## COVID-19 Restart Checklist

#### This document is intended as a general checklist to help you track your progress in getting your section / Group back together. Before you start make sure you have read and understood the relevant and current [guidance on the Getting back together safely](https://www.scouts.org.uk/gettingbacktogethersafely) webpages and understand the [approval process for restarting](https://prep.scouts.org.uk/volunteers/getting-back-together-safely/the-framework/the-approval-process-for-restarting/). Not all elements of this checklist will be applicable to every section / Group. Some are for consideration, but should not prevent you from restarting.

#### General

|  |  |
| --- | --- |
| **Information** | **Notes** |
| 1. Group (Unit) Name / Section(s) |  |
| 1. Readiness level (e.g. Amber, Yellow, Green) |  |
| 1. Location(s) (e.g. Outdoors, indoors) |  |
| 1. Date which you hope to return. Or move to next readiness level / location. |  |

#### People

|  |  |  |
| --- | --- | --- |
| **Things to consider** | **Notes** | **Done** |
| 1. Have you [consulted](https://www.scouts.org.uk/volunteers/getting-back-together-safely/communicating-with-people/) with volunteers (including Young Leaders) and parents? If you’re thinking of getting your leadership team together make sure you read the [guidance for getting adults involved again](https://www.scouts.org.uk/volunteers/getting-back-together-safely/guidance-for-getting-adults-involved-again/). |  |  |
| 1. Do you have enough volunteers to run each session safely and within ratios? (Government, [Scout guidance](https://www.scouts.org.uk/volunteers/getting-back-together-safely/) and [POR requirements](https://www.scouts.org.uk/por)) |  |  |
| 1. Are any volunteers or young people (or members of their household) [vulnerable or shielding](https://www.scouts.org.uk/volunteers/getting-back-together-safely/protecting-ourselves-and-others/)? Have you talked with them and agreed appropriate adjustments to ensure they can still be engaged (where they wish)? |  |  |
| 1. If you run [multiple sessions for smaller groups](https://www.scouts.org.uk/volunteers/getting-back-together-safely/planning-a-safe-and-enjoyable-programme/advice-on-adapting-activities/), do leaders have capacity for extra sessions or would you change [programme](https://www.scouts.org.uk/volunteers/getting-back-together-safely/planning-a-safe-and-enjoyable-programme/) activity in alternate weeks, with activities to be done at home for those alternate weeks? |  |  |
| 1. Do the adult leaders and volunteers meeting face to face have the appropriate, [up-to-date disclosure](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/appointing/disclosure-checking/) (DBS, PVG, Access NI) checks (where required)? |  |  |
| 1. Do the adult leaders meeting face to face have up to date [safety](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safety-training/) and [safeguarding](https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/ongoing-training-for-all/safeguarding/) training recorded on Compass? |  |  |
| 1. Do you have access to adults to provide [first aid](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/incidents-and-illness/first-aid-training/) cover for your activities? |  |  |
| 1. Have you agreed what to do if there is an [incident](https://www.scouts.org.uk/volunteers/getting-back-together-safely/knowing-what-to-do-if-something-goes-wrong/), someone is injured, or shows signed of COVID-19 during a face to face meeting? |  |  |
| 1. Have you got a way of [recording attendance of all](https://www.scouts.org.uk/volunteers/getting-back-together-safely/protecting-ourselves-and-others/) for each face to face session, including adults and visitors / helpers (test & trace) and keep it secure for 21 days or in line with your data retention policy, whichever is longer? |  |  |
| 1. Are your membership records up-to-date for young people and adult volunteers, including correct contact details? |  |  |
| 1. Have you developed a plan for how you intend to [communicate](https://www.scouts.org.uk/volunteers/getting-back-together-safely/communicating-with-people/) with volunteers, parents and young people? Including hazards and control measures, what to do in the event of an [incident](https://www.scouts.org.uk/volunteers/getting-back-together-safely/knowing-what-to-do-if-something-goes-wrong/), if people do not comply with the control measures and how they can raise any concerns? |  |  |
| 1. Have you identified a way of capturing written [parental consent](https://www.scouts.org.uk/volunteers/getting-back-together-safely/communicating-with-people/) for return / move to next level? |  |  |
| 1. Have you got a safe process for engaging and supporting any parents/new volunteers who may have [expressed an interest in volunteering](https://www.scouts.org.uk/volunteers/growing-scouts/recruiting-from-a-distance/), including parent rota? (where applicable). |  |  |

#### Programme

|  |  |  |
| --- | --- | --- |
| **Things to consider** | **Notes** | **Done** |
| 1. Have you [planned programmes](https://www.scouts.org.uk/volunteers/getting-back-together-safely/planning-a-safe-and-enjoyable-programme/) for your sections and considered how they would be done [socially distanced/blended](https://www.scouts.org.uk/volunteers/scouts-at-home/activities-and-badges-to-do-at-home/adapting-the-programme-during-coronavirus-crisis/socially-distanced-scout-activities/) with online activities if needed? (Detailed programmes should not need to be submitted for restart approval). |  |  |
| 1. Have you considered how you can [adapt your activities](https://www.scouts.org.uk/volunteers/getting-back-together-safely/planning-a-safe-and-enjoyable-programme/advice-on-adapting-activities/) when planning your programme? |  |  |
| 1. Is your programme flexible enough to be delivered both at home and face to face (as requirements allow)? Have you included opportunities for those who are [unable to attend](https://www.scouts.org.uk/volunteers/getting-back-together-safely/protecting-ourselves-and-others/) face to face, to still be included and engaged? |  |  |
| 1. Have you updated your [risk assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/) for each activity and setting? (these do not need to be submitted for restart approval, except where you are using a venue different from your approved COVID-safe meeting place). |  |  |

#### Places

|  |  |  |
| --- | --- | --- |
| **Things to consider** | **Notes** | **Done** |
| 1. Have you selected a [proposed meeting place](https://www.scouts.org.uk/volunteers/getting-back-together-safely/where-to-meet-and-how-to-get-there/)(s)/venue(s) for running your programme and considered how you can meet guidance to ensure you [protect everyone](https://www.scouts.org.uk/volunteers/getting-back-together-safely/protecting-ourselves-and-others/) involved in Scouts? Including, but not limited to:    * Travel: How volunteers and young people get to the venue    * Access consideration/drop off and pick up arrangements. Passing places or a one-way system    * Sufficient space    * Available shelter (if outdoors)    * Handwashing, drying / alcohol gel    * Protective Equipment    * Toilet facilities    * Additional cleaning requirements   Provide notes for each location, if you intend to deliver programme from multiple settings / venues. |  |  |
| 1. Have you considered public perception and identified ways to show you are operating in a COVID-safe way? For example [branded safety materials](https://scoutsbrand.org.uk/catalogue?tags=COVID) and [safety declaration](https://scoutsbrand.org.uk/catalogue/item/safety-declaration-editable). |  |  |
| 1. If you have your own Scout premises have you read the [guidance for keeping buildings safe and secure](https://www.scouts.org.uk/volunteers/getting-back-together-safely/keeping-our-buildings-safe-and-secure/) and [guidance for reopening campsites and activity centres](https://www.scouts.org.uk/volunteers/getting-back-together-safely/getting-back-into-the-great-outdoors/) (where appropriate) and considered how best to maintain and prepare the buildings and equipment for use? |  |  |

#### Equipment

|  |  |  |
| --- | --- | --- |
| **Things to consider** | **Notes** | **Done** |
| 1. Have you checked all equipment you plan to use to make sure it’s safe to use and anything which is not is disposed of or repaired? |  |  |
| 1. Are you able to make sure any shared resources used (and surfaces and equipment) are kept clean, between users? Have you identified [alternatives options](https://www.scouts.org.uk/volunteers/getting-back-together-safely/planning-a-safe-and-enjoyable-programme/advice-on-adapting-activities/) (such as young people bringing their own)? |  |  |
| 1. Have you updated your [first aid kits](https://www.scouts.org.uk/volunteers/getting-back-together-safely/knowing-what-to-do-if-something-goes-wrong/) to include additional items such as face coverings, face shields and aprons? |  |  |

#### Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information** | **Notes** | | | |
| Have you completed your COVID-19 Restart Risk Assessment? Does it incorporate hazards and considerations identified in the relevant guidance and appropriate for your setting? Has it been [approved](https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-framework/the-approval-process-for-restarting/) by the [Group Scout Leader and Executive Chair / Committee](https://www.scouts.org.uk/volunteers/getting-back-together-safely/commissioners-executives-and-approvers/) (or equivalent)? You can have one for your group and not necessarily each section, if your risks, hazards and controls are the same / included. | | | |  |
| Checklist completed by |  | Date |  | |