**Covid-19 Secure YFC**

**Social Distancing measures for YFC activities**

Updated 14 April 2021

Wales

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

**-----------------------------------------------------------------------------------------**

**Example Club activity planning record**

# On YFC club letterhead

# Example Club Action Planning record

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Add club name here** |  |  |
| **General** | | | |
| **Organiser** | * Name of the person organising the activity |  |  |
| **Supervisors** | * Names of the activity supervisors * If U18s are attending the supervisors should have been safely recruited (references held on-file and DBS check completed) |  |  |
| **Ratio of supervisors to attendees U18 years of age** | * Ratio for U18s: 1 supervisor to 10 participants and never less than 2 supervisors – they should not work alone |  |  |
| **Maximum number of attendees (maximum size is 15 + leaders/supervisors this is in current legislation)** | From 27 March, for under 18’s outdoors only – no limit to the number of participants   * The size of the group must be manageable for supervisors and leaders to ensure Covid-secure plans can be observed and that the activity is run well/safely.   From 26 April organised outdoor activities can be planned for groups of 30 participants.  The general rule in Wales is:   * Up to six people from no more than two households (excluding any carers or children under 11 from either of those households) can meet outdoors at any one time. * Covid-secure plans to be observed and that the activity is run well/safely. |  |  |
| **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 to and from the club meeting venue |  |  |
| **Venue – indoor venues and outdoor venues/spaces** | | | |
| **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) * Is the club recommending supervisors and leaders make use of Rapid Lateral Flow tests |  |  |
| **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 |  |  |