**Covid-19 Secure YFC**

**Social Distancing measures for YFC activities**

Issue ONE Wales

21 Sept 2020

**Templates to assist YFC clubs open in a Covid secure way**

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**Example Club activity planning record – template**

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# On YFC club letterhead

# Example Club Activity Planning record

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Add club name here** |  |  |
| **General** | | | |
| **Organiser** | * Name of the person organising the activity |  |  |
| **Supervisors** | * Names of the activity supervisors |  |  |
| **Ratio of supervisors to attendees U18 years of age** | * If U18s are attending the supervisors should have been safely recruited (reference taken, and DBS check completed) * Aa minimum of 2 DBS and safely recruited supervisors for any activity where U18s will be present. * For groups of more than 20, the ratio of U18s must always be: One supervisor to 10 participants of part of 10. |  |  |
| **Maximum number of attendees (maximum size is dictated by indoor venue Covid-secure plan or 30 outdoors - this is in current legislation)** | * Record number here |  |  |
| **What will be done if more than the maximum number of attendees arrive at the venue** | * Consider asking members to book a few days before * Be prepared to run the activity a second time to be sure to include everyone in the activity |  |  |
| **Does the ‘usual’ YFC activity need to be adapted?** | * Yes / No * Adaptation made * Speakers/trainers? |  |  |
| **Assisting those that are clinically vulnerable or those with additional needs** | * Add specific arrangements made to support YFC members who are clinically vulnerable (or living with those that are clinically vulnerable) or those with additional needs |  |  |
| **Transport** | Remember the club should not make the transport arrangements. The club responsibilities to start when participants arrive at the venue.   * Advise all YFC members they should not share transport unless they are from the same household – add to the information sheet * Parents or members of the household to transport those that do not drive including those U18 years to and from the club meeting venue |  |  |
| **Venue** | | | |
| **Capacity of the venue with social distancing in place** | * Refer to the venue’s Covid-19 Secure Social Distancing assessments and guidelines |  |  |
| **Copy of the Covid-19 secure social distancing assessments and guidelines** | * Check cleaning arrangements * Handwashing facilities, with soap and dryers/disposable hand towels * Social distancing – floor markers and room sets (are chairs 2m apart?) * Use of face coverings to be considered (these are ***required*** for indoor settings) |  |  |
| **Hand washing and social distancing signs** | * Are these suitable at the venue? * Does the YFC need to supply more signs – add the name of the person bringing this. Make sure they are the first to arrive |  |  |
| **Hand sanitiser** | * Provided by the venue, or YFC to provide? * If YFC providing, who will bring it to the venue? * What will we do if there is no sanitizer? |  |  |
| **Information to be communicated to every member before the activity** | | | |
| **Prepare information sheet** | * See guide and workbook * Produce information in good time before the day of the activity and ensure it is published to every member and the parents of those U18 years |  |  |
| **Record of attendance** | * Ensure an attendance record is kept for all activities. During the Covid-19 pandemic, the list/book should not be passed person to person. Instead, one person should add the names of every person in attendance, including guests/speakers (YFCs already have contact details of all members) * For visitors/speakers/guests, collect the additional information in case the Track & Trace service requires this. This information to be shredded 21 days after the activity |  |  |