

Covid-secure guidance for YFCs

Advice for opening
YFCs in a Covid-
secure way.



**Fun, Learning and
Achievement**



| Section | <u>Contents</u> |
|---------|---|
| 1 | Background |
| 2 | Working together: we all have responsibilities |
| 3 | Re-opening YFC |
| 3.1 | The current level of regulations |
| 4 | In the YFC setting |
| 5 | Sources of information |
| | |
| | |
| | |

Covid-secure guidance for YFCs

Advice for opening YFCs in a Covid-secure way

WALES

1. Background

- 1.1. We are all looking forward to getting YFCs up and running and in doing so we must ensure that we keep elected officers, YFC members and visitors safe and not risk spreading Covid-19; and at all times comply with the government guidance.
- 1.2. This document has been created to help YFC activities restart and is based on Welsh government legislation and guidance along with the guidance published for the youth sector in Wales which has been developed in consultation with a range of Welsh government departments.
- 1.3. It is important that this guidance (and the links for further information) are understood and followed for all planned YFC activities. The club committee (charity trustees) are responsible and accountable to the Charity Commission for compliance with organisational actions and to the Health and Safety Executive for compliance with risk management, including Covid-19 risk management
- 1.4. **The Welsh Government has revised its regulations and moved the country to Level 4 (Stay at home) restrictions on Sunday 20 December to mitigate the with the rapid acceleration of transmission in Wales and the high rates of cases.**

Key messages from government in Wales

- **“Keep Wales safe”:**
 - always observe social distancing (also known as physical distancing) – stay 2 metres (3 steps) away from others (who are not part of your [household or extended household](#)), indoors and outdoors
 - wash your hands regularly with soap and water for 20 seconds, or use a hand sanitiser if access to soap and water is not possible
 - always [wear a face covering in indoor public places](#), on [public transport](#), or in [other indoor places if keeping 2m away from others is not possible](#)
 - if you meet with anyone who is not part of your extended household, stay outdoors.
 - work from home if you can
 - [self-isolate at home](#) if you, anyone you live with, or anyone in your extended household has:
 - symptoms of COVID-19, and the person with symptoms should also [book a test](#)
 - tested positive for COVID-19
 - anyone who is contacted by the Test, Trace, Protect Team because they have been [identified as a contact of someone who has tested positive for COVID-19](#) must also [self-isolate at home](#).
- 1.5. **All YFC clubs and county federations should be aware that it is anticipated that this lockdown will remain in place until late February or even into March 2021.**

2. Working together: we all have responsibilities

2.1. NFYFC & WFYFC

- 2.1.1. To ensure that all NFYFC and WFYFC activities and meetings always comply with government policy and guidance.
- 2.1.2. To ensure that government policy and guidance is complied with concerning the NFYFC and WFYFC office and staff.
- 2.1.3. To keep up to date with English and Welsh government advice and legislation and produce guidance and communicate this via NFYFC's website and to YFC county federations to ensure that clubs and county federations have the required information to operate.
- 2.1.4. To offer training on this guide by video call to staff and county chairs (or their representative).

2.2. County Federations

- 2.2.1. The county Covid-19 Response Group (or executive committee if no Covid Response group is in place) to understand the guidance and supporting information and to implement at county organised activities – always including Covid-19-Secure planning and protocols.
- 2.2.2. To ensure that government policy and guidance is complied with in relation to the county office and staff.
- 2.2.3. To disseminate and present this guide to every YFC club in the county federation (county federations could offer to hold a video call with all club chairs and secretaries to work through the guidance – the NFYFC will provide training information and presentation for this).

2.3. YFC clubs. To put in place:

- 2.3.1. Covid-Secure plans for all YFC activities.
- 2.3.2. Produce a risk assessment and a Covid-Secure assessment protocols for all activities.
- 2.3.3. Communication *with every club member* (and parents of those under 18 years of age) on how the club will operate in a Covid-Secure way.

2.4. Members

- 2.4.1. To help YFC by following the guidance set out by clubs or county federation.

3. YFC & Alert Level 4 (January 2021)

3.1. What are the current regulations and guidance from Welsh government?

The whole of Wales is in Alert Level 4 – Requirement to stay at home

<https://gov.wales/sites/default/files/publications/2020-12/the-health-protection-coronavirus-restrictions-no5-wales-regulations-2020.pdf>

The Welsh government Youthwork Strategy branch is now advising:

“We therefore advise that all but essential face to face youth work should stop, other than with the most vulnerable of young people.

Where face to face contact is unavoidable, then it should not be on a group basis unless there is no alternative.

Where one to one meetings take place, it must for the safety and wellbeing of the individual, be full regard to social distancing requirements.”

- 3.2. Guidance for youth work services – Wales. Full guidance for youth work services in Wales is available [here](#).

3.3. **Key messages from welsh government**

“Keep Wales safe”:

- always observe social distancing (also known as physical distancing) – stay 2 metres (3 steps) away from others (who are not part of your [household or extended household](#)), indoors and outdoors
- wash your hands regularly with soap and water for 20 seconds, or use a hand sanitiser if access to soap and water is not possible
- always [wear a face covering in indoor public places](#), on [public transport](#), or in [other indoor places if keeping 2m away from others is not possible](#)
- if you meet with anyone who is not part of your extended household, stay outdoors.
- work from home if you can
- [self-isolate at home](#) if you, anyone you live with, or anyone in your extended household has:
 - symptoms of COVID-19, and the person with symptoms should also [book a test](#)
 - tested positive for COVID-19
- anyone who is contacted by the Test, Trace, Protect Team because they have been [identified as a contact of someone who has tested positive for COVID-19](#) must also [self-isolate at home](#).

4. **In the YFC setting, this means that *face to face youth activities should stop, other than with the most vulnerable of young people.***

4.1. Guidance for youth work services – Wales. Full guidance for youth work services in Wales is available [here](#).

4.2. **Staff or volunteers (staff or elected YFC officers) who need to meet for the purposes of management of the charity?**

- 4.2.1. In YFC, remember that those members elected to hold office at a club or county federation are volunteers and staff or volunteers are the YFC workforce. We expect the fact that YFC members are elected as officers (and thus have become a volunteer and part of the YFC workforce) that it will be recorded in the minutes of the club’s AGM or the minutes of the county federation’s first meeting of the executive committee. These people should be YFC members (i.e. carrying a current 2020/21 YFC membership card).
- 4.2.2. Meeting for planning and managing the charity (club or county federation) is permitted. However, government advice is that those who can work from home should do so.
Therefore, consider video calls as a way for meeting to manage the affairs of the charity.
- 4.2.3. There is no workforce size limit or length of time meetings can take place, but these should be for a minimum amount of time. A suitable Covid-Secure venue must be used. Social distancing, hygiene, face coverings and welfare must be considered.
- 4.2.4. **Meetings taking place in private dwellings/homes is not permitted.**
- 4.2.5. No overnight stays are permitted – for example, club officer training weekends are not permitted.

5. **Sources of information**

<https://gov.wales/youth-work-services-guidance-coronavirus>

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-guidance-support-youth-work-services-safe-phased-increase-operations.pdf>

<https://gov.wales/safe-use-multi-purpose-community-centres-covid-19>

<https://gov.wales/taking-all-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open>

<https://gov.wales/coronavirus>

<https://gov.wales/coronavirus-social-distancing-guidance>

<https://gov.wales/covid-19-alert-levels>



**Fun, Learning
and Achievement**