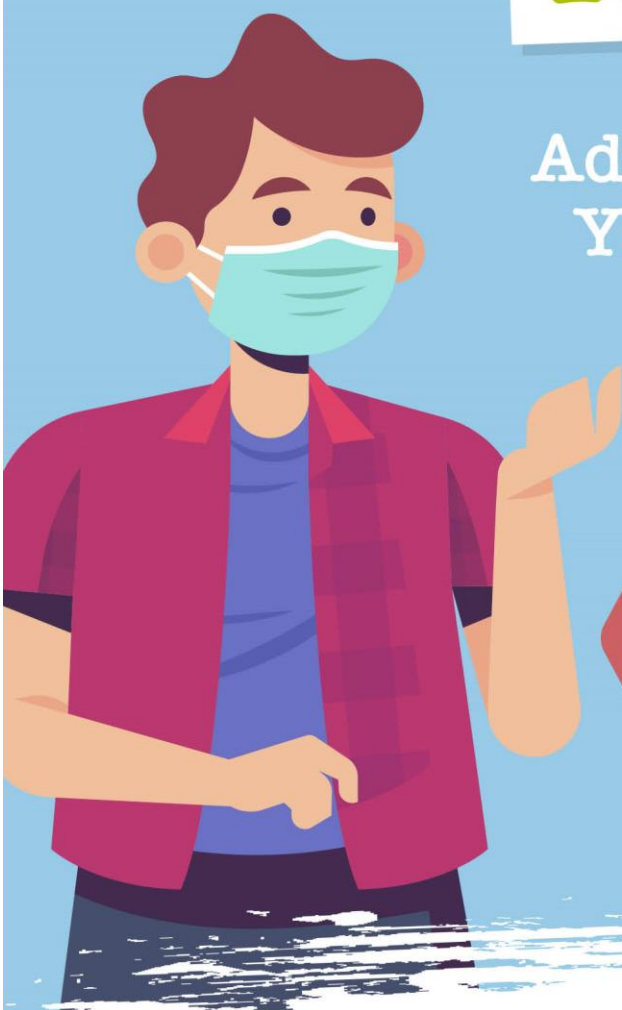


Covid-secure guidance

for YFCs

Advice for opening
YFCs in a Covid-
secure way.



**Fun, Learning and
Achievement**

Section	<u>Contents</u>
1	Background
2	Working together: we all have responsibilities
3	YFC activities and the youth sector readiness framework and levels
3.11	The current level of readiness
4	For YFC this means
5	Club setting and county federation setting
6	What does the government guidance say
7	Log activity and prepare risk assessment
8	Communication
9	Sources of information

Covid-secure guidance for YFCs

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ENGLAND ONLY

Note: A separate guide for YFCs in Wales is available

1. Background

- 1.1. 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.
- 1.2. This document has been created to help YFC officers plan activities 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.
- 1.3. 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.
- 1.4. **From 5 January 2021 an England-wide lockdown is being put in place. The overarching message must be that every effort must be made to reduce the number of contacts everybody has, and this must be reinforced now that a new and more infectious strain of Covid is in circulation.**
 - 1.4.1. **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).**
- 1.5. **All YFC clubs and county federations should be aware that it is anticipated that this lockdown will remain in place until late February or even into March 2021.**
- 1.6. To support youth sector organisations when reacting to these changes a readiness framework and level is provided by the [National Youth Agency](#) (the Professional, Statutory and Regulatory Body (PSRB) for youth work in England and as such is the national partner for the government, the Local Government Association and non-governmental bodies, and with relevant bodies in related professions (such as teaching, policing and social care).
- 1.7. Changes are published on the NYA [website](#) as well as guidance about the nature and capacity of activity recommended at each level. Therefore, for some YFC activities, an alternative way of hosting an activity online should be considered in the planning phase, or perhaps that activity should be planned as a virtual activity from the outset.
- 1.8. At all times, youth sector organisations must follow current Public Health England and Health and Safety Executive advice. Organisations, including YFCs should follow the current permitted activity

guidance as defined in NYA’s guidance. Please note, there will be a delay between the government announcing the easing of any restrictions and the NYA publishing guidance.

2. Working together: we all have responsibilities

2.1. NFYFC

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

2.2. County Federations

- 2.2.1. The county Covid-19 Response Group (or executive committee if no Covid Response group is in place) to understand the guidance and supporting information and to implement county organised activities – always including Covid-19 Secure planning and protocols.
- 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 materials 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 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 the county federation.

3. YFC activities and the youth sector readiness framework and levels

- 3.1. The readiness framework aligns with the NYA’s published readiness level, which is updated in line with government guidance and is available on the NYA’s website.
- 3.2. The NYA readiness framework only applies to England.
- 3.3. If the readiness level falls, this will signal that more face-to-face youth sector activity will be recommended.
- 3.4. If the readiness level increases (due to increased levels of the virus), youth sector activity will be recommended to reduce in line with the framework and changes to the law.
- 3.5. There are four levels and the activities permitted in each level is summarised below (note this table has been revised by the NYA and government with effect from 2 December 2020).

Red	<ul style="list-style-type: none"> • Online and digital youth services. • Detached/outdoor local youth services. • 1-2-1 sessions with high-need young people (indoors). • Small group work sessions indoors with high need young people (consistent with social distancing guidelines).
Amber	<ul style="list-style-type: none"> • Online and digital youth services. • Detached/outdoor local youth services (consistent with social distancing guidelines). • 1-2-1 sessions with young people. • Group sessions delivered indoors.
Yellow	<ul style="list-style-type: none"> • Online and digital youth services. • Detached/outdoor local youth services (consistent with social distancing guidelines).

	<ul style="list-style-type: none"> • 1-2-1 sessions with young people. • Group sessions delivered indoors (consistent with social distancing guidelines). • Camping and overnight residential.
Green	<ul style="list-style-type: none"> • All services open as per normal yearly operations. • Overnight trips and visits. • International travel allowed within Foreign and Commonwealth Office advice.

- 3.6. Existing online or digital/virtual/online activities can continue to take place at any level of the readiness system.
- 3.7. 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.
- 3.8. Key parts of these measures are underpinned by law, which sets out clearly what you must and must not do – every person in the country must continue to comply with this. The relevant authorities, including the police, have the powers to enforce the law – including through fines and dispersing gatherings. The readiness framework aligns with the NYA’s published readiness level.

3.9. **In summary:**

3.9.1. **The current level of readiness (from 5 January 2021) in England is Red for all age groups. This applies to all parts of England.**

<i>Age group</i>	<i>Alert level</i>	<i>Permitted activities</i>	<i>Tier level</i>
All ages	Red	<ul style="list-style-type: none"> • Online and digital youth services. • Detached/outdoor local youth services • 1-2-1 sessions with high-need young people (indoors). • Support groups indoors are permitted for vulnerable young people. A maximum of 15 individuals per group plus workers/leaders. 	Lockdown

4. **For YFC this means:**

- 4.1. **First, consider if the activity is essential/necessary** – can the same outcome be achieved by another means – by video call for example? Only hold/host the activity if it really is considered essential. YFCs should be aiming to ensure reduced contacts with others, thus activities must be limited where possible.
- 4.2. **All age groups**
- 4.2.1. **Support groups can be provided for all YFC members who are considered vulnerable – in groups of no more than 15, plus leaders/supervisors. Participants must be invited to attend/pre-booked to attend.**
- 4.2.2. Only one support group is allowed in a venue at one time but you can have back-to-back meetings if thorough cleaning takes place.
- 4.2.3. Community spaces can be opened for your meetings.
- 4.2.4. 1-2-1 triage meetings with a vulnerable person can take place in a drop-in style session or via a pre-booked session.
- 4.2.5. Trips, visits and residential are not permitted.
- 4.3. **All activities to support vulnerable people require:**

- 4.3.1. A record of what support for vulnerable young people is being offered and why it is necessary (see below).
 - 4.3.2. Assessment of participants ages for age-appropriate activities to be planned.
 - 4.3.3. Covid Secure Event Plans – activities to be adapted to ensure that equipment is not shared, social distancing of 2m can be maintained and regular cleaning/sanitising is planned.
 - 4.3.4. Risk assessment.
 - 4.3.5. Safeguarding management plans.
 - 4.3.6. Action plan and summary of plans made.
 - 4.3.7. List of those invited or booked to participate (maximum of 15 plus leaders supervisors).
 - 4.3.7.1. What is **support for vulnerable young people?** Examples of this for YFC members may be:
 - 4.3.7.1.1. Very isolated members of the YFC.
 - 4.3.7.1.2. Those with poor broadband connections, meaning they are unable to join online activities.
 - 4.3.7.1.3. For YFC clubs with members that are very isolated and/or with members without sufficient broadband connections, planned small group in-person activities will be beneficial to their mental well-being during Covid-19 restrictions. Here is an example statement:

*“Members of **Xxxxxxx** Young Farmers Clubs are working in the farming community and very often lone-working in isolation. Current Covid-19 restrictions mean that they are not seeing anyone outside of the family home at all. In addition, in **[add place]**, it is well known that access to acceptable broadband speeds and bandwidth is poor – many of our members are unable to use video calls as a way of keeping in touch. Therefore, **Xxxxxxx** Young Famers Club will be providing planned small-group activities once per week to help combat isolation and assist with mental well-being”.*
 - 4.3.7.2. Recommend that [Coronavirus NHS QR](#) code is created and all participants are required to ‘scan’ into the event as well
- 4.4. **Staff or volunteers (staff or elected YFC officers) who need to meet for the purposes of management of the charity?**
 - 4.4.1. In YFC, remember that those members elected to hold office at a club or county federation are volunteers and staff or volunteers are the YFC workforce. We expect the fact that YFC members are elected as officers (and thus have become a volunteer and part of the YFC workforce) that it will be recorded in the minutes of the club’s AGM or the minutes of the county federation’s first meeting of the executive committee. These people should be YFC members (i.e. carrying a current 2020/21 YFC membership card).
 - 4.4.2. Meeting for planning and managing the charity (club or county federation) is permitted. However, government advice is that those who can work from home should do so. **Therefore, consider video calls as a way for meeting to manage the affairs of the charity.**
 - 4.4.3. There is no workforce size limit or length of time sessions, meetings/training can take place. However, a suitable Covid-Secure venue must be used. Social distancing, hygiene, face coverings and welfare must be considered.
 - 4.4.4. **Meetings taking place in private dwellings/homes is not permitted.**
 - 4.4.5. No overnight stays are permitted – for example, club officer training weekends are not permitted.
- 4.5. **Bubbles and Covid-Secure venues:**
 - 4.5.1. Multiple bubbles (of up to 15 people each) are **NOT** permitted in venues. **This is a change imposed by government.**
 - 4.5.2. How do bubbles need to work?
 - 4.5.2.1. Consider safeguarding management when planning and preparing risk assessments.
 - 4.5.2.2. Divide YFC participants into fixed (ideally consistent) bubbles, with a maximum of 15 young people (plus workers/leaders) per bubble per session.
 - 4.5.2.3. Bubbles should not join with other bubbles.

- 4.5.2.4. YFC participants **must** remain in the bubble they are allocated for the activity and ideally for the activity session the next week, though it is recognised that this may not be practical in some circumstances. Where this is the case, YFCs should frequently review their bubbles in order to minimise the amount of ‘mixing’ and should keep up-to-date records of those attending for at least 21 days, to help them to do this.
- 4.5.2.5. As the risk of transmission is lower outdoors, consider outdoor activities as often as possible and when it is safe to do so.
- 4.5.2.6. Organisers should encourage YFC participants to arrive only with members of their bubble and to avoid mingling before and after sessions. The NFYFC does understand that supervisors/leaders have limited control in this, but we do encourage supervisors and leaders to brief YFC participants and to educate them on Covid-Secure requirements and the need to adopt social distancing measures at all times.
- 4.5.2.7. 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.
- 4.5.2.8. Enhanced regular cleaning of commonly used surfaces, such as equipment and door handles, should be ensured – liaise with venue management to be assured of this and understand responsibilities of the activity supervisors/leaders and responsibilities of the venue.

4.5.3. **Having more than one bubble:**

- 4.5.3.1. No more than one bubble can use a venue at any one time.
- 4.5.3.2. The venue **must** be deep cleaned thoroughly between use if different bubbles are to use them on the same day (sequentially). Venue should not be used at the same time by more than one bubble.
 - 4.5.3.2.1. 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 or until NHS Test and Trace confirm it is safe to return to activities.
 - 4.5.3.2.2. Bubbles apply both indoors and outside at all times.
 - 4.5.3.2.3. Bubbles should not move spaces where another bubble has been unless a deep clean has been carried out of the new space.
 - 4.5.3.2.4. Social distancing should be maintained during all activities.

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

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

4.7. **Safeguarding responsibilities**

- 4.7.1. Club committees and county federations must continue to ensure those under the age of 18 are supervised as part of the safeguarding responsibility of the club.
- 4.7.2. Those under 18 should be supervised at a ratio of one supervisor to 10 U18s.
- 4.7.3. Those supervising should have been safely recruited (references taken up and DBS checks completed/reviewed) and records of this should be maintained.

4.8. **Face coverings**

- 4.8.1. In England, face coverings are now required by law to be worn in most indoor public settings (shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices and on public transport).
- 4.8.2. Most young people and supervisors/leaders (since 24 September 2020) aged 11 years and over (from the day of their 11th birthday) are required to wear a face covering indoors, including within community and youth centres. Please see the latest face covering guidance [here](#).

4.9. **First Aid**

- 4.9.1. The usual first aid arrangements should be included in the activity risk assessment.
- 4.9.2. In the event of an emergency, for example an accident or a fire, people do not have to stay socially distanced if it would be unsafe.
- 4.9.3. Those giving first aid or assistance should pay attention to hygiene measures immediately afterwards including washing their hands.
- 4.9.4. If giving first aid or assistance to someone with suspected Covid-19, the first aider should contact the NHS Track and Trace service.
- 4.9.5. 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 contact the NHS Track and Trace service. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

5. **Club Setting & county federation setting**

- 5.1. The activity must be to support vulnerable young people and those attending must be invited/prebooked. The limit on the number of people that can be together for a planned activity is 15 (+ leaders/supervisors) – there is no flex in the number – it is a maximum of 15 YFC participants.
- 5.2. The club committee (volunteers) could meet to plan activities and manage the affairs of the charity (the YFC). Before doing this, ask if this is necessary and if the business can be done using a video call meeting instead.
- 5.3. YFC county federations could meet to plan activities and manage the affairs of the charity (the county federation). Before doing this, ask if this is necessary and if the business can be done using a video call meeting instead.
 - 5.3.1. In addition, consider if those meeting can be considered volunteers (the workforce) – the charity trustees or management committee would be considered volunteers (workforce).
- 5.4. YFC County federations could also plan and deliver training to club officers. The club officers are volunteers, and we would expect that they have all been elected to the roles at the club AGM.
- 5.5. County competitions. At the moment we do not believe that hosting a county competition will constitute support for vulnerable young people and it means bringing together people from various YFC club bubbles. This is not encouraged.

6. **What does the government guidance say?**

The overarching message must be that all and every effort must be made to reduce the number of contacts every has and this must be reinforced now that a new more infectious strain of Covid is in circulation.

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).

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

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

8. **Communication**

- 8.1. 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:
 - 8.1.1. All members 18 years and over, advisory and club leaders.
 - 8.1.2. The parents of all members under the age of 18.

- 8.2. **Communication: Confirm the following:**
 - 8.2.1. Who is supervising the activity?
 - 8.2.2. What is happening – the activity and the arrangements made to observe Covid-19 social distancing.
 - 8.2.3. Any adaptations made to a 'usual' activity.
 - 8.2.4. Maximum number of YFC members that can join the activity at any one time.
 - 8.2.5. Are YFC members required to 'book' a place?
 - 8.2.6. Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 social distancing to be observed).
 - 8.2.7. What arrangements are in place to run the activity a second time?
 - 8.2.8. That handwashing facilities are in place.
 - 8.2.9. That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure.
 - 8.2.10. That anyone who is feeling ill, especially with any Covid-19 symptoms must not attend the activity.

- 8.3. **Communication: Ask the following:**
 - 8.3.1. 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?

- 8.4. **Communication: Advise the following:**
 - 8.4.1. That YFC members must not share transport unless they are from the same household or two household bubble.
 - 8.4.2. Parents or members of the household to transport those that do not drive, including those U18 years to and from the club meeting venue.
 - 8.4.3. Car parking arrangements.
 - 8.4.4. Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised.
 - 8.4.5. 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.
 - 8.4.6. Use a tissue or elbow to cough or sneeze and use bins for tissue waste.
 - 8.4.7. Departure arrangements.
 - 8.4.8. 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.

- 8.5. **Communication: YFC members – what they must do**
 - 8.5.1. Make sure anyone who is feeling ill stays at home.
 - 8.5.2. On arrival and before leaving wash hands with soap and water for 20 seconds and do this frequently throughout the session.
 - 8.5.3. 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.
 - 8.5.4. YFC members should not share transport (unless in the same household or a household bubble).

- 8.6. **Communication: What parents of U18s can do**
 - 8.6.1. 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.
 - 8.6.2. Make sure anyone who is feeling ill stays at home.

- 8.6.3. Do not gather at entrances or car parks - model social distancing so that their children learn good practice.

9. Sources of information

<https://nya.org.uk/wp-content/uploads/2020/12/0972-NYA-UPDATE-COVID-19-V4.2.pdf>

<https://www.gov.uk/create-coronavirus-qr-poster>

<https://coronavirusresources.phe.gov.uk/Hands-Face-Space-/resources/posters/>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.gov.uk/create-coronavirus-qr-poster>

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

<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://acre.org.uk/cms/resources/covid-19-safer-community-centres-aug-20.pdf>

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

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

[Making your own face covering](#)



**Fun, Learning
and Achievement**

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