group sizes accounting for the National Youth Agency guidance. The club assessment may indicate that a group of up to 30 people can be managed and run safely.~~

The law remains *no gathering should exceed 30 people.*

The law now states that no social gathering can take place for more then 6 people. The exemption given to youth sector activities applies to the YFC and this is conditional following the National Youth Agency Guidance IN FULL. The YFC guide is based on that information.

3.2. Club Setting

3.2.1. This guide is created with a YFC club setting and activities in mind.

3.2.2. The limit on the number of people that can be together for a planned activity **(15 + leaders/supervisors).** ~~is recorded in law as 30.~~

3.2.3. YFC **county federations can hold meetings for groups of up 15 + leaders/supervisors** ~~30 people~~ in a venue or outside, if Covid secure plans are **in place.** At this stage, we anticipate that most of the usual county **events/activities** are likely to be too big whilst the alert level remains at Amber, but that a group size of **15** ~~30~~ may enable some county meetings to take place in person. Virtual meeting can also continue.

4. What does the government guidance say?

"It is critical that everybody observes the following key behaviours:

- HANDS - Wash your hands regularly and for 20 seconds.**
- FACE - Wear a face covering in indoor settings where social distancing 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 or increasing ventilation indoors)."**

4.1. **Social Distancing.** Government has stated and made it law, that if you leave your home, you must stay 2 metres away from other people who you do not live with. 2 metres is three steps, or four big steps for children.

4.1.1. This applies when you are outside and when inside a venue or a public space.

4.1.2. Where the 2-metre distance is not possible, **1 metre plus** must be maintained. The plus means additional mitigations must be used to protect individuals and prevent the spread of the disease and infection. Mitigations include the wearing of a **face covering**, increased ventilation, avoid standing or sitting face to face, use of screens or limited time together, practicing good hygiene by using hand sanitiser and frequently washing hands. **Consider moving outside where it is safer and there is more space.**

4.1.3. The government guide [Staying alert and safe \(social distancing\)](#) gives more detail.

What should I still avoid doing?

It remains the case that government advises that you should not:-

- socialise indoors, outdoors, at home or elsewhere in groups of more than six (unless for larger households you are meeting as a household or support bubble) ~~two households (anyone in your support bubble counts as one household)~~ – this includes when dining out or going to the pub
- From Monday 14 September it will be against the law to meet people you do not live with in a group larger than 6 (unless you are meeting as a household or support bubble). The police will have the powers to enforce these legal limits, including to issue fines (fixed penalty notice) of £100, doubling for further breaches up to a maximum of £3,200.
- ~~socialise outdoors in a group of more than six people from different households; gatherings larger than six should only take place if everyone is from exclusively from two households or support bubbles~~
- interact socially with anyone outside the group you are attending a place with, even if you see other people you know, for example, in a restaurant, community centre or place of worship
- hold or attend celebrations (such as parties) **where it is difficult to maintain social distancing** and avoid close social interaction – even if they are organised by businesses and venues that are taking steps to follow COVID-19 Secure guidelines
- stay overnight away from your home with members of more than one other household (your support bubble counts as one household)

4.2. On 30 June, government announced that community venues, such as village halls and community halls can open from 4 July if the space can be made *COVID-19 secure*.

4.2.1. Those in control of a premises (such as a community centre, village or community hall) have legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. Those managing the premise must undertake a **COVID-19 risk assessment**, taking account of the core guidance on social distancing. This will be in addition to any risk assessment which is already in place for the community facility.

4.2.2. Users and hirers (a YFC club or county federation for example) 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. YFCs using a venue will also need to carry out and record a Covid-19 risk assessment of the activity – see example below.

4.2.3. Gathering must not exceed the maximum number recorded in law – maximum number is 30 people.

4.3. **When a Club or County Federation operates their own hall and/or meeting space**

4.3.1. Those in control of a premises (such as a community centre, village or community hall) hold legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. **Those managing the premises must undertake a COVID-19 risk assessment, taking account of the core guidance on social distancing and should provide a copy of this to all groups hiring/using the space. This will be in addition to any risk assessment which is already in place for the community facility.**

4.3.2. [This information sheet](#), produced by Action for Rural England (ACRE), will help those with responsibility for halls and meeting spaces prepare to open the facility.

Users and hirers of a YFC hall/meeting space 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 and the risk assessment provided to them by the hall managers.

5. Planning: preparing a Covid-19 Secure social distancing plan for a YFC activity

5.1. Face Coverings

In England, face coverings are now required by law to be worn in shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices, on public transport and importantly community centres.

The law now requires all those over 11yrs to wear a face covering unless with good reason when attending youth sector activities. We strongly recommend that you wear a face covering in any enclosed public space where there are people you do not normally meet.

There are also settings where you must wear a face covering by law. A full list of where you must wear a face covering in England is available on GOV.UK.

Please be mindful that some individuals and groups have reasonable excuses for not wearing a face covering due to age, health or other conditions which are not always visible.

5.2. Those responsible for the club (charity trustees of the YFC)

5.2.1. The charity trustees are responsible for the activity and the group that is participating. This responsibility will include:

5.2.1.1. Preparing the Covid-19 Secure plan.

5.2.1.2. An activity risk assessment.

5.2.1.3. That the size of group is kept within the Covid-19 Secure Social Distancing plan and a maximum of 15 + leaders ~~30 people~~ 15 (plus 2 supervising and taking responsibility). ~~If the venue has distinct spaces more than one group bubble of 15 + 2 can meet.~~

5.2.1.4. Confirm that volunteer leaders (e.g. club officers, club leaders) are willing and able to resume their role and responsibilities and supervise the activities.

5.2.1.5. Confirm enough *safely recruited* volunteers will be available to supervise under 18-year-old members.

5.2.1.6. When booking speakers/trainers confirm that they are willing to attend the activity whilst observing Covid-19 secure social distancing.

Note: *YFC activities can take place indoors or outside.*

Note also that the government has now introduced fines for those who facilitate or organise illegal gatherings of over ~~30 people~~ six people.

5.3. Planning: Those supervising the activity

5.3.1. An attendance record must be kept, including the names of those responsible for planning and supervising the activity and any visitors (speakers for example). This is important as these records may be required to assist with the government's Track and Trace programme in the case of infection.

~~5.3.2~~ Confirm the maximum number of members and volunteers that can meet in the Covid-19 Secure space. This should not exceed 15 plus leaders/supervisors 30 people, 15 + 2 people in a group bubble.

5.3.3. Decide if the activity needs to be run more than once, so everyone can participate. It may need to happen over two or three sessions in two or three group bubbles.

5.3.4. Decide how the club will include members with additional needs (include those that are clinically vulnerable or those who have clinically vulnerable people in their household).

5.3.4.1. Identify individuals in your group who will be affected by this category and risk assess the involvement of those with pre-existing health conditions, those who are clinically vulnerable or those who live with individuals who are.

5.3.4.2. Then agree a safety/inclusion plan, which might include remote and virtual participation.

5.3.5. Confirm the procedure if more people arrive at the activity/venue than expected.

5.3.6. Be prepared to remove people from the activity if social distancing is not observed.

5.4. **Planning: Transport**

5.4.1. YFC members must not share transport unless they are from the same household or are in a household bubble.

5.4.2. Parents or members of the household (or support *bubble*) to transport those that do not drive to and from the club meeting venue.

5.4.3. If planning an activity at a venue that is not the normal meeting place, clear instructions are given to meet in the car park at the venue (not to meet up more locally to share journeys).

5.5. **Planning: Venues**

5.5.1. Confirm the capacity of venue with social distancing applied.

5.5.2. Ask the venue operators (village hall committee, meeting room manager) to provide you with a copy of its Covid-19 Secure Social Distancing assessments and guidelines.

5.5.3. Confirm the procedures of the venue:

5.5.3.1. Are there two entrances – one that can be used as the entrance and another as the exit?

5.5.3.2. Know the cleaning regime in place at the venue - *the cleaning regime should include cleaning of surfaces in rooms/spaces, including door handles, light switches, tables etc, and the lavatories/handwashing spaces.*

5.5.3.3. The venue for the activity must be equipped with handwashing facilities and with air hand dryers or disposable paper towels with bins for disposal of the paper towels.

5.5.3.4. Is catering allowed, or are the kitchen areas not in use?

5.5.4. Ensure Hand sanitiser is available in plentiful supply.

5.5.4.1. Is this provided by the venue, or should the YFC bring its own supply of sanitiser?

5.5.4.2. What will the activity supervisors do if there is no hand sanitiser?

5.5.5. Signs instructing all to wash hands on arrival, frequently whilst at the activity and on departure will be helpful.

5.5.6. Confirm the venue hire charge costs (it may have increased due to increased cleaning requirements).

6. **Log activity planning and prepare a risk assessment**

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

7. Communication

- 7.1. 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:
 - 7.1.1. All members 18 years and over, advisory and club leaders.
 - 7.1.2. The parents of all members under the age of 18.

7.2. **Communication: Confirm the following:**

- 7.2.1. Who is supervising the activity?
- 7.2.2. What is happening - the activity and the arrangements made to observe Covid-19 social distancing.
- 7.2.3. Any adaptations made to a 'usual' activity.
- 7.2.4. Maximum number of YFC members that can join the activity at any one time.
- 7.2.5. Are YFC members required to 'book' a place?
- 7.2.6. Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 social distancing to be observed).
- 7.2.7. What arrangements are in place to run the activity a second time?
- 7.2.8. That handwashing facilities are in place.
- 7.2.9. That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure.
- 7.2.10. That anyone who is feeling ill, especially with any Covid-19 symptoms must not attend the activity.

7.3. **Communication: Ask the following:**

- 7.3.1. 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?

7.4. **Communication: Advise the following:**

- 7.4.1. That YFC members must not share transport unless they are from the same household or two household bubble.
- 7.4.2. Parents or members of the household to transport those that do not drive, including those U18 years to and from club meeting venue.
- 7.4.3. Car parking arrangements.
- 7.4.4. Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised.
- 7.4.5. 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.
- 7.4.6. Use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- 7.4.7. Departure arrangements.
- 7.4.8. 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.

7.5. **Communication: YFC members – what they must do**

- 7.5.1. Make sure anyone who is feeling ill stays at home.
- 7.5.2. On arrival and before leaving, wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 7.5.3. 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.
- 7.5.4. YFC members should not share transport (unless in the same household or a household bubble).

7.6. Communication: What parents of U18s can do

- 7.6.1. 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.
- 7.6.2. Make sure anyone who is feeling ill stays at home.
- 7.6.3. Do not gather at entrances or car parks - model social distancing so that their children learn good practice.

8. Sources of information

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

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

https://www.gov.uk/government/speeches/update-on-new-social-distancing-rules?utm_source=035a43da-7bf8-4f0f-a30b-886603581210&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/coronavirus-how-to-help-safely-2/coronavirus-how-to-help-safely>

https://www.gov.uk/government/publications/stay-alert-and-safe-social-distancing-guidance-for-young-people?utm_source=724c368c-cac6-41cc-9e18-4600a1c044a0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://nya.org.uk/wp-content/uploads/2020/07/Amber-Aware.v2.5.pdf>

https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf

<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf>

<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>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-4.7.20-final.pdf>

[Staying alert and safe \(social distancing\)](#)

[Making your own face covering](#)

<https://youthworksupport.co.uk/>

<https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-4.7.20-final.pdf>

Frequently Asked Questions

Bubbles – new answers to FAQs on bubbles

1. Does the group of 15 have to stay in the same bubble on an ongoing basis? For example, a club with 45 members should form 3 bubbles who do not mix?
2. Does each group/ bubble of 15 have to have its own leaders/ volunteers who do not mix with other bubbles? For example, if a club had 3 bubbles, 6 leaders/ volunteers would be needed?
3. I know that our District Officials will ask if they can have a meeting with 15 members in one venue (say an auction mart) if they keep 2 metres between everyone.
4. Once the bubbles have formed, do they stay as they are?
5. Can leaders run more than one bubble or do the leaders stay with bubbles.
6. A large club wants to do an activity over three nights with the same leaders. Is that possible? What about on the same night?
7. If a club want to do a couple of meetings over 3 nights. If they did all the measures on the night, can they be the leader on the second night?
8. If a venue is large enough there can be more than two bubbles?

YFCs should consider using groups or club bubbles. A commonsense approach to be taken in planning activities and serious consideration given to reducing risks:

- Activities taking place at least 14 days apart will reduce risk. Each 14 days a new group or club bubble can participate in an activity to allow all club members to mix over a period of time.
- Moving activities outdoors where there is more space – the group size remains at 15 + leaders/supervisors.
- Looking for large venues with two or more distinct spaces. The usual venue may not be suitable.

9. Some club leaders might attend multiple organisations. Can they still be a leader for YFC?
10. What if a member is in a few different bubbles (different organisations)? Can they still attend? School age members will be at school daytimes as an example
 - 10.1. There are no rules in place to say that a person cannot attend, say work, and volunteer to lead or supervise a youth activity. Speak with leaders/supervisors about what they feel they can or cannot do or what they want to do.
 - 10.2. There are no rules in place to say that a school aged child cannot also attend out of school activities as well as school.

10.3. Track and Trace information is the important part and good records MUST be maintained. This will allow all those that may have come into close contact with the virus to be contacted and advised by NHS Track and Trace.

11. Do county staff and county and district/group officials have to stay in one bubble and not move between bubbles? In our county these officials could potentially be part of up to 6 bubbles?
 - 11.1. Officers and staff can attend YFC groups - track and trace is in place.

11.2. **The county federation must take the required steps to keep its own officers and staff safe. Just now government statistics say that people aged 18 to 25 yrs are the demographic most infected with coronavirus and often without any symptoms.**

11.3. **County Staff Management Committees MUST think about the increased occupational risks this brings to YFC county staff.**

11.4. **County federations should also think about increased volunteering risks for county officers. Speak to your staff, provide them with occupational advice and support**

Track and Trace information is really important

Offsite activities

12. Can you book and go to a local activity centre with a group of members?
 - 12.1. Yes, this is a managed venue with responsibilities and accountabilities recorded in their Covid secure plans
13. A youth activity centre can take 20 young people at a time, does this mean that we can we take 20?
 - 13.1. Probably yes. The YFC club must carefully examine the plans and the activity centre's risk assessments as well as the hire contract conditions.
14. Sports (rounders for example), can we run this as an activity.
 - 14.1. Yes
 - 14.2. This should be done at a venue that is managed, can provide its Covid secure plan to the YFC club and has adequate hand washing facilities and lavatories
 - 14.3. The equipment (rounders bats, balls, posts for example) must be frequently cleaned and sanitised during the session and a record kept of when this was done and by whom
15. If we run outside events with stewards do these need to be included in the bubble numbers?
 - 15.1. During the Amber Readiness levels, yes
 - 15.2. This should be done at a venue that is managed, can provide its Covid secure plan to the YFC club and has adequate hand washing facilities and lavatories
 - 15.3. **The group size must not exceed 15 ~~20~~ outside, or inside**
16. If bubbles meet in a function room of the pub/social club, who takes the details – the pub or the organiser?
 - 16.1. Both – the venue management may have their system and the YFC must have its own records as well
17. Some of our clubs do not have a regular venue instead they just meet up for activities. Can they restart these?
 - 17.1. Activities such as trips and visits can take place in the Yellow Readiness level, not Amber (or Red)

Catering

18. We imagine many kitchen areas of community and village halls may remain closed. Ask the venue about catering arrangements
19. Some clubs, particularly those catering for U18s run a tuckshop. These can operate with commercially wrapped snacks (say a chocolate bar) and cans of cola etc. Suggest wipes are used at the point of sale, as several people will have handled the wrapper/cans by the time they reach the club setting
20. Think about cash handing
21. Consider asking YFC members to bring own snacks and drinks

First Aid

22. If someone has an accident what are the procedures and precautions?
 - 22.1. The usual First Aid arrangements should be included in the activity risk assessment

- 22.2. In the event of an emergency, for example an accident or a fire, people do not have stay socially distanced if it would be unsafe
- 22.3. Those giving first aid or assistance should pay attention to hygiene measures immediately afterwards including washing their hands
- 22.4. If giving first aid or assistance to someone with suspected Covid-19, the first aider should be contact the NHS Track and Trace service
- 22.5. 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 contract the NHS Track and Trace service. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Smaller struggling clubs

- 23. We have some clubs which we know will not read the guidance and will cause us concern. What do we do about them?
 - 23.1. The county federation is responsible for passing the guidance to these clubs and for inviting the club officials to a session when the county will provide training and answer questions
 - 23.2. It is important that they are reminded of the responsibilities and accountabilities of the club top table (charity trustees)
 - 23.3. If the club committee reaches the decision that it does not have the capacity to run in a Covid secure way, it is the right decision to wait a little longer until more Covid easements are in place. It is not a race to be the first club to operate small group activities. This is about the club committee (charity trustees) reaching the right decision that it has the resources to manage.
 - 23.4. The club should be encouraged to acquire the capacity and knowledge. For example, recruiting people to join the advisory committee or leaders that do have the capacity to acquire the knowledge and the time to support the club officials
 - 23.5. The county federation must be clear that guidance and legislation must be complied with – the county federation nor the NFYFC will accept any requests for help from clubs that have failed to comply with the guidance or with legislation.

- 24. We have some clubs who are struggling and will not be able to handle this, so we risk losing them. What do we do?
 - 24.1. The county federation is responsible for passing the guidance to these clubs and for inviting the club officials to a session when the county will provide training and answer questions
 - 24.2. No clubs should be forced into reopening before its charity trustees and top table have the capacity and knowledge to manage the club activities and legal affairs.
 - 24.3. The club should be encouraged to acquire the capacity and knowledge. For example, recruiting people to join the advisory committee or leaders that do have the capacity to acquire the knowledge and the time to support the club officials.
 - 24.4. If the club committee reaches the decision that it does not have the capacity to run in a Covid secure way, it is the right decision to wait a little longer until more Covid easements are in place. It is not a race to be the first club to operate small group activities. This is about the club committee (charity trustees) reaching the right decision that it has the resources to manage.

- 25. Clubs do not have to open and can wait until they are in the yellow readiness level. They can still meet in the virtual world?
 - 25.1. Yes.
 - 25.2. It is wise for clubs to take as long as required to plan and risk assess. Clubs should not rush.

Club AGMs

- 26. Are club AGMs likely to carry on virtually?
 - 26.1. Yes, ~~as in most cases more than 15+2 people attend and can vote.~~
 - 26.2. Some clubs may be able to hold the AGM in person with a maximum of 15 +leaders/supervisors present, if all that need to be there can be there (YFC members who hold a vote at the meeting, which are those that held a membership card on 30 August 2020). Clubs with a membership of more than 15 voting members should hold the club AGM online.

Yellow Readiness level

27. Our county Covid committee is likely recommend that clubs stay closed/or meeting virtually until in the Yellow phase. Can we do this and stall opening until yellow phase?
- 27.1. Yes. However, it is now looking a possibility that the amber phase could remain in place into 2021 – possibly spring or summer of next year. YFC clubs must think about what that can do to keep their members interested in the club activities.
- 27.2. The Covid group must consult with clubs and the decision should be consensual throughout the county federation
- 27.3. It is wise for clubs to take as long as required to plan and risk assess. Clubs should not rush.
- 27.4. If the membership of the clubs is happy to wait for the yellow readiness level, they can do this.
- 27.5. In this instant clubs must consider how to keep their members involved in the YFC club life.
28. If the membership of the club is happy to wait for the yellow readiness level, they can do this.
- 28.1. Yes
- 28.2. Clubs can reopen when the committee is ready, and the members wish to start attending small group activities
29. Is it likely that we will go into yellow in the autumn? If so when might that be?
- 29.1. It is now looking a possibility that the amber phase could remain in place into 2021 – may be until the spring or summer of next year.
- 29.2. Local lockdowns appear to be likely.
- 29.3. We know from the media that food processing plants and sectors of agriculture with a significant workforce could be high risk and subject to cluster or community shutdowns which may affect some of the YFC club members.
- 29.4. The better things are managed whilst youth work is in the Amber Readiness level, the quicker it will be to get to a yellow readiness level when the national picture improves.
- 29.5. How do we keep an eye out on the changes in readiness levels?
- 29.5.1. The NYA website and the NFYFC will alert via the weekly briefing paper.
30. I am writing a financial plan for the next 12 months, is it likely that there will be any large group events in 2021?
- 30.1. The NFYFC is not able to answer that – there are too many unknowns and recent events demonstrate that managing coronavirus in communities is likely to have effects for some time into the future.

Communications with members of each club

31. Can we send this guide to club members?
- 31.1. This guide is to assist the **club committee manage the club activities, it is not designed to be the information for a YFC member or a parent of a YFC who is attending the activity.** It is not intended for the general membership of each club and should not be sent to the general membership of the club, or parents of members.
- 31.2. The guide sets out what the club committee (charity trustees) need to think about and do.
- 31.3. A work plan has been prepared and should be published by the county federation to each club committee to work through
- 31.4. **The club must produce its own communication to inform YFC members attending the event** (and parents of U18s) of the plans in place, the details from the venue and how those attending can assist accounting for the activity that is to take place. The county federation and the NFYFC cannot write this for a club. The NFYFC has produced a work plan for club committees, the Covid assessment template, a planning template and the required track and trace recording form. All these templates are available in MS Word from the county federation.
32. Can we send the guidance document to parents and all officers?
- 32.1. This guide should be sent to club committees of each club in the county federation, along with an invitation to 2 or 3 club committee members to attend a training session that the county federation will run

- 32.2. The guide is **to assist the club committee manage the club activities, it is not designed to be the information for a YFC member or a parent of a YFC who is attending the activity**
- 32.3. It should not be sent to the general membership of the club, or parents of members
- 32.4. **The club must produce its own communication to inform YFC members attending the event** (and parents of U18s) of the plans in place, the details from the venue and how those attending can assist accounting for the activity that is to take place. The county federation and the NFYFC cannot write this for a club

Record keeping

- 33. When it says keep the risk assessments on file who keeps the risk assessments?
 - 33.1. The club officials (charity trustees)
 - 33.2. This is the responsibility of the club committee– if they have carried out the risk assessment, they keep the risk assessments - in digital format and/or paper file

YFC social events

- 34. Are parties and socials a long way from restarting?
 - 34.1. Yes. We think they are as the capacity and expertise of the club officers will need to be sufficient to accept the responsibilities and to manage the event.
 - 34.2. The venue will have to provide a Covid secure plan to the club (or for county events, to the county federation, before any event planning can be thought about
- 35. Could we hold BBQs and social gatherings?
 - 35.1. Social gatherings probably can take place under the yellow Readiness level with social distancing measures in place.
 - 35.2. The venue will have to provide a Covid secure plan to the club (or for county events, to the county federation, before any event planning can be thought about)
 - 35.3. This is hard to plan. Handwashing facilities must be in very good supply. Lavatories must be available and cleaned very frequently and catering difficult – all not impossible but need careful planning

NFYFC training

- 36. The NFYFC has provided every county federation with two training opportunities (one for staff and another for county chairs, or their representatives)
 - 36.1. This will be followed up with a further question and answer session in late July. County federations should collate their questions and have these ready for this Q&A session.



**Fun, Learning
and Achievement**

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