

Version 3 – 5th October 2020

COVID-19 Policy & Response

10th Leicester (Syston) Scout Group



10th Leicester (Syston) Scout Group
Registered Charity No. 503582

Table of Contents

Definitions.....	3
Introduction.....	4
Getting back together safely: The COVID Code	4
The Approval Process.....	6
Current Alert Level.....	7
Plan for 10th Leicester (Syston) Scout Group.....	8
First Aid.....	8
First Aid Policy.....	8
CPR During COVID-19.....	8
St Johns Ambulance Guidance for Adult CPR.....	9
PPE, Cleaning & Sanitising	11
PPE.....	11
Cleaning	13
Equipment Cleaning	14
HQ Cleaning (between each session)	14
Sanitising.....	14
Group Sizes and Distancing	15
Group Sizes	15
Distancing	15
Small Groups / Pods	15
Section Meeting Times, Days and Locations	16
Transport to and from meetings.....	16
Drop Off and Pick Up	17
Outdoor Area to the rear of Syston Scout HQ	17
Syston Scout HQ – Yellow +.....	17
Communicating with Parents	18
Track & Trace	18
What happens if a young person breaks Social Distancing?	19
Code of Conduct	19

Definitions

The following terms are used throughout this document.

Adult Helper	This is an adult helper who is not a Section Leaders, who helps from time to time during a Scouts meeting – usually a parent or guardian.
COSHH	Control of Substances Hazardous to Health Regulations.
Executive Committee	The Executive Committee for the Group, currently comprising of the following: • Chair • Secretary • Treasurer • GSL • Other Executive Committee Members
Group Scout Leader	The Scouter who is in charge of the group.
Leader in Charge	The Section Leader who is running the meeting.
Readiness Level	The level set by The Scouts (National).
Section Leader	The leader in charge of a particular section of the Scout Group.
Social Distance	The minimum distance set by the Government in relation to how far each person needs to stay apart from someone who is not from the same household.
The Scouts	The Scout Association (UK).
Track and Trace System	The system created and used by the Government in order to track those who have come into contact with someone who has tested positive for COVID-19.
Young People	The members of the Scout Group whether they are Beavers, Cubs or Scouts.

Introduction

Following the guidance that was released by The Scouts on the 25th June 2020, which can be found [here](#), we have written this document to set out the policy of which 10th Leicester (Syston) Scout Group will closely follow to ensure the safety of young people and adult members of the group, alongside everyone else who could be at risk through the members of the group to help the spread of COVID-19, whilst slowly getting ready for face to face meetings.

The system set out by The Scouts follows the National Youth Agency (NYA) framework for returning to meetings. There are four levels of alert which are as follows:

Readiness Level	NYA Level	Scouts Level
RED Rate of infection is remaining consistent or growing.	- Online and digital youth services - Detached youth services and 1-2-1 sessions with vulnerable young people outdoors	- Digital programme delivery - No face-to-face activity or meetings - No residential activities
AMBER Rate of infection is reducing consistently in all parts of the country	- Online and digital youth services - Small group sessions can take place	- Digital programme delivery - Small group sessions can take place outdoors - No residential activities
YELLOW Number of cases low and decreasing, full Track and Trace system in place	- Online and digital youth services - Indoor group sessions can take place - Outdoor learning, trips and visits	- Digital programme delivery - Small group sessions can take place indoors and outdoors - No residential activities
GREEN No new cases or a vaccine is readily available	- All services open as per normal yearly operations - Overnight trips and visits allowed - International travel allowed within FCO advice	All activities can resume in line with government guidance

The COVID Code shows the basic steps of getting back to face-to-face Scouting:

Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people 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 scouts.org.uk 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

All the risk assessments and action plans put in place must first be approved by the District Commissioner or one of their delegates.

It is a requirement that all Section Leaders read and understand this Action Plan and this Action Plan has been amended on the following dates:

V1. Created by C Hancocks 29th June 2020



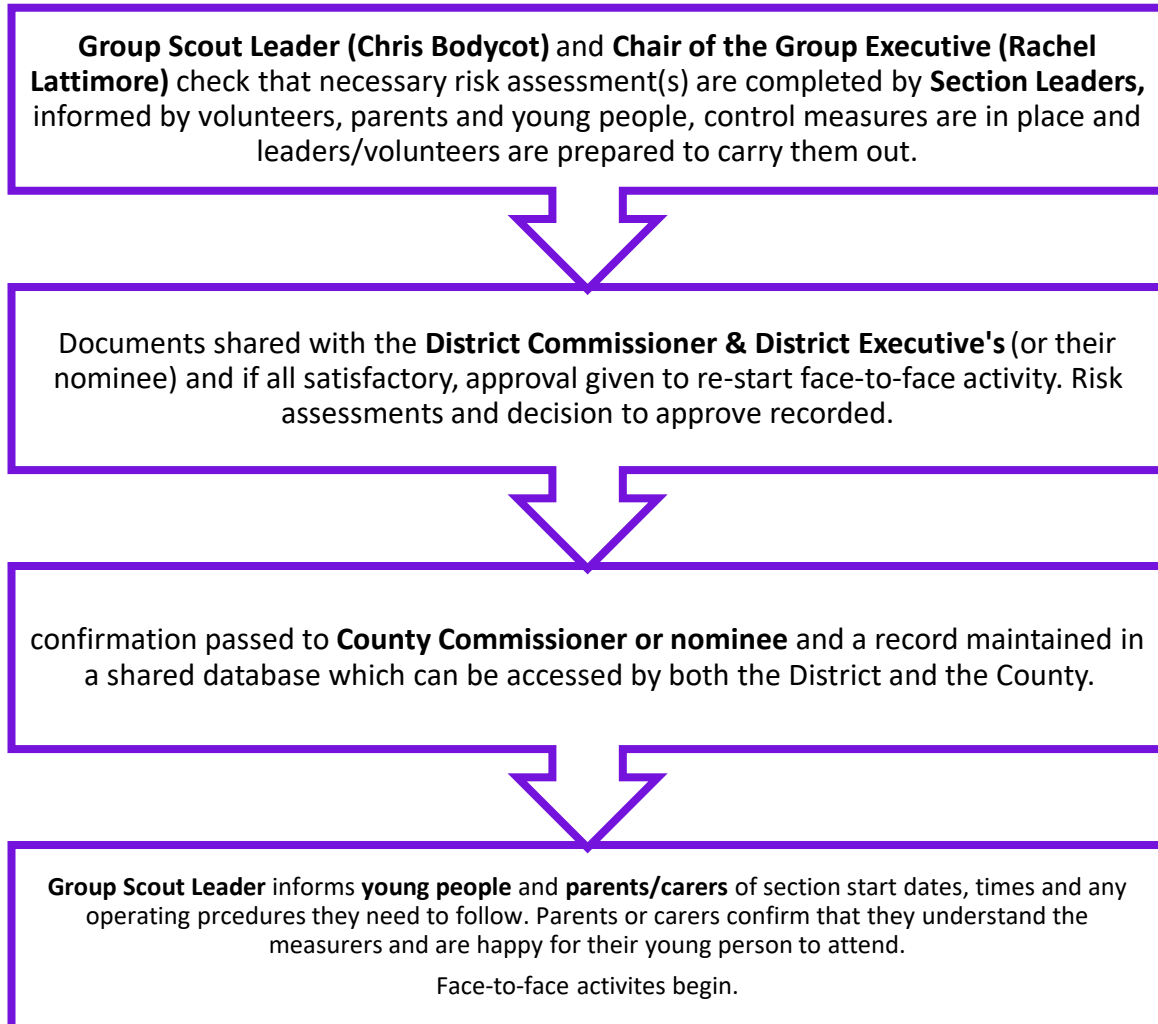
Version 3 – 5th October 2020

V2. Updated and Amended 3rd September 2020.

V3. Cleaning Schedules added for sessions meeting inside the HQ – C Hancocks and C Bodycot - 5th October 2020.

10th Leicester (Syston) Scout Group
Registered Charity No. 503582

The Approval Process





Version 3 – 5th October 2020

Current Alert Level

The current Readiness Alert Level can be found [here](#).

10th Leicester (Syston) Scout Group
Registered Charity No. 503582

First Aid

First Aid Policy

Before dealing with any incident, first aiders will need to ensure they wear a mask, visor and an apron along with disposable gloves as distancing will be broken. Sanitiser should also be used prior to and after treating the injury. All materials need to be disposed of properly especially items that have blood or other bodily fluids on. These items should be double bagged. If it is possible and sensible the person being treated should also wear a mask. The masks should not be removed until the person is handed over to the ambulance service or a parent/guardian.

In accordance with The Scouts policy full detailed records need to be kept of any incident in case an outbreak occurs, this information will be needed by the Track and Trace System. An updated First Aid form can be found here. The first aider should monitor themselves for symptoms of COVID-19 and if present should isolate, until a “negative” result is given as a result of being tested or until the isolation period is over.

CPR During COVID-19

In adults the current governmental advice is that a cloth or some other covering should be placed over the mouth and nose and no rescue breaths should be given, only chest compressions at the normal rate (5-6cm compression at 30 beats followed by a break where normally rescue breaths are given but in this case the beats should be continuous). The other leader present should be phoning 999 as soon as the incident occurs, they should then place the phone on speaker and maintain a 2m distance from the casualty and the first aider.

For children, the guidance is different and this statement from the national resuscitation council explains why:

“It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. “

To this end, it is important that you take all necessary precautions by using a rescue face shield or pocket mask. Those involved should monitor themselves for the following 14 days and if appropriate should isolate themselves and those living with them until tested and given a “negative” result or until the isolation period is over.

What to do

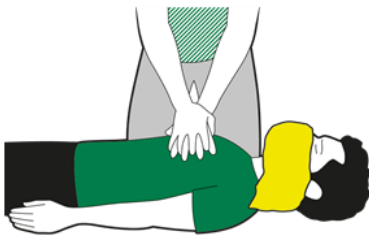
1



If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2



Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

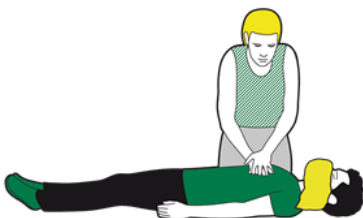
Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Full-screen Snip

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

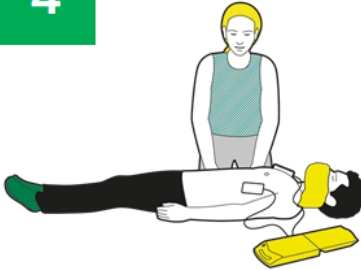
3



Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.

4



If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**

5



If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.

Version 3 – 5th October 2020

PPE, Cleaning & Sanitising

10th Leicester (Syston) Scout Group
Registered Charity No. 503582

PPE

PPE (Personal Protective Equipment) should only be required when leaders are coming into contact with young people at a distance closer than 2 metres. This does not stop people from wearing masks etc at meetings. The only reason the 2-metre distance should be breached is if it's absolutely necessary and with the minimum leaders needed to deal with the incident i.e. first aid or safety incident.

The group will have at all meetings a minimum of:

- Regular First Aid Kit
- 100 Gloves
- 50 Masks
- Disinfectant
- 2 Visors

As soon as any PPE is used, an email must be sent to Sam.Lucas@systonscouts.org.uk so that replenishments can be ordered. A meeting cannot be held if the minimum PPE as mentioned above is not maintained in the First Aid Kits prior to the meeting.

PPE is only effective if it is worn properly. PPE should be fitted as below:

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 

1 Put on your plastic apron, making sure it is tied securely at the back.
- 

2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 

3 Put on your eye protection if there is a risk of splashing.
- 

4 Put on non-sterile nitrile gloves.
- 

5 You are now ready to enter the patient area.

PPE should be removed as below:

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1** Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



- 2** Perform hand hygiene using alcohol hand gel or rub, or soap and water.



- 3** Snap or unfasten apron ties the neck and allow to fall forward.



Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4** Once outside the patient room. Remove eye protection.



- 5** Perform hand hygiene using alcohol hand gel or rub, or soap and water.



- 6** Remove surgical mask.



- 7** Now wash your hands with soap and water.



Cleaning

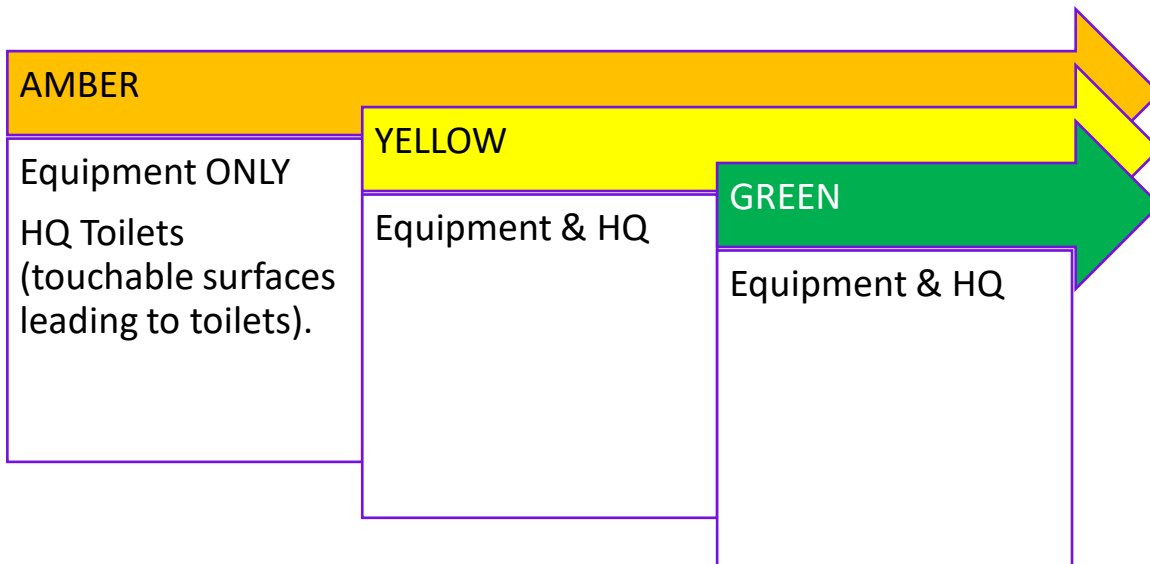
Regular cleaning is another important job which must be carried out before and after each face-to-face session. The sharing of equipment is **NOT** encouraged, and activities should aim to give each young person their own equipment which others will not have contact with. There should also be minimal items sent home and minimal items brought into the Scout premises from home.

Leaders that are attending a session should be responsible for cleaning and the wiping down of surfaces before and after each session takes place to reduce the amount of people at risk by unnecessarily attending the premises, as mitigated in our Risk Assessment. Leaders must then fill out the Online Form to say they have completed the cleaning so that it can be adequately recorded.

A weekly deep clean will be taking place and organised by the Executive Committee.

All of these measures will help to prevent the spread of COVID-19.

The chart below shows what needs cleaning dependant on the readiness level that we are working on.



Inside use

Equipment used should be clean before and after use, (EG. tables and chairs). However, things like this should be limited.

Floor mopped and all touchable hard surfaces wiped such as windowsills and doors, mainly around the door handles and push plates.

Walls mopped from 1.5m down.

Kitchen and other rooms should only be used if necessary, Cleaning Kitchen worktops and cupboard doors by wiping down. Along with the taps and sink basin. Same applies to doors and handles.

Toilets,

Toilet seats, toilet basin, and surrounding hard surfaces within the cubicles. Sinks and taps all wiped down. Same applies to doors and handles.

Equipment Cleaning

When cleaning disposable gloves and aprons should be worn.

Plastic Equipment, Ropes and any other equipment which will not be damaged by bleach and water should be placed in a food crate which should then be soaked in a Milton solution in a storage crate for at least 15 minutes.

Any other equipment should be quarantined for a period of 72 hours before being used again.

Pens, Pencils and Stationery should either be quarantined for 72 hours or wiped down.

HQ Cleaning (between each session)

- Toilets Cleaned
- Kitchen Cleaned
- Floor Mopped
- Touch Points wiped down
- Tables and chairs that are used wiped down
- Walls mopped

COSHH Data sheets for all products will be stored within SharePoint and emailed to leaders.

Sanitising

At each meeting there should be sanitiser available to be used before, during and after meetings. Handwashing is also actively encouraged but this is not possible when out in open areas and so sanitiser is the alternative.

Sanitiser should be alcohol based as this has proved effective against COVID-19.

Soaps should also be anti-bacterial.

Young People must wash/sanitise their hands at the start and end of the meetings. They should also do so if they touch their face/mouth/nose/eyes or before eating anything.

Group Sizes and Distancing

Group Sizes

Currently the size of a 'small' group is 15. The Scouts are pushing for this to change but the number is defined by the NYA. The actual size of the groups will be shown [here](#). The size of a 'large group' is hopeful to be 20+. At each meeting minimum ratios must be met. These ratios are as follows.

Section	In HQ Ratio	Outdoor Ratio
Beavers	2 Adults (One must hold an appointment)	1 Adult to 6 Beavers plus the Leader in Charge
Cubs	2 Adults (One must hold an appointment)	1 Adult to 8 Cubs plus the Leader in Charge
Scouts	2 Adults (One must hold an appointment)	1 Adult to 12 Scouts

Distancing

As was stated in the National All Members Meeting on 24/06/2020 by Graeme Hamilton (Deputy Chief Commissioner) the distance between each unit or group must be at least 25 metres.

This means as long as the ratios as above are met then multiple groups can meet simultaneously as long as they are 25+ metres apart.

Small Groups / Pods

The schooling system are currently using bubbles whereby those in the bubble stay with them during in schooling. Similarly, we should aim to group the young people in bubbles. When planning bubbles, these are some key considerations:

- -Siblings (Try to keep siblings in one bubble, that way there isn't cross bubble contamination)
- -Schools (Try to reduce the number of different schools in one bubble)

Accurate registers will also need to be taken which must include leaders present as well as young people, these records must be kept for at least 6 weeks for the track and trace service in the event of an outbreak.

Version 3 – 5th October 2020

Section Meeting Times, Days and Locations

10th Leicester (Syston) Scout Group
Registered Charity No. 503582

It may be the case that meeting days and times will shift to allow for the number of young people involved. The suggested location for meetings is Syston Scout HQ, rear area, due to the fair amounts of space that is available. This should mean the lowest chance of getting in the way of other people. This will also facilitate the space for multiple meetings being ran simultaneously at 25+ metres distance.

The key concern will be that there is no toilet or handwashing facility. Therefore, it may be necessary to shorten meeting lengths and remind young people to use the toilet before attending. Sanitiser will be used in place of handwashing facilities.

Weather is also a key consideration and as we move into the autumn months it will also be darker.

Transport to and from meetings

Transport to and from the venue should be encouraged to be on foot if possible, to prevent traffic build up. Lift shares should be avoided if at all possible and if not then surfaces should be cleaned before and after use. Masks and other PPE should be used whilst in the vehicle to help prevent the spread of COVID-19. The use of public transport is not encouraged.

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 @SystonScouts

Version 3 – 5th October 2020

Drop Off and Pick Up

Outdoor Area to the rear of Syston Scout HQ

10th Leicester (Syston) Scout Group
Registered Charity No. 503582

A one-way system with clear floor markings for dropping off and pick up. Parents are advised to Arrive and leave straight away. Parents should queue up within the HQ premises along the side fence at 2m distance which will be indicated by floor markings. Young people can then be dropped off and parents follow a parallel walkway back out through the gate. Staggered drop off will not be needed as there is enough room for 2m distanced queues.

Young People should not attend meetings if they have any symptoms and if possible, the section leader should be informed.

Face Coverings - Parents are asked to wear face coverings when picking up and dropping off Young people (in line with Local Education guidelines for schools)

Syston Scout HQ – Amber Inside +

Parents will queue outside the premises along the side of the HQ at 2m distances, defined by floor markings. The Young People will then enter through the rear door, Parents will not be allowed to enter the hall. The same process will be in place for pick up.

Young People should not attend meetings if they have any symptoms and if possible, the section leader should be informed.

Communicating with Parents

Usual Communications should go through E-mail; however, it may be necessary to cancel a meeting at the last minute due to unforeseen circumstances such as a change in the alert level or a positive case within a pod.

It may then become necessary to contact them via phone, email or text message.

Please note that phone calls will either come from the number, 0116 326 6908, or a private withheld number. Leaders personal phone numbers shall not be used.

All concerns or query's should either be emailed to info@systonscouts.org.uk or a phone call made to 0116 326 6908.

Parents need to ensure that they login to their OSM Parent Portal and make sure that **all** fields on OSM are up to date with accurate information.

OSM does have a text message function which could be used. Texts need to be purchased and so should only be used as a last resort.

This would also be a good time to check all the details on OSM are correct for the young people in the sections. Parents should login to the OSM Parent Portal and ensure that their details are correct on the system.

The group Facebook page can also be used to send last minute messages out.

Track & Trace

We are required by the Government to record accurate registers of young people attending meetings and pass on any details for track and trace to get in touch with you, as a parent of a young person.

For this reason, please ensure that your contact details are up to date on OSM.

When giving your consent for a young person to attend a meeting whilst in Amber, Yellow or Green, as part of this consent, it will include your permission to allow us to pass on your details to Track and Trace.

If you are contacted by Track and Trace, and you have to give details of any other people that someone within your household has been in contact with, you should either email info@systonscouts.org.uk or call 0116 326 6908. You should press option 9 for an urgent call. If no one is able to answer, please leave a voicemail and we will get back to you as soon as possible.

Version 3 – 5th October 2020

What happens if a young person breaks Social Distancing?

10th Leicester (Syston) Scout Group
Registered Charity No. 503582

The leader should ensure they separate as soon as possible. Those involved should then sanitise their hands. The incident will also need to be recorded by the leaders there and parents should be informed and asked to monitor the young person for symptoms for the next 14 days. If symptoms do occur, then the details of all those who were at that meeting will be needed for the track and trace service. A form for recording these can be found [here](#).

All of this action plan will be communicated to the young people before the meetings begin to take place. They will also be involved in the risk assessment process and an agreement will be written by each section which the young people will be asked to agree to before being allowed to return to face to face meetings.

If the young person repeatedly breaks the distancing, then they may not be allowed to return to face to face meetings for a period as defined by the section leader and GSL.

Code of Conduct

Here is a draft Code of Conduct that will need to be communicated to parents and the young people:

- I will always maintain a minimum of 2 metres distance from the closest person unless it is an emergency.
- I will not attend a face to face meeting if I am presenting any COVID-19 symptoms.
- I will not be disappointed if a meeting is cancelled at last minute.
- I agree that if unfortunately, another member of my bubble or group tests positive then I will follow the guidance set by the Government in relation to self-isolation.
- I consent to the Leader in Charge providing my contact details to the Governments Track and Trace System if unfortunately, another member of my bubble or group tests positive
- I understand that if I breach any of these rules then I may be suspended from the group until decided by the GSL.

The above additions to the Code of Conduct must be emailed to the parents as a separate document when the Action Plan is emailed to them together with an invite to review and update OSM and the relevant fields to OSM must be updated.