

Getting your unit back together safely

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

Guidance for section leaders starting face-to-face meetings and activities

Background

As we move to restart face-to-face meetings and activities, there are specific things you as leaders will need to do ahead of getting approval to restart. Our number one priority is making sure that all our members, participants and volunteers are kept safe. If we don't feel we can do that, we should not feel obliged to restart activities.

You should be supported within your Regional (hufiec) line management in putting plans in place and completing robust Risk Assessments before any face-to-face Polish Scouting restarts. Remember, you are not alone. Work with your leadership team (hufiec) and ask for help where you need it. PSA UK Region Trustees with the support of the Commissions and the Regions are responsible for making sure that face-to-face activities return safely and within a rapidly changing national framework.

Approval to restart

Most decisions to restart face-to-face activities will begin within a unit. For each unit starting face-to-face activities, there will be a process for the checking and approval of risk assessments and other preparations before face-to-face Polish Scouting can begin. It is strongly recommended that all Polish Scouting units within a location cooperate (jednostki w tym samym ośrodku) and discuss 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) working in the same location, irrespective of whether they are male/female units, will be fully aware of each others plans before information goes to parents.

Once your risk assessment is prepared, your line manager will need to check this. For units within the Commissions (Chorągwie) this will pass to the Regional (Hufiec) checkers and then to the Commission/Board of Trustees approvers. For Senior Scouts and Friends of Polish Scouting this will pass to approvers nominated by the Board of Trustees.

What do I need to do?

With your leadership teams, you will need to consider how you will operate for the current alert level. We have developed guidance to help guide you through this, so review this first. Each piece of guidance is clear on where the boundaries lie for each alert level. Consider what support you may need to prepare your risk assessment. Consider your level of spoken and written English as all risk assessments must be written in English. Regions (hufce) should consider supporting units with a 'buddy system' where leaders of units are supported by another unit leader or a regional representative.

You will need to use your thinking and develop a plan for how you will operate, part of this will include a thorough risk assessment of the restart process. You will need to do this in order to move from each level of alert and also when any significant changes occur. Therefore, if you think you will use a variety of meeting locations in the coming months, outline them all on your initial risk assessment. This way, you will not have to revise and get approval again.

We have provided a template risk assessment for you to use. We have started you off with common hazards and risks which all groups are likely to face when restarting face-to-face activities and some suggested controls. Make sure you review these fully and add all additional risks relevant to your setting and

circumstances. The guidance documents will help you identify the hazards. If you need support or advice, please contact your Regional Commissioner (Hufcowy/a) or their appointed delegates in the first instance.

Once you have approval to restart you will need to make sure that you consult and communicate with all involved (including parents/carers, members and participants) to ensure that everyone understands how things are going to be running, as this will be different to how things were before the lockdown. Young people's parents or carers will need to give explicit consent to unit leaders to allow their children to return. More information is available in the 'Speaking with Parents, Carers and Young People' guidance.

As with any risk assessment you will need to dynamically review (keep reviewing) the situation as things change especially consider changes in national or local government guidelines (eg. Local lockdowns). You should also review things more formally on a monthly basis, especially as we move through the year, as the weather and circumstances will change. **If significant risks are identified and added to the risk assessment this will need to be submitted for reapproval. 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.

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 and volunteers, 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.

Leader checklist

General

Have you read and understood the relevant guidance on the getting back together safely ?	
Have you incorporated hazards and considerations identified in the relevant guidance into your risk assessment?	

People

Have you consulted with members, participants, volunteers, parents/carers (including Young Leaders)?	
Do you have enough volunteers to run each session safely and within ratios?*	
Are any volunteers or young people (or members of their household) vulnerable or shielding? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged (where they wish)?	
If you run multiple sessions for smaller groups, do leaders have capacity for extra sessions or would you extend programme activity in alternate weeks, with activities to be done at home for those alternate weeks?	
Do the adult leaders meeting face-to-face have the appropriate, up-to-date DBS checks,? First Aid training?	
Have you agreed what to do if there is an incident, someone is injured, or shows signs of COVID-19 during a face-to-face meeting? Do all volunteers know what this is?	
Have you got a way of recording all attendance for each face-to-face session, including adults and visitors / helpers (track & trace) and keep it secure for six weeks?	
Have you produced a plan for how you intend to communicate with parents/carers?	

Programme

If needed, are you able to 'buddy up' with other sections/groups to ensure you can prepare and deliver a quality programme safely? Are there other volunteers in the Region/Country Commission (hufiec/chorągiew) who could support you?	
Are you able to make sure any shared resources used (and surfaces and equipment) are kept clean, between users? Have you identified alternatives options (such as young people bringing their own)?	
Is your programme flexible enough to be delivered both at home and face-to-face (as requirements allow)? How can those who are unable to attend face-to-face still be included and engaged?	

Places

Have you selected a proposed meeting place(s)/venue(s) for running your programme and considered how you can meet government guidelines? Including access consideration/drop off and pick up arrangements? Are there passing places or a one way system in place?	
Have you considered what facilities may be needed for handwashing, drying, alcohol hand gel and toilet facilities?	
Travel: How do volunteers and young people get to the venue? Is it within walking distance? Do people from different households usually car share or take public transport?	

Have you produced updated normal risk assessments for your programme each activity and setting? (these do not need to be approved except where you are using a different venue/s than those outlined in your covid approved risk assessment)	
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* Both government and PSA UK Region requirements.