

## **Making sure everything's in place.**

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

#### **Guidance for checkers and approvers**

##### **Background**

The Trustees of PSA UK Region with the support of the Commissions and the Regions have the responsibility to ensure that face-to-face activities return safely and within a rapidly changing national framework. They will need to make sure Leaders are supported to complete robust Risk Assessments and that procedures are in place to ensure that approvals and reviews are recorded.

##### **The approval process**

Most decisions to restart face-to-face activities will begin within a unit (jednostka: gromadka, gromada, zastęp, drużyna, patrol, hufiec, chorągiew, krąg st. harc, KPH). 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 commence.

This process needs to be followed before any face-to-face Polish Scouting recommences and applies to all unit, district (szczęp), Regional (Hufiec), Country Commission (chorągiew), senior scouts (st. harcerstwo) and Friends of Polish Scouting (KPH) meetings or activities involving members, participants and volunteers, and the reopening of activity centres for programme delivery.

For the process to be robust it is essential that the Checker/Approver is independent of those preparing and checking risk assessments. This will be achieved by a Region (hufiec) supporting and checking the plans of units, which are then sent from the Region to the Country Commissions. The Commissions together with The Board of Trustees will appoint an approving team which will approve risk assessments, record the approvals and retain a copy of the original risk assessments. Confirmation of approval for face-to-face activities will be sent to the unit via the Region (droga służbowa). We recognise that there will be occasions when this will need to be carefully considered if there is a risk of conflict of interest. Senior Scouts, Friends of Polish Scouting and the activity centres approval level lies directly with the Trustees of PSA UK Region. In the event of face-to-face events organised by PSA UK Region these will be assessed by a nominated group to ensure no conflicts of interest arise.

**Those responsible for the process are outlined in the table below:**

<b>Event/activity</b>	<b>Prepare Risk Assessment</b>	<b>Checker</b>	<b>Approver</b>	<b>Notified and Recorded</b>
<b>Rainbow/Beavor (Skrzaty) unit meetings/activities</b>	Unit Leadership team	Regional checkers (Hufiec)	Joint Commission and Trustee team	PSA UK Region Board of Trustees
<b>Cub/brownie unit meetings/activities</b>	Unit Leadership team	Regional checkers (Hufiec)	Joint Commission and Trustee team	PSA UK Region Board of Trustees
<b>Scout/Guide/Explorer unit (drużyny harcerskie i wędrownicze) meeting/activities</b>	Unit Leadership team	Regional checkers (Hufiec)	Joint Commission and Trustee team	PSA UK Region Board of Trustees

<b>District (szczep) activities/events</b>	Unit Leadership team	Regional checkers (Hufiec)	Joint Commission and Trustee team	PSA UK Region Board of Trustees
<b>Region (Hufiec) event or activity</b>	Region Activity/event lead	Commission checkers (Chorągiew)	Joint Commission and Trustee team	PSA UK Region Board of Trustees
<b>Commission (Chorągiew) event or activity</b>	Commission Activity/event lead	Joint Commission and Trustee team with no conflict of interest	Joint Commission and Trustee team with no conflict of interest	PSA UK Region Board of Trustees
<b>PSA UK Region activity centres opening</b>	Campsite staff	Joint Commission and Trustee team	H&S consultant	PSA UK Region Board of Trustees

The following example is based on a unit starting face-to-face activities:

**Unit Leaders** supported as necessary produce risk assessments.

**Unit Leaders** ensure necessary risk assessment(s) are complete for each unit, control measures are in place and leaders are prepared to carry them out.

Documents shared with **Regional (Hufiec) Checkers** and if all satisfactory (using checklist provided), passed to Commission (chorągiew) level.

**The two Commissions and PSA Board of Trustees form the team that gives approval to re start face to face activities. Risk assessments and decisions to approve recorded by PSA UK Region.** Notification passed through Regions (droga służbowa) to re start face to face activity.

**Unit Leader** consults with members, participants, volunteers and parents on unit start dates, times, and any control measures they need to adhere to.

Face-to-face activities begin

Monthly Review and complete again when readiness level changes, adhere to national and local government guidance

**REVIEW when risks change or readiness level changes**

The Regional Commissioner (Hufcowy/a) (or their nominees) should review these risk assessments monthly or when readiness levels change, recording any adjustments and updating the Commissions with the date of the latest review.

A risk assessment will need to be completed for each unit and additional risk assessments will need to take place if activity is planned in a significantly different location e.g. the normal unit location compared to a public sports field.

If anyone involved in this process is uncomfortable with their role in developing, checking, or approving a risk assessment, they must seek advice and support from their line managers.

### **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 (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

### **Liability**

Everyone needs to assess and manage the risks of COVID-19. Volunteer line managers have a legal responsibility to protect other volunteers, young people 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. All members, participants and volunteers are insured when they comply with our rules and policies. This framework is an approved Polish Scouting Association (UK Region) policy and therefore all steps need to be met. Regions need to make sure that unit risk is regularly reviewed in and around the unit meeting place and that controls are implemented and updated.