

## **Framework: Getting back together safely.**

### **Polish Scouting Association UK Region (PSA UK Region) ZHP Okręg WB**

#### **A framework for restarting face-to-face Polish Scouting meetings and activities**

##### **1. Introduction: helping you get back together safely**

We know that many of you are keen to get to back to face-to-face Polish Scouting meetings and activities. However, we can only do that when it's safe to do so – for both young people and volunteers.

1.1 Each unit (jednostka) themselves will make the decision about when to resume face-to-face meetings and activities, along with their volunteer line managers (szczępowy/hufcowy). These decisions need to be made within the PSA UK Region framework designed to help everyone stay safe.

1.2 The PSA UK Region Framework will be supported by a range of more detailed guidance documents that offer practical support to volunteers locally to meet the requirements set out in this document. To make sure everyone is working to the same standards, this framework will be a policy of PSA UK Region until further notice.

1.3 The PSA UK Region Framework follows government-approved guidance for the youth sector developed by the National Youth Agency (NYA). Whilst this NYA guidance was designed specifically for England, The PSA UK Region Framework will apply in every country and jurisdiction where we operate. In formulating the framework consideration is also given to best practice guidelines from other specifically similar organisations in the UK.

1.4 The other key reference point for our framework is the National Youth Agency and Scout Association websites. PSA UK Region will monitor and consider this guidance in its own decision making process. We need to monitor guidance in both England, Scotland and Wales and accept that there may also be local variations at any time.

1.5 This framework is in place from 04 August 2020, with an update published on 04 September 2020, 03 December 2020 and 12 March 2021. We expect all units to be proactively making plans and submitting risk assessments in preparation for when they feel they are ready for a return to face-to-face meetings. In all cases every unit will need to submit for approval a risk assessment for both outdoor and indoor activities.

1.6 All leaders (drużynowi, funkcyjni, komendy hufców i chorągwi, KPH, St. Harcerstwo) need to make sure that their plans for restarting face-to-face meetings and activities are developed so that members, participants and volunteers at all times:

- Comply with social distancing requirements (determined by their government)
- Ensure hygiene levels are maintained, including hand washing, face covering, as well as surface and equipment cleaning
- Safely manage any risk to volunteers, young people and the wider community, including a reduction in group sizes where necessary.
- Make sure vulnerable young people and adults can be effectively safeguarded, both in relation to COVID19, as well as other risk factors.

- Members, participants, volunteers and parents all clearly understand what adjustments need to be made to ensure everyone's safety, and have had a chance to inform them.

1.7 Members, participants and volunteers locally should not resume face-to-face activities until sufficient control measures or mitigations are in place, if they feel that these conditions cannot be met or managed in a safe way, they should wait until they are able to do so.

1.8 It is recommended that all Polish scouting units within a location cooperate and discuss together the return to face-to-face Polish scouting. Whilst they may not consider returning to face-to-face activities at the same time consideration must be given to the information given to parents in the same geographical location. This means that regions (hufce) and units (drużyny/gromady/KPH) working in the same location will be fully aware of each others plans before information goes to parents. Before starting, all evidence of written risk assessments must be approved and signed off - see below the decision making, checking and approval process.

1.9 This framework sets out the principles and the operating processes for local Polish Scouting units to be able to restart face-to-face activities. It's designed to be adaptable for activities at all levels to re-start.

1.10 You will notice that throughout this framework we refer to guidance documents. These set out clear operating procedures for specific activities. Over time, these will be added to, or amended, to keep in step with NYA readiness levels and changing government advice. We'll also make regular improvements based on feedback from volunteers.

1.11 While the guidance will expand and improve over time, the requirements set out in this framework below will remain consistent. The guidance is designed to help members, participants and volunteers meet the requirements of this framework, in a simple and practical way.

## **2. Our principles**

2.1 Our guidance is based on the following principles:

- Our priority is to keep our members, participants and volunteers safe.
- A PSA UK Region framework will help members and volunteers locally to focus on delivering consistent high quality programme activities to meet the needs of their young people.
- We actively consider inclusion and accessibility for all in our decisions to resume in line with our values and equality legislation.
- Returning to face-to-face Polish Scouting meetings and activities is voluntary and needs to be with consent of volunteers, parents and members and participants.
- Our approach will be solutions-focused and in line with government guidance and health and safety legislation.

This framework contains the following areas:

- Permissions process including sign off
- Key considerations to be ready to restart face-to-face activities and how these will be phased
- Legal and liability conditions
- Key control measures ('the COVID code') for everyone to follow, as shown below:

### Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to members, participants, volunteers, and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed where possible (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by PSA UK Region and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive

### 3. Taking things a step at a time: a phased return

3.1 In line with government-approved Youth Sector Guidance, we expect to see a phased approach to returning to face-to-face Polish Scouting meetings and activities.

3.2 This is the anticipated permitted activity at each phase of unlock from Lockdown 3. Each phase is dependent on reaching set government goals of reduced infection and vaccination and may be subject to change:

Readiness level	PSA UK Region level
<b>Red</b>	<ul style="list-style-type: none"> <li>• Digital programme delivery</li> <li>• No face-to-face activity or meetings</li> <li>• No residential activities</li> </ul>
<p style="text-align: center;"><b>Amber 1</b></p> <p>England: Anticipated not earlier than 29 March 2021 – to be confirmed Scotland: from 12 March 2021</p>	<ul style="list-style-type: none"> <li>• Digital programme delivery</li> <li>• Small group sessions can take place outdoors ONLY following government guidelines – restricted duration</li> <li>• No residential activities, not visits or trips</li> </ul>
<p style="text-align: center;"><b>Amber 2</b></p> <p>Anticipated not earlier than 12 April 2021 – to be confirmed</p>	<ul style="list-style-type: none"> <li>• Digital programme delivery</li> <li>• Small group sessions can take place outdoors and indoors following government guidelines</li> <li>• Day visits permitted – stay local – stay responsible</li> <li>• No residential activities</li> </ul>
<p style="text-align: center;"><b>Yellow</b></p> <p>Anticipated not earlier than 17 May 2021 – to be confirmed</p>	<ul style="list-style-type: none"> <li>• Digital programme delivery</li> <li>• Small group sessions can take place outdoors and indoors following government guidelines</li> <li>• Day visits permitted</li> <li>• Camping and residential permitted (subject to confirmation) in the UK following government guidelines which are yet to be confirmed</li> </ul>
<p style="text-align: center;"><b>Green</b></p> <p>Anticipated not earlier than 21 June 2021 - to be confirmed</p>	<ul style="list-style-type: none"> <li>• All activities can resume in line with government guidelines, including international travel.</li> </ul>

3.3 When levels change (as confirmed by the NYA and equivalents), PSA UK Region units will need to revisit and, if necessary, update their written risk assessments and action plans. They will also need to gain permission from their Region to enter into the next phase. However, if lockdown measures increase and the readiness level escalates (e.g. Amber to Red), Groups are expected to revert back to previous practice immediately and notify line-managers, rather than ask for approval.

3.4 Adult members and volunteers may meet together in line with current Government Guidance regarding adults in social settings

3.5 Levels will vary between jurisdictions, updates will be provided regularly confirming each Nation's readiness level and maximum group size.

#### **4. How we delegate decision-making**

4.1 The Board of Trustees of PSA UK Region (Zarząd Okręgu ZHP w Wielkiej Brytanii) have collective responsibility for health and safety in all units belonging to PSA UK Region. They need to be assured that all necessary checks, controls and preparations have been considered and adopted before agreeing that any face-to-face Scout meetings or activities may take place in each group or unit.

4.2 We expect each Region (Hufiec) to delegate authority to up to 3 members of the Region to form the checking team for Risk Assessments. The Regional Commissioner (Hufcowy/a) should record in writing (rozkazem) that this authority has been delegated to individuals who have the skills, knowledge and experience to complete this task to a high standard and that any conflicts of interest are managed appropriately. This record must be submitted to the Commissions (chorągwie) for approval and to the PSA UK Region Board for record keeping. Senior Scout and Friends of Polish Scouting (st. harcerstwo i KPH) send Risk Assessments directly to approvers nominated by PSA UK Region Board of Trustees (Zarząd Okręgu). Checklists and guidance documents will be provided to ensure that this task can be taken on by a range of roles.

4.3 The operating guidelines referenced in this framework document are the minimum required to allow a unit to restart. Regions (hufce) should not arbitrarily apply additional requirements, except where those are jointly agreed by both parties and are sensible, reasonable and necessary.

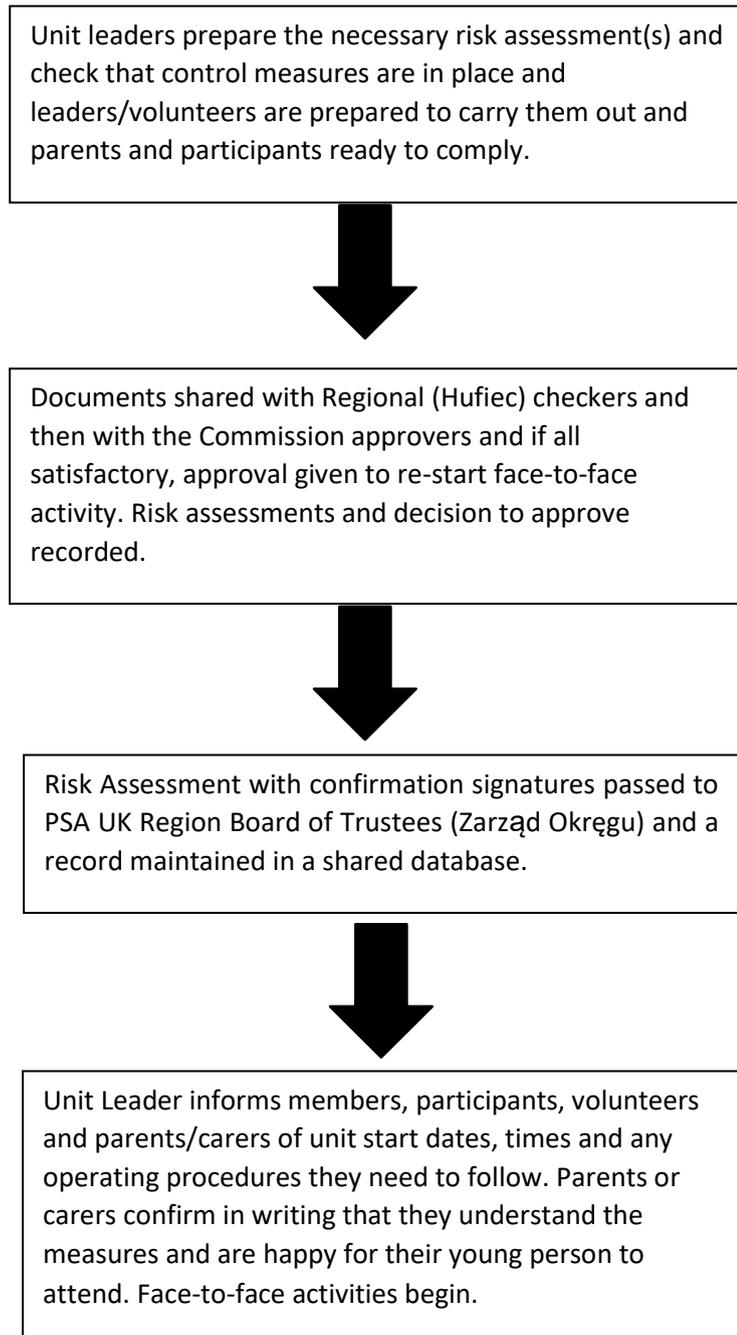
4.4 Everyone needs to assess and manage the risks of COVID-19. Volunteer line managers have a legal responsibility to protect other members, participants and volunteers and those who come into contact with the units from risk to their health. This means they need to assess the risks they face and do everything reasonably practicable to minimise them. At the same time, we need to recognise that we cannot completely eliminate the risk of COVID-19. Regions (hufce) are responsible for supporting leaders to have rigorous written assessments and achievable action plans.

4.5 As Polish Scouting, we deliver a range of activities in a range of environments. Each unit within PSA UK Region must complete a written risk assessment and action plan for every environment they wish to operate in. The risk assessments used to authorise re-starting face-to-face activities are for the

place or environment a unit is planning to operate in. If that environment or place changes significantly enough for the risks to change, a new risk assessment must be completed and authorisation sought. These risk assessments do not replace regular weekly risk assessments in relation to specific activities, these should be complementary.

## 5. The approval process for restarting

5.1 Most of the restart decisions will happen at a unit level, which is why we have given the example below. However, this process may start at other levels such as a District (szczep), Region (Hufiec) or Commission (Chorągiew) level. In each case, the approver will need to be independent and at the next level up in our structure, the highest being the Board of Trustees of PSA UK Region..



5.2 Unit Leaders and Regional Commissioners (Hufcowi) (or their 3 appointed nominees) should review these risk assessments regularly, or when Government guidance and NYA readiness levels change. They should record any adjustments and update the Commissions with the date of the latest review.

5.3 The risk assessment that is being approved is only in relation to being Covid-secure. Each unit remains responsible for documenting and managing risk assessments for each weekly programme. These weekly risk assessment do not need to go through the approval process.

5.4 Covid risk assessments should be reviewed by their initiators regularly and submitted for re-approval when significant new risks are identified and added to the risk assessment. For example:

- A review that identifies some changes to existing risks does not need re-approval. This could be changes in maximum numbers, changes in arrival procedures, additional hand sanitising etc.
- A review that identifies new risks should be submitted for reapproval. This could be when meeting in a very different environment, when moving to indoor meetings, when getting back to camping or residential activities. The original risk assessment can have the new risks added at each stage and resubmitted.

## **6. Insurance and legal considerations**

6.1 Units registered within PSA UK Region are insured when they comply with our rules and policies. This framework is an approved PSA UK Region policy and therefore all steps need to be met. Trustees need to be assured by the Commission and Regional teams through regular audits that risk is regularly reviewed in and around the unit meeting place and that controls are implemented and updated.

6.2 International trips, outings, camps and non-standard activities may be subject to additional or alternative insurance.

6.3 With anticipated permission for camping and residential activities and international trips only permitted no earlier than at the yellow and green readiness level, considerations around such activities should not involve financial outlay. All dates are anticipated “not earlier than” and there are no guarantees for start dates for any kind of overnight stays. It is anticipated that strict covid secure standards will be required.

6.4 There are special considerations when third parties use Scout Groups’ premises or equipment, or when Scout Groups meet in premises belonging to a third party. Trustees need to be assured by the Commissions and Regions that units have read and understand any, and all, insurance documentation relating to both parties and share their own with those third parties. Agreement on responsibilities, such as deep cleaning, provision of hand sanitiser etc. should be recorded in writing. Regular communication and reviews between the parties is expected. Please see specific guidance on this.

6.5 Some leaders may find that their DBS/PVG/ has expired, and this should be renewed in line with PSA UK Region guidelines before face-to-face activities resume.

## **7. Guidance and resources**

7.1 As well as providing a template risk assessment and a checklist for local group leaders to complete and keep, we have also developed guidelines to support the preparation for restart of face-to-face Scout meetings and activities. These are summarised here.

- i. Getting your unit back together
- ii. Planning a safe and enjoyable programme
- iii. Speaking with parents, carers and young people
- iv. Finding a safe place to meet
- v. Knowing what to do if something goes wrong
- vi. Protecting ourselves and others
- vii. Parent/carer letter with update of plans
- viii. Parent/carer letter outdoor activities
- ix. Parent/carer letter indoor activities
- x. Mental Health - guidance

## **8. How we'll keep our guidance up to date: feedback, review and communications**

8.1 Throughout the year, we will release updated versions of guidance documents based on feedback from volunteers.