

# Planning a safe and enjoyable programme.

**Guidance for Group Scout Leaders, Section Leaders, and those in section support roles at District and County level**

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# Welcome

If you're in doubt about any of these checks please seek the advice of a professional. Guidance is also available [here](#)

## Background

Face-to-face meetings and activities can begin again when the risk level on the National Youth Agency (NYA) scale is at Amber, Yellow or Green. You must also follow NYA and Scouts' guidelines on group sizes, allowable meeting formats and good meeting practice.

When planning face-to-face activities, leaders need to risk assess their proposals and get the relevant approvals (see separate guidance on Making sure everything's in place - Guidance for Executive Committees and Commissioners).

As well as getting approval to restart face-to-face sessions, local written risk assessments need to be completed for each meeting, as usual. Key factors to consider include how to organise sessions effectively, how to select activities that will work and how to adapt activities for social distancing. Ideas for suitable activities for each section will be posted on [scouts.org.uk](https://scouts.org.uk)

## Things to consider

When planning sessions leaders need to consider venue, format, session length, leader availability, facilities, hygiene routines and communications, with specific individuals allocated to monitor distancing, cleaning, arriving and departing.

When selecting activities, leaders need to consider social distancing, equipment sharing and inclusion. This is a great opportunity to catch up on the outdoor activities our members have been missing. When adapting activities to comply with social distancing guidelines, leaders need to consider group management, hand hygiene, shared equipment, face-to-face working and activity timing. Checklists for all these topics are included in this guidance. Checks should include ceremonies/presentations at the beginning and end, adapting them to reduce contact that could transmit the virus.

## A blended approach

When planning a balanced programme, leaders should consider a blended approach. If working on a badge, some activities would work best on video, some face-to-face and some as 'At Home' assignments. The blended approach also allows those who need to shield or who are not ready for face-to-face meetings to continue to participate.

Resurgence of the infection rate could trigger a move back to Red, so leaders should consider having a virtual programme ready in reserve. The activities you choose should not put unnecessary strain on our emergency services and/or NHS provision. Note that NYA guidelines for youth work specify that social distancing guidelines should be followed at all times. Please note that the guidelines are different from those for primary schools

# Risks and mitigating actions

Level	Permitted Activity	Key Risks	Key Control Measures	Who is responsible for making sure this happens?
<b>Red</b>	Only video, online and At Home programme can be delivered	Online safeguarding issues	See the Staying Safe Online page on <a href="https://scouts.org.uk">scouts.org.uk</a>	Section leaders and GSLs
<b>Amber</b>	Face-to-face socially distant activities can restart locally and outdoors, within group size limits	Virus infection via poor social distancing and hygiene practice	See checklists below for planning sessions and selecting and adapting activities to prevent spread of the virus.	Section leaders and GSLs
		Low turnout due to parental concern	See separate guidance on Speaking with parents, carers and young people.	Section leaders and GSLs
<b>Yellow</b>	Face-to-face socially distant activities within size limits, indoors & outdoors	Virus infection on return to indoor meetings	Guidance on indoor meeting best practice will follow	Section leaders and GSLs
<b>Green</b>	Full range of programme can be delivered including nights away	Country may move back to yellow status	Embedding improved hygiene practices into Scouting once social distancing rules are gone	GSLs
		Activities may be cancelled at short notice	Manage up front spend on nights away carefully via Exec governance	GSLs

# Checklist for outdoor sessions

This checklist is for outdoor meetings. Indoor guidance will follow.

<b>Group size</b> - Session planned in line with latest guidelines on group size and meeting format. Basing programmes around patrols, sixes and lodges provides some flexibility to scale meetings up and down if the group size guidelines change.	
<b>Multiple groups</b> – Plan for full participation if the section is larger than the maximum group size, e.g. Run parallel, separate face-to-face sessions in different locations. If these are in a single open space there should be at least 25m between groups and different start times or meeting points. Run video and face-to-face sessions in parallel. Run sessions sequentially with thorough cleaning in between. Meet with part sections on alternative weeks	
<b>Venue</b> - Suitable outdoor venue agreed: e.g. provision for tarps, shelters, etc., in case of wet weather and all members bringing appropriate clothing. Use of indoor toilets and kitchens to support outdoor meetings is permitted. When new venues are built into your programme, make sure they are risk assessed too.	
<b>Logistics</b> – Where multiple groups are at the same venue, arrangements for keeping groups separate are in place, including for arrival and drop off.	
<b>Toilets</b> - Where meetings share toilets, plan use to prevent infection, e.g. different breaks, routes avoiding other groups, allocating separate facilities, regular cleaning/hand washing.	
<b>Session length</b> - Restrict face-to-face meetings to the shortest session that can contain an exciting and educational programme. For your first socially distant meetings try no more than an hour for Beavers/Cubs and no more than ninety minutes for Scouts/Explorers.	
<b>Inclusion:</b> Your venue and programme should allow as many section members to participate as often as possible. Where children with additional needs require individual assistance, this is best provided by one of their household, since distancing rules don't apply.	
<b>Adult support</b> – Make sure you have enough adult help to run your meeting, respecting current section supervision ratios, shielding, and personal choice. Young Leaders should be fully involved in planning and delivering content, but should not undertake first aid or cleaning.	
<b>Communications</b> – All young people, parents/carers and volunteers briefed in advance. InTouch in place. Volunteers assigned to monitor distancing, cleaning, arrivals / departures.	
<b>Risk assessment</b> – Risk assessment has been written and reviewed in line with guidance.	

# Checklist for selecting specific activities for an outdoor face-to-face programme

Can be done within social distancing rules (and definitely no touching)	
Involving minimal sharing of equipment	
Accessible for as many of our youth members and volunteers as possible	
Able to be delivered with the amount of volunteer support you will have available	
Focused on the active outdoor Scouting our members have been missing out on	

# Checklist for adapting specific activities for social distancing and hygiene

Session based around separated self-sufficient small groups	
Appropriate hand hygiene breaks built in	
Equipment sharing is restricted, and cleaning rules clear	
Face-to-face working is minimised	
Activities kept as short as possible	
Contingency plan in place in case young people break the distancing rules in the activity	
Material exchange between home and scouts is minimised (follow schools' practice)	

## Notes

Please see the next section for detailed advice on adapting activities. For activities requiring permits (such as climbing walls, archery, canoeing and so on) volunteers should comply with the detailed COVID-secure guidelines published by the relevant governing bodies on their websites.

# Advice on adapting activities

Hazard	Controls and mitigations
The virus can spread around groups that work closely together	<p>If you can split the group into smaller self-contained groups for activities it will reduce the risk of spread.</p> <ul style="list-style-type: none"> <li>• When you split into smaller groups they should be as spread out across the meeting place as they can be.</li> <li>• Leaders must rotate with their groups between activities, rather than stay at one activity while groups move round.</li> <li>• At the start of each activity, leaders should check that they still have the whole group with them.</li> </ul>
The virus can spread from surfaces, and from the air, onto hands and from there into mouths and eyes.	<p>Keeping hands clean reduces the risk of spread</p> <ul style="list-style-type: none"> <li>• Insert hand cleaning into instructions at appropriate points, e.g.: after touching shared surfaces and equipment, before and after handling food and drinks.</li> <li>• As a minimum, everyone should wash their hands or sanitise them on arrival, before departure and at least once an hour during meetings.</li> </ul>
The virus can spread from person to person when we touch shared equipment, particularly with the hands.	<ul style="list-style-type: none"> <li>• Ideally each young person has their own set of equipment and it's cleaned before use by others.</li> <li>• Where that is not practical then sharing within a smaller group is better than sharing between everyone</li> <li>• For equipment touched intensively with the hands, e.g. compasses, scissors, cooking utensils, section members should be given one each. Less frequently touched equipment (e.g. most games equipment) can be shared.</li> <li>• Minimise hand contact with equipment, e.g. could a ball game involve kicking the ball rather than throwing it?</li> <li>• Whenever shared equipment has been used, a hand hygiene break should be included.</li> <li>• Because of the need for cleaning between users, meeting programmes that rotate around multiple sets of equipment in a session are less practical than longer activities using equipment for the full session.</li> <li>• Frequently touched equipment should be cleaned before being put back into storage.</li> <li>• Where practical, equipment should be cleaned at the meeting location to avoid virus transmission in transit</li> </ul>
The virus can spread more easily from person to person when they work face-to-face since it is carried on the breath	<ul style="list-style-type: none"> <li>• Don't have a group huddled round a table face-to-face to do an activity. Consider alternative formats, e.g.: <ul style="list-style-type: none"> <li>◦ Group works in a circle, spread out by the distancing guideline applying at the time</li> <li>◦ Or group works in two lines back to back</li> </ul> </li> <li>• Plan in advance how to help a child that is struggling to follow instructions, without a leader moving into the distancing zone to intervene: e.g.: <ul style="list-style-type: none"> <li>◦ Coach from outside the distancing area</li> <li>◦ Demonstrate from a distance with your own set of equipment</li> <li>◦ Show a video of the activity on a phone</li> <li>◦ Get a neighbouring young person to demonstrate</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• It's not worth taking the risk of going too close to solve this sort of problem.</li> <li>• Separate guidance on first aid is available to explain the trade-off between distancing and providing necessary help.</li> </ul>
The more time a group is together, the more chance the virus has to spread from person to person.	<p>Keep activities as short as we can, thinking about the following:</p> <ul style="list-style-type: none"> <li>• Could the activity be simplified?</li> <li>• Could more up-front preparation by leaders reduce the time it takes the young people to complete the activity, without diluting their learning?</li> <li>• Could the activity be finished off at home? E.g. make something in the meeting but do the decorating at home?</li> </ul>
Sometimes young people may step outside the rules agreed, increasing the chances of the virus spreading.	<p>As part of the planning for the activity, think through:</p> <ul style="list-style-type: none"> <li>• What you will do if young people leave their groups</li> <li>• What you would do if young people don't follow social distancing instructions within their groups</li> </ul>
We can transfer the virus from location to location when we transport material and equipment that people have been using from place to place.	<ul style="list-style-type: none"> <li>• Align with local schools' practice on whether artwork and craft projects can be taken home.</li> <li>• Materials for craft projects should not be brought from home to the meeting place, e.g.: recycling for junk modelling. Consider doing projects like this using video meetings.</li> </ul>