



*Developing young people through
personal challenge*

COVID-19 Safety Policy

The Aim of the Policy

The aim of this Policy is to comply with Government legislation over COVID-19 so that young people, volunteers and employees are able to attend all YoCO sessions and fundraising events safely. It will be reviewed regularly. Parents, guardians, volunteers and young people will be informed of any changes.

This Policy will be displayed on the YoCO website and be available in all meetings in the leader's register file. Any up-dates will be emailed to all parents, guardians and volunteers as soon as possible. Many of the young people that YoCO supports are vulnerable and have suffered from the effects of isolation during the pandemic. It is imperative that YoCO groups meet where possible as it is not always straightforward for YoCO to provide online (or phone) work due to not all young people being able to access phones or internet.

As YoCO will still be continuing to provide face to face group meetings we will constantly be reviewing and considering the factors below:

- The young peoples' need and safety
- Volunteers' and employees need and safety
- Whether other options are possible
- The known risk factors of age and any pre-existing health conditions for YoCO volunteers, employees and young people
- Young people with needs who may not be able to engage using online platforms
- The risks during the journey to and from YoCO group sessions

Before Group Meetings Start

1. Prior to the first meeting Parents/Guardians will be contacted by email to explain the reason for special COVID-19 precautions. We will be available by email and phone to answer any questions and reassure as appropriate.

2. The Consent Form

Parents/ guardians will be asked to complete a consent form.

YoCO will ask on the consent form about health status in relation to COVID-19 such as:

- Do they or anyone in the house have Covid-19 or Covid-19 symptoms. The list of symptoms can be found on the [NHS website](#).
- Have they or anyone in their household been asked to self-isolate?
- Is anyone in the house shielding?

If the answer is yes to any of these questions, then the young person or volunteer should not come to the meeting whilst displaying symptoms and/or in self-isolation. The Consent Form must be signed, by a parent or guardian AND the young person, before they are allowed to attend a

session to confirm that they have understood government guidelines and the YoCO Policy for COVID-19.

3. YoCO Venues

All venues YoCO uses are registered as COVID-19 safe, YoCO will take appropriate steps to keep risk to a minimum and ensure that each venue has been risked assessed both by YoCO and the hiring organisation.

Group Meetings and Events

1. **Group Size** Updated 2nd Dec 2021

All sessions will be in line with Government and National Youth Agency (NYA) guidance in that there is no limit to numbers for indoor and outdoor sessions.

2. All attendees must follow the instructions which are displayed inside and outside the session venue. Young people must follow verbal instructions from group leaders whilst using the venue.

3. **Social Distancing**

The Leaders will explain about social distancing and why it is needed. Young people and volunteers will be asked to agree to keep to the 1-metre social distancing guidelines wherever possible. Always avoid hand shaking or any physical contact between group members

4. **Face coverings** Updated 20th January 2022

Face masks are not required to be worn during indoor sessions or transport unless the individual feels more comfortable doing so.

5. **NHS track and trace guidance** 8th August 2020

At all YoCO sessions names, contact numbers, date and time at the premises will be recorded. All participants will be asked to sign an attendance sheet which will be stored in a folder by the Group Leader and will also act as a register of attendance. It will therefore be kept for the duration of the programme

GDPR allows YoCO to collect and share personal data with NHS Track and Trace. It is not necessary to obtain consent. NHS T and T will ask for information only if someone tests positive for COVID-19 and listed YoCO premises as a place they visited recently or if the premises become a location of an outbreak. Should this be necessary, NHS T and T will call from 03000 135000 or from NHS tracing. All attendees will use hand sanitiser provided before and after the session and throughout if required.

6. All attendees will follow the acceptable use of toilet policy and ensure all areas are cleaned thoroughly with wipes provided after use. Used tissues should be put in the waste bin and emptied by the leaders at the end of the session. Antiseptic spray should be used to wipe any surfaces.

7. **Transport**

Young people may be offered transport in vehicles when providing voluntary or charitable services.

The risk of sharing transport can be reduced by:

1. Wherever possible the same people share for every journey
2. Minimising the size of the group
3. Opening windows for ventilation
4. Travelling side by side or one behind the other and facing away from each other.
5. Maximising the distance between people in the vehicle

6. The wearing of face masks (which is optional)
7. The length of the journey is kept to a minimum
8. The surfaces in the vehicle are cleaned after each journey.

If Someone in the YoCO group develops COVID-19 Symptoms

If a volunteer or young person develops COVID-19 symptoms, they must request a Test and inform the Group Leaders as soon as possible.

If the test is **negative**, following all government guidelines, they may return to group sessions.

If the test is **positive** they must inform the Group Leaders immediately and follow all government guidelines, including the need to self-isolate for the required period before returning to group sessions.

They will be asked by NHS Track and Trace about people they have been in close contact with in the 48 hours before symptoms began to when they tested positive. This may include a YoCO meeting as it includes the following:

- Being in contact with someone who tests positive for 15 minutes or more at less than 2 metres distance.
- Being in contact with someone who tests positive at less than 1 metre.
- Riding in the same car as someone who tests positive.
- Being in the same household as someone who tests positive.

YoCO will abide by current Government guidelines by following the NYA template. YoCO has clear permitted activity for operating in each tier which will be published on the web-site, sent to all Group Leaders and trustees. From 2nd Dec 2021 YoCO operates in Yellow readiness framework for young people under 18 (NYA guidance)

This Policy has been approved by the board of trustees at the Board Meeting on 19th January 2022 and is updated regularly.

Chair of Trustees Jane Cranston..... Date 19th January 2022.
Updated 20th January 2022

<https://www.gov.uk/guidance/31-july-announcement#face-coverings>

<https://nya.org.uk/guidance/>

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

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>