

A work plan for YFCs

Covid-secure

YFC

This work plan supports the Covid-secure guidance for YFCs document



**Fun, Learning and
Achievement**

Work plan for a YFC club committee

Opening YFCs in a Covid-secure way

1. Step one

- 1.1. One or two members of the club officers (or leaders or advisory) attend the video call guidance session that your county federation will run
- 1.2. With this workbook, the county federation will send each YFC club a copy of the ***Covid-secure guidance for YFCs***
- 1.3. During the video call, the county federation officers will go through the guide - to provide help in understanding and how to take the actions that are required to open your YFC, for small group activities, in a Covid secure way

2. Step two

- 2.1. Following the county federation guidance session, the YFC club should hold a club committee meeting via video call
 - 2.1.1. Include leaders and the advisory committee members – it is important that all work as team to support the club and its activities
- 2.2. Agenda topics and decisions for the committee meeting:
 - 2.2.1. Will the club lose members, or will members not renew their membership, if the club continues only with online activities?
 - 2.2.1.1. Will the habits of the members of the club have changed during the long lockdown?
 - 2.2.1.2. If YFC is not running any face to face activities, will they visit other groups that are running instead of the YFC club?
 - 2.2.1.3. Will they use their leisure time to use other local amenities and attractions (cinema, pubs, restaurants, attractions) and then not return to YFC?
 - 2.2.2. Does the membership of the club wish to start meeting, in small groups, say once each fortnight until Covid easements allow usual meetings and activities to resume?
 - 2.2.3. As a team, do the people that make up the club committee, together with the leaders and advisory committee (the “*management*” of the club) have the **capacity** to plan and supervise activities for small groups of YFC members?
 - 2.2.3.1. Capacity - Does the committee feel confident to take responsibility to plan and supervise Covid-19 secure activities. If not, what can the committee do to acquire confidence? Who else can help (past members for example or others – parish council, village hall committee etc)?
 - 2.2.3.2. Capacity - The committee has the knowledge (the *Covid secure guidance for YFCs* booklet)
 - 2.2.3.3. Capacity - Do members of the committee, leaders and advisory have the time to plan the activities, to supervise and lead them as well?
 - 2.2.3.3.1. Who will make the plans?
 - 2.2.3.3.2. Who will record the plans in writing?
 - 2.2.3.3.3. Who will prepare the Covid-secure risk assessment and the activity risk assessment? (The activity risk assessment should already be in place for club meeting in the usual meeting space)

- 2.2.3.3.4. Who will supervise and lead the activity on the day/evening?
 - 2.2.3.4. Capacity – Will the club budget accommodate any spending that may be required that is in addition to the usual club activity spends? (For example, increased venue hire charges, venue cleaning, hand sanitiser, face coverings)
 - 2.2.3.5. Capacity – Account for the safeguarding management and supervision required for all YFC sessions (those that have been safely recruited with current DBS checks on file and references taken, reviewed and copies held on file). Add the names of those responsible to safeguarding management to the planning records
 - 2.2.3.6. Capacity: Account for any YFC members who are clinically vulnerable or are living in households with those that are clinically vulnerable
 - 2.2.3.6.1. Every member of the club should feel that they **belong** to the club and can participate in activities. For those clinically vulnerable to Covid-19, discuss with them how they can be included (some small changes to the Covid plan may enable them to attend for example, or joining discussions via a video call into the activity)
 - 2.2.3.7. Capacity – for clubs with more than 30 members consider how groups can be formed and how to run the activity twice or three times? See guide and remember the supervisors/leaders can run a session twice on the same evening or in a week.
 - 2.2.3.8. Capacity – for clubs with more than 30 members that regularly attend, consider what will be done if more than 30 people arrive for the activity on the day? Who will be asked to leave and who will take responsibility to ensuring the group remains no more than 30?
 - 2.2.3.9. Capacity – if those attending cannot observe social distancing, be prepared to remove them from the activity. Who will be asked to take responsibility for ensuring those that cannot observe the social distancing to leave the venue?
- 2.2.4. Some club committees may decide that the committee has sufficient people and resources to start planning and opening YFC clubs for small group activities.
 - 2.2.5. Other club committees may decide it does not have the capacity to do this now and needs more time and will have plans in place, for say September.
 - 2.2.6. Some club committees may decide to wait until the Yellow Readiness Level (England) Green (Wales) is reached.

If the club committee reaches the decision that it does not have the capacity to run in a Covid secure way just now, it is the right decision to wait a little longer until more Covid easements are in place.

This is not a race to be the first club committee to operate small group activities. This is about the club committee (charity trustees) reaching the right decision that it has the resources to manage.

3. Step three

- 3.1. Can the club committee find and book a suitable venue that has its own *venue Covid plan*?
 - 3.1.1. The committee should make efforts to find a different venue if the usual meeting space is not available or not suitable. The usual venue could be being used as part of community Covid response, it may not be able to be adapted to be Covid secure or some venue operators may choose to keep their venue closed etc.
- 3.2. When a venue is found, ask the operators for a written copy of its venue secure plan, or the list of actions it has taken to make the space Covid secure
- 3.3. Ensure you know the capacity of the venue, with the Covid secure plans in place
- 3.4. Ask about the cleaning regime
- 3.5. Are handwashing facilities adequate for the YFC?
- 3.6. Will the venue provide hand sanitiser, or are users expected to provide their own for the activities and participants? What happens if there is no hand sanitiser on the day of the activity?

- 3.7. Ask the venue operator or committee what the venue expects of the YFC as the hirer of the space – this should be in the *booking conditions* information (what instructions is the venue giving the YFC club?)
- 3.8. Review the booking conditions and/or the venue Covid secure plans. Add the documents from the venue to the YFC club Covid planning information.
- 3.9. NOTE: Those YFCs that own and operate their own meeting space/hall/venue must produce a Covid secure plan for the venue
 - 3.9.1. England: [This information sheet](#), produced by Action for Rural England (ACRE), will help those with responsibility for halls and meeting spaces in England prepare to open the facility.
 - 3.9.2. Wales: [This information sheet](#), produced Wales Council for Voluntary Action (WCVA), will help those with responsibility for halls and meeting spaces in England prepare to open the facility.

4. Step four

- 4.1. Think about small group activities that will work for the club:
 - 4.1.1. Activities that do not involve the handling of equipment, or how the equipment can be sanitised frequently. During the activity keep a record of when and how equipment was sanitised and by whom
 - 4.1.2. Speakers – will they be happy to attend the small group activity?
 - 4.1.3. For the first small group activity, consider a simple YFC meeting where:
 - 4.1.3.1. the club officers and committee can explain the Covid secure planning
 - 4.1.3.2. The group activity can be a session where the supervisors ask the members of the club what they would like to do in the next few meetings – ideas of activities that can be done in a Covid secure way

5. Step five

- 5.1. When the first activity is selected, consider a site visit to the venue so that the club committee can check:
 - 5.1.1. That the plans will work in the venue – is the entrance and exit the same door (one-way systems in and then reversed for out) or are there two entrances and exits?
 - 5.1.2. Is the signage adequate or should the club produce additional signs/posters for its YFC activity?
 - 5.1.3. Examine and check venue plans – is there a one-way system in common areas or corridors for example
 - 5.1.4. Check handwashing and hand drying facilities
 - 5.1.5. How will arrivals and departures work? Think about how the drop off and pick up will work for those that do not drive themselves to the activity
 - 5.1.6. Car parking arrangements?

6. Step six

- 6.1. **Bring together all the plans by recording them and preparing a planning file** (paper or digital)
 - 6.1.1. Venue Covid plan – add a copy to the YFC planning file
 - 6.1.1.1. Take the steps that are required in the venue plan or booking conditions
 - 6.1.2. Produce the YFC club Covid secure plan – use the template in this booklet by the NFYFC – and add a copy to the planning file
 - 6.1.3. Activity risk assessment – use the usual YFC club night risk assessment and add to the planning file
 - 6.1.4. Ensure safeguarding management is included in the risk assessment
 - 6.1.5. An activity planning record sheet - use the template in this booklet produced by the NFYFC

- 6.1.6. Check the attendance record book is ready (remember in the plan, that one person to write in each name - the book and pens must not be passed around)
- 6.1.7. Prepare a record sheet for all visitors that are present for more than 15 minutes or use the template in this booklet
- 6.1.8. If the YFC must provide hand sanitiser, order in good time for the day of the activity
- 6.1.9. And, if face coverings are required, decide if YFC members must bring their own, and what to do if someone does not bring a face covering. If the club is to provide them, order in good time for the day of the activity

7. Step seven

- 7.1. **Prepare information for YFC club members and ensure this is communicated 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
 - 7.1.3. This can be done by circulating an information paper, posting this in the YFC club closed group on social media or other way that will reach **every** member and the parents of those U18 years of age.

- 7.2. This information allows the club committee to give YFC members and their families the confidence to return to the YFC. It will set out the steps and careful planning that the club committee has put in place to allow the restart of club activities. It will also set out the expectations the club committee has on those YFC members that attend, as well as any specific instructions.

- 7.3. **Information for club members and parents of those under 18 yrs. Suggested content:**
 - 7.3.1. **Confirm the following:**
 - 7.3.1.1. Who is supervising the activity?
 - 7.3.1.2. What is happening - the activity and the arrangements made to observe Covid-19 social distancing
 - 7.3.1.3. Add any specific venue instructions
 - 7.3.1.4. Any adaptations made to a 'usual' YFC activity
 - 7.3.1.5. Maximum number of YFC members that can join the activity at any one time.
 - 7.3.1.6. Are YFC members required to 'book' a place?
 - 7.3.1.7. Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 social distancing to be observed)
 - 7.3.1.8. What arrangements are in place to run the activity a second time?
 - 7.3.1.9. That handwashing facilities are in place
 - 7.3.1.10. That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure

 - 7.3.1.11. That anyone who is feeling ill, especially with any Covid-19 symptoms must not attend the activity

 - 7.3.2. **Ask the following:**
 - 7.3.2.1. 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?

7.3.3. Advise the following:

- 7.3.3.1. That YFC members must not share transport unless they are from the same household or two household bubble
- 7.3.3.2. Parents or members of the household to transport those that do not drive, including those U18 years to and from club meeting venue
- 7.3.3.3. Car parking arrangements
- 7.3.3.4. Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised
- 7.3.3.5. 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
- 7.3.3.6. Use a tissue or elbow to cough or sneeze and use bins for tissue waste
- 7.3.3.7. Departure arrangements
- 7.3.3.8. 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

7.3.4. Inform YFC members of what they must do:

- 7.3.4.1. Make sure anyone who is feeling ill stays at home
- 7.3.4.2. Is a booking system in place?
- 7.3.4.3. On arrival and before leaving, wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 7.3.4.4. 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.
- 7.3.4.5. YFC members should not share transport (unless in the same household or a household bubble)

7.3.5. Parents of U18s:

- 7.3.5.1. 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
- 7.3.5.2. Make sure anyone who is feeling ill stays at home
- 7.3.5.3. Do not gather at entrances or car parks - model social distancing so that their children learn good practice



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