

**THE BOYS'
BRIGADE**
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Stronger | Safer | Together

A framework for returning to face-to-face activities

UPDATE LOG

All updates to the guidance have been logged below to help leaders to understand what has been changed and when the change was made.

The following updates have been made since the guidance was first published on 24th July 2020:

Date	Description	Page
24/09/2020	Following Government announcements on Tuesday 22nd September, we are advising leaders that no face-to-face training, Battalion or District meetings should be taking place.	25
24/09/2020	Guidance on launch of NHS Venue QR Codes (for England & Wales)	25
24/09/2020	Updated guidance on actions to take should an individual show Covid-19 symptoms during an activity or tests positive after having attended an activity.	24
24/09/2020	Update on band/music activities. Some limited band/music activities, although still considered high risk, are possible.	20
24/09/2020	Update on young people wearing face coverings at BB indoor face-to-face activities in the Company and Seniors age groups.	11 & 17
21/08/2020	Change to requirements for wearing face coverings. Face coverings are now required to be worn by all those 11+ years for face-to-face activities indoors. Superseded by more recent changes.	11
21/08/2020	Added advice to 'Avoid the need for parents/carers to come into the meeting space (i.e. building)'	15
21/08/2020	Changed guidance around leaders not being able to move between groups during the same meeting or on the same day. Whilst this is not encouraged it is possible for leaders to move between groups based on safeguarding and risk analysis.	16
21/08/2020	Change to requirements for wearing face coverings. Face coverings are now required to be worn by all those 11+ years for face-to-face activities indoors. With this in mind Companies should have a supply of face masks or similar to enable participation. Superseded by more recent changes.	17
21/08/2020	Added advice 'For craft activities or similar could you pre-prepare packs for young people.'	18
21/08/2020	Added guidance around reporting a positive test and/or suspending BB activities due to Covid-19 Superseded by more recent changes.	23
21/08/2020	Added 'Guidance for local lockdowns/restrictions'.	24
21/08/2020	Change to advice for DofE and Queen's Badge face-to-face activities. These can take place in line with the current stage we are operating at and the approval process has been completed to be able to return to face-to-face activities. Although residential activities including expeditions <u>MUST NOT</u> take place before Stage 4.	24

CONTENTS

Introduction	3
The Framework	4
• The Framework	4
• Staged Approach	5
• Preparing to Restart	6
• Step by Step Process for Preparing to Restart	8
• Approval Process	9
Guidelines for Planning & Running Activities	10
• Covid-19 & Symptoms	11
• Managing Numbers & Groups	12
• The Meeting Space	13
• The Meeting / Programme	14
• Managing Drop-off / Pick-Up	15
• Our Responsibility to Leaders	16
• Hygiene & Cleaning	17
• Use of Equipment	18
• Transport	19
• Activities	20
• Recording Attendance & Administration	21
• Shielded and Vulnerable Members & Leaders	22
• First Aid & Emergency Situations	23
• Symptoms, Positive Test and Self-Isolating	24
• NHS Venue QR Codes (England & Wales)	25
• Leader Meetings & Training	25
• Residential's	25
• DofE & Queen's Badge	26
• Supporting Programme Resources	27
• Temporary Covid-19 Privacy Notice	30

Introduction

To say a lot has changed in the last six months, I think you will agree is an understatement! We have all experienced life “in lockdown”, establishing new routines and ways of keeping in contact with friends and family. It has certainly been a challenging and concerning time.

The impact on The Boys' Brigade has been significant too. The way in which we engage with young people is unrecognisable compared to the beginning of the year. The creation of #BBatHOME has become central to the way we deliver the programme and virtual sessions have increasingly become an important part in maintaining contact with members. Just six months ago #BBatHOME didn't exist, and I for one hadn't even heard of Zoom!

We are now focussed on how we prepare for returning to face-to-face activities from the beginning of the new session. Of course, we must all accept that this doesn't mean we will be able to go back to doing things how we did them before. Our new way of operating will look quite different.

To assist leaders, we have developed a guidance framework which sets out the steps that need to be taken to prepare for welcoming young people back to face-to-face activities when it is safe to do so. I encourage you to take time to read the framework and guidance, and to consider as a staff team, in conjunction with your local Church, how best to approach a return to face-to-face activities. It will be vital that we build confidence with leaders, young people and their parents/carers.

Our guidance is all about being stronger, being safer and being together – so go forward in faith, as we step out on the next chapter of our journey together through the work of The Boys' Brigade.



Jonathan Eales
Chief Executive

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Registered Address: Felden Lodge, Hemel Hempstead, Herts, HP3 0BL.

Framework

This framework has been developed by The Boys' Brigade in line with guidance issued by the Government and Youth Sector across the United Kingdom to support a safe return to face-to-face activities. This framework **applies to Companies in England, Northern Ireland, Scotland and Wales** and will support Companies in:

- understanding the **staged approach** to returning to face-to-face activities
- assessing **hazards and risks** related to Covid-19 and putting **control measures in place** for everyone to follow
- completing the **approval process** to be 'Covid-Ready'
- **clearly communicating** with parents/carers, children & young people and leaders

Companies in the Republic of Ireland should follow separate guidance issued by Republic of Ireland District.

The framework should be used in conjunction with **the latest Government and Youth Sector guidance** (which will differ across England, Northern Ireland, Scotland and Wales) as well as **existing Brigade policies and procedures** (i.e. safeguarding, health and safety, etc).

The following documents form part of our framework:

Guidance

Our Guidance will provide an overview of how the framework should be implemented including how to follow our 'Staged Approach' to returning to face-to-face activities. It will also support leaders in completing the Company Action Log and Covid-Ready Risk Assessment by providing guidance to support the planning of a high-quality programme that reflects the need to be able to keep everyone safe.

Company Action Log

This document is a checklist to help leaders ensure they have actioned everything necessary to aid a safe return to face-to-face activities.

Covid-Ready Risk Assessment

The template risk assessment needs to be reviewed and completed based on your local plans for returning to face-to-face activities. The template risk assessment identifies common hazards and the risks they present, with suggestions for control measures which could be put in place. Leaders will need to complete the risk assessment by reviewing what control measures need to be put in place and ensuring these are actioned (i.e. putting up appropriate signage at the venue, etc).

Resources

Ready-to-use activities for all age groups are being provided to support leaders in delivering face-to-face socially distanced activities alongside the provision of resources to support #BBatHOME Virtual Sessions where face-to-face activities are not possible. Leaders will also find a range of additional resources available online including sample letters to send to parents/carers, digital graphics for social media, press release template and posters.

While the guidance and resources will expand and improve over time, the framework will remain consistent.

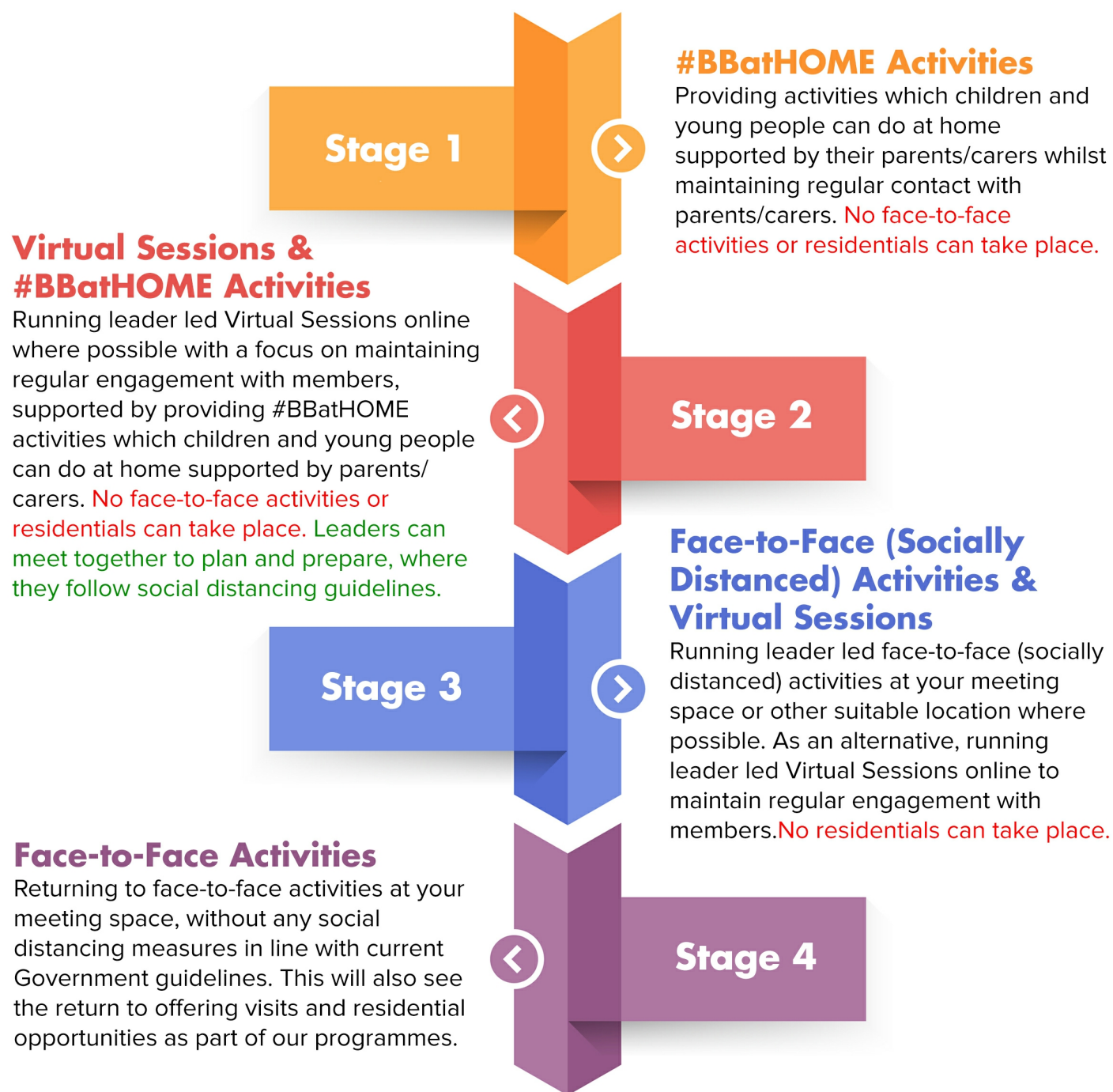
ALL Leaders-in-Charge of Age Groups and Company Captains are expected to read the framework and guidance; and be involved in reviewing and completing the **Company Action Log** and **Covid-Ready Risk Assessment**.

This document will be updated as guidance changes, please check the Coronavirus Update page on the BB website regularly for updates at:
boys-brigade.org.uk/coronavirus-update/

Staged Approach

A key part of our framework is our **Staged Approach** to returning to face-to-face activities, which is flexible and will provide clarity to Companies over what activities should be taking place at any given time.

As an organisation we will move through these stages in line with current Government and Youth Sector guidance, although **we may operate at different stages across England, Northern Ireland, Scotland and Wales at any point in time**. Please note flexibility includes the possibility that we may need to return to a previous stage.



The diagram above shows how we will move through the various stages towards 'Stage 4' which is a return to 'normal' face-to-face activities.

BB Companies will NOT be able to return to face-to-face activities (Stage 3) until at least 1st September, and then only if the appropriate **Stage** (see '*Staged Approach*') has been reached (as announced by BB Headquarters) and the **Approval** process has been completed.

To enable leaders to get together to plan and prepare for returning to face-to-face activities, **leaders will be permitted to meet from 1st August**. Such meetings must follow current social distancing guidelines.

Check the current stage we are operating regularly at :
boys-brigade.org.uk/coronavirus-update/

This web page will clarify any differences in how we will be operating across England, Northern Ireland, Scotland and Wales. In the event that local lockdown measures are imposed where your BB Company meets you must follow the local guidance in place.

Preparing to Restart

As we prepare for a return to face-to-face activities, there are specific things leaders will need to do ahead of being able to restart.

We know that circumstances for all our volunteer leaders will be different, some may be key workers, others may be shielding, and we know that this could impact on the timescales for returning to face-to-face activities.

Companies should not automatically seek to return to face-to-face activities as soon as possible, as it may be in the short term the safest and most appropriate approach is to deliver the programme remotely through Virtual Sessions and/or #BBatHOME activities. Companies are encouraged to consult leaders,

parents/carers and children & young people about plans to return to face-to-face activities.

We would encourage leaders to **start planning for a return to face-to-face activities at the earliest opportunity**, so that as and when it is safe and there is local readiness to restart face-to-face activities Companies will be in a position to do so. This is based on anticipating that it will take several weeks for leaders to meet as a staff team, review the framework and guidance, put control measures in place and complete the approval process to be '**Covid-Ready**'.

It is important to note that completing the approval process and being ready to return to face-to-face activities does not necessarily mean you must or need to re-start face-to-face activities immediately.

Companies may wish to consider how their plans offer a gradual and phased return to face-to-face activities that will enable continued support for the most vulnerable families and ensure the programme being offered is accessible to all.

In considering the return to face-to-face activities **the following MUST be in place:**

- Ability to meet **Government and Youth Sector guidance** (which will differ across England, Northern Ireland, Scotland and Wales) in line with how this is applied to BB activities.
- Ability to meet **existing Brigade policies and procedures** including safeguarding, managing risk, etc
- **Risks to leaders, children and young people and the community can be managed.**
- Ability to **maintain social distancing.**

- Ability to **ensure hygiene levels are maintained**, including frequent hand washing and enhanced cleaning arrangements.
- **Contingency planning** to be able to return to a previous stage.

You will also need to review and implement additional controls above and beyond the BB framework to ensure you comply with guidelines issued by:

- **Church Denomination** – this should be in consultation with the local Church. See guidance issues by your Church denomination.
- **Local Authority** – is there any additional guidance issued or a local lockdown in place? In the event that local lockdown measures are imposed where your BB Company meets, you **MUST** follow the local guidance in place.
- **Local Church** – it is important that at an early stage there is dialogue with the local Church, as the approval process requires approval of the Church. Leaders will need to request risk assessments and follow any guidelines and control measures issued by the Church.
- **Meeting Space** – if the venue where your activities will take place is not part of your Church you will need to request risk assessments and follow any guidelines issued by the venue.

For example, where a Church Denomination, Local Authority, Local Church or Venue requires something above and beyond what is set out by the BB framework or guidance then the BB Company **MUST** follow this.

As part of considerations for restarting and moving through the approval process leaders

should consider the activities that they will offer and should be confident that a high-quality programme can be delivered whilst maintaining social distancing and other control measures. Guidelines and advice to support leaders in programme planning and running activities can be found in this guidance (see page 10).

We are fully **aware that Government guidance is changing regularly**, and we want to assure leaders that we will be reviewing our guidance in accordance with these changes. For the purposes of preparing to return to face-to-face activities we advise you to carry out your planning based on current government guidance for your region.

To enable Companies to make final preparations and manage expectations we will where possible provide 2 weeks' notice of any changes to the stage we are operating at and set out at that point specific guidance for your region.

You can check the current stage we are operating at online at any time at boys-brigade.org.uk/coronavirus-update/.

Follow Polices & Procedures

The Boys' Brigade has a set of policies and regulations to ensure that our work with children and young people is safe, consistent and in accordance with legislation.

Go to boys-brigade.org.uk/who-we-are/policies-and-regulations/

See **step by step process** that Companies should follow to help them prepare for a return to face-to-face activities on page 8.

Step by Step Process for Preparing to Restart

The **step by step process** that Companies should follow to help them prepare for a return to face-to-face activities:



Approval to Restart

All Companies will be required to be '**Covid-Ready**' before being able to restart face-to-face BB activities.

Being '**Covid-Ready**' means having:

- reviewed and understood the **BB Framework and Guidance**
- completed the **Covid-Ready Risk Assessment** (for each age group)
- completed the **Company Action Log**
- completed the **Local Approval Process**

Whilst the **Company Action Log** is completed at a Company level, a **Covid-Ready Risk Assessment** **MUST** be completed for each age group reflecting the differences in the programme, age, ability etc of the children and young people.

Part of the **approval process is that the decision to restart face-to-face activities is taken in conjunction with the local Church**. The Company Chaplain, Minister or nominated Church Representative is expected to share plans for restarting face-to-face activities with the Church leadership team and sign-off approval for BB activities to restart on behalf of the Church.

The local approval process will require sign-off from the following leadership roles:

- **Company Captain**
- **Company Chaplain, Minister or nominated Church Representative**
- **Leader/Officer-in-Charge of each age group**

Once the approval process has been completed, the Company will be ready to restart face-to-face activities as and when The Boys' Brigade announces that Companies in

your specific region are able to move to operating at Stage 3 or above. **A reminder that face-to-face activities will NOT be able to restart until at least 1st September 2020.**

Approval is **NOT** required at Battalion/District/Regional or UK & RoI level. Although BB UK & RoI Headquarters will be carrying out compliance checks on a sample of Companies, so please ensure that all documents are available on request.

A reminder, that you should **regularly review your risk assessment and the control measures** in place based on current guidelines and changing circumstances.

Guiding Principle for Safety in the Company

It is the duty of the Company Captain to satisfy himself/herself that all individuals who are given any element of responsibility for children and young people are competent.

He/she must also be satisfied that in all activities due consideration is given to the safety of children, young people and leaders.

Online Resources

Check out a range of online resources to support your return to face-to-face activities at: **www.boys-brigade.org.uk/ourframework/**

Do you have questions?

Contact our Support Team by email at **support@boys-brigade.org.uk** or by phone on **01442 231 681 (option 4)**.



Guidance on Planning and Running Activities

Practical guidance to support leaders

The guidance in this section will help you to prepare and plan for the practical side of returning to face-to-face activities. The guidance covers a wide range of factors and questions that should be considered as you come together as a staff team.

As well as following the framework and guidance to become 'Covid-ready', you will need to continue to put in place risk assessments for the overall programme and individual activities, as normal.

A reminder that you should also continue to follow all other existing Brigade policies and procedures.

To support the staged approach to returning to face-to-face activities, the Brigade is producing a range of programme resources to support leaders, including ready-to-use activities. More details about the programme being delivered for the Autumn Term can be found on page 25.

Covid-19 & Symptoms

We still don't know exactly how COVID-19 spreads from person to person. Although it is clear that people can become infected when droplets land directly on them or they touch contaminated objects or surfaces.

The **main symptoms** of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms. Individuals with symptoms should **NOT** attend BB face-to-face activities and should follow NHS procedures for isolating and testing.

You can **reduce your risk of getting and spreading the infection** by:

- avoiding direct hand contact with eyes, nose and mouth
- maintaining good hand hygiene
- avoiding direct contact with people who have a respiratory illness and avoid using their personal items e.g. a mobile phone
- covering your nose and mouth with the inside of your elbow if you cough or sneeze, or use a disposable tissue which you then dispose of in the nearest bin
- following social distancing measures
- self-isolating if you, or a member of your family, have symptoms, or if you have been contacted by a contact tracer as having been in contact with someone else who has been confirmed as having the virus.

Wearing of face coverings at BB indoor face-to-face activities may be required for young people in the Company and Seniors age groups - see specific guidance for your region at boys-brigade.org.uk/coronavirus-update/.

The use of disposable gloves is **NOT** recommended except when carrying out cleaning.

Further advice on symptoms and mitigation's can be found at:

- NHS - www.nhs.uk/conditions/coronavirus-covid-19/symptoms/
- UK Government - www.gov.uk/coronavirus
- Scottish Government - www.gov.scot/coronavirus-covid-19/
- Northern Ireland Government - www.nidirect.gov.uk/campaigns/coronavirus-covid-19
- Welsh Government - www.gov.wales/coronavirus

Managing Numbers & Groups

Leaders will need to assess the number of individuals (including children, young people and leaders) that can be safely accommodated for face-to-face activities at any one time.

The following factors will be important in determining group size and how you plan your programme:

- Current social distancing guidelines and ability to maintain this.
- Maximum permitted group size, including leaders (see permitted group sizes for your region at boys-brigade.org.uk/coronavirus-update/).
- Number of leaders available to lead or support activities.
- The setting (or venue) and whether it is indoors or outdoors.
- Ability to manage enhanced cleaning.
- Ability to manage personal hygiene (i.e. washing hands regularly).
- Working in smaller 'self-contained' groups.
- Planning for full participation from children & young people.

Leaders should consider:

- What the maximum group size is based on current social distancing guidelines? This should not necessarily be the maximum allowed but based on your assessment of all factors above.
- How to split children, young people and leaders into appropriate group sizes, where you cannot accommodate everyone in one group, based on maximum group size? Working as smaller 'self-contained' groups will reduce the risk of infection spread especially if the group uses the same space throughout the meeting. Where possible avoid groups moving around and using different spaces, where this is necessary the space **MUST** be cleaned between usage.
- Do you need to change the time you start or finish activities or the day you meet? This may be necessary to remove any crossover between age groups and create opportunities for different groups to meet face-to-face when it would not otherwise be possible on one night.
- Could you offer a blended approach to programming with face-to-face activities one week and a Virtual Session the next week? This would allow a larger group to be split in two to enable all children and young people to have the opportunity to attend face-to-face activities every other week.

The Meeting Space

Leaders will need to consider the appropriate setting to be used as a meeting space for a return to face-to-face activities in line with determining the maximum group size.

The following factors will be important in determining the most appropriate meeting space:

- Current social distancing guidelines and ability to maintain this.
- Dialogue with Church and or provider of the meeting space.
- Availability and maximum capacity.
- Sufficient locations within the meeting space for 'self-contained' groups to meet separately.
- Reviewing Risk assessment – identifying the hazards and control measures in place.
- In using indoor spaces, remember to only use large and well-ventilated spaces.
- Enhanced cleaning is in place before and after activities.
- Access to hand washing and cleaning equipment.
- Clear signage throughout the meeting space.

Leaders should consider:

- Does the maximum capacity for the meeting space impact on maximum group size? The maximum group size will need to be lowered if it is higher than the maximum capacity for the intended meeting space.
- Is the normal meeting space the most appropriate setting/venue to run face-to-face socially distanced activities? Use of an alternative indoor meeting space or outdoor space should be considered. Consider the use of outdoor spaces where multiple groups could operate as separate groups at the same time (although a distance of 25m should be maintained between groups).
- Are there additional control measures put in place by the setting/venue that need to be added to the BB Covid-Ready Risk Assessment? Request a copy of the risk assessment for your setting/venue and review this and incorporate control measures into your risk assessment.
- How can you best use the space you have available? Consider how you allocate spaces to specific groups and how groups move around the meeting space - maintaining social distancing.
- Is appropriate signage already in place to help maintain social distancing? Consider use of one-way systems and additional signage.

The Meeting/Programme

The structure of the meeting and programme planning is always important in the delivery of youth and children's work, and leaders will need to review the existing programme as part of preparations to return to face-to-face activities.

The following factors will be important in delivering a high-quality programme:

- The frequency and period of time you meet together.
- The format of your meeting.
- Involving children, young people and leaders in shaping the programme.
- Setting expectations for children, young people and parents/carers.

Leaders should consider:

- Will you be able to meet every week? Could you meet for a shorter period initially as part of a gradual return to face-to-activities? This could help to build confidence for both children & young people and leaders, reducing the time the group is together will reduce the opportunity for infection spread.
- Do you need to change the structure of your meeting? For example, planning in hand hygiene breaks so that children, young people and leaders can wash their hands in between activities.
- Are there things you would normally do that are no longer possible?
- Could you ask your children and young people which activities they have been missing the most? Consider how you can incorporate them into your programme.
- Creating opportunities for leaders to come together to share ideas and help plan for your return.
- How will you set the expectations of members for your return? Make sure they are aware of what the programme will look like and what will be on offer through communication in advance of the first meeting. Also consider what briefing you will provide for children and young people when they arrive for the first meeting back.

Online Resources

Check out a range of online resources to support your return to face-to-face activities at:
boys-brigade.org.uk/ourframework/

Do you have questions?

Contact our Support Team by email at
support@boys-brigade.org.uk or by
phone on **01442 231 681 (option 4)**.

Managing Drop-off / Pick-up

There will be increased risks during drop-off and pick-up times, and due consideration should be given to the logistics involved in keeping everyone safe.

The following factors will be important in managing the logistics for drop-off and pick-up:

- Clear communication with parents/carers and children and young people in advance.
- Maintaining social distancing.
- Minimising exchange of items between home/BB.
- Reducing the number of people involved in drop-off/pick-up.
- Avoiding the need for parents/carers to come into the meeting space (i.e. building).

Leaders should consider:

- Do you need to stagger times for drop-off and pick-up and/or could you use separate doors for arrivals and departures? This could help avoid too many people arriving at the same time and/or through the same space.
- Do you need to mark out or provide signage to help maintain social distancing? It will help to set expectations from the moment children and young people arrive.
- Could you ask parents/carers to avoid bringing siblings during drop-off or pick-up? This will be important in reducing the risk of infection spread.
- Could a leader meet young people outside the meeting space to avoid the need for parents/carers to come into the building?

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Our Responsibility to Leaders

As well as a responsibility to children and young people, we also have a responsibility to our leaders in keeping them safe and ensuring they are supported and involved in preparing for a return to face-to-face activities.

The following factors will be important in making sure leaders are safe and feel supported:

- Number of leaders available to lead and support activities.
- Vulnerable persons (i.e those shielding) should be advised not to attend face-to-face activities.
- Opportunities for leaders to be involved in planning.
- Pastoral support and training for leaders.
- Appropriate briefing and awareness of control measures before restarting face-to-face activities.
- Leaders working with specific 'self-contained' groups

Leaders should consider:

- Which leaders will be available to lead and support activities? How will this impact your return to face-to-face activities in the short and long term?
- How will you communicate with and involve all leaders in the planning for face-to-face activities? You are encouraged to hold a staff meeting as part of your preparations to return, from 1st August 2020 leaders are able to meet together providing they follow social distancing guidelines.
- What opportunities are available to leaders who do not wish to return to face-to-face activities straight away, to keep them involved? Are there roles behind the scenes that they could help with including programme planning, administration, etc.
- What support are you providing to leaders returning to BB activities after an extended break? Involve your Chaplain or Minister where possible who could provide pastoral support. Consider if there are any training needs.
- Where working in 'self-contained' groups, which leaders will be working with specific groups? Who will take the responsibility for that group? The roles leaders have in supporting specific groups will be important, and whilst leaders are not encouraged to move between groups during the same meeting or on the same day it is possible for leaders to do so based on safeguarding and risk assessment (see specific guidance for your region at boys-brigade.org.uk/coronavirus-update/).

Hygiene & Cleaning

One of the most effective ways of reducing risk for Covid-19 is with good hygiene practices. Groups will need to ensure they implement and continue hygiene procedures before, during and after BB activities.

The following factors will be important in maintaining good hygiene:

- Cleaning of the meeting space before arrival of children and young people (including cleaning of spaces between groups, if multiple groups will use the same space)
- Reminding young people and leaders of steps to take to maintain good hygiene (clean hands, avoid touching faces, coughing, or sneezing into tissues etc)
- Hand sanitiser should be available at all entry and exit points as well as in all locations activities are taking place. This **MUST** be used by all, especially when arriving and leaving.
- Frequent cleaning of high contact surfaces (door handles, toilets, tables, equipment etc) throughout the session.
- A sufficient supply of cleaning equipment, soap and hand sanitiser at all times, including cleaning PPE for leaders (i.e gloves). Safe storage of cleaning equipment and disposal of rubbish.
- Allowing for hand hygiene breaks between activities.

Leaders should consider:

- What signage and reminders are needed around the meeting space?
- Who will be responsible for cleaning spaces and equipment and when this will be done? You should be aware of when the space was last used and cleaned, so you are clear about what you will need to be to ensure it is clean and ready for use by your group.
- How will you incorporate hand hygiene breaks between activities? These should be planned into your programme and consideration should be given to facilities used for this. Where there are not sufficient sinks to wash hands, then a hand sanitiser should be used.
- Who is responsible for the supplies of hygiene/cleaning equipment? Ensure you are aware of who is responsible for these supplies and where these are kept.
- Do we need to provide PPE for young people? Young people in the Company and Seniors age groups may be required to wear face coverings for face-to-face activities indoors, with this in mind Companies should have a supply of face masks or similar to enable participation. Be aware of how you will dispose of rubbish safely.

Use of Equipment

The careful use of equipment, especially shared equipment, will be key in reducing risk whilst ensuring a good programme can be offered to children and young people.

The following factors will be important in the safe use of equipment:

- Where possible, each child should have their own equipment. Where that is not possible, equipment can be shared only with a small 'self-contained' group.
- Allowing for hand hygiene breaks after using shared equipment.
- Equipment shared between multiple groups **MUST** be cleaned between usage.
- Equipment which can be isolated for a minimum of 72 hours presents a reduced risk of infection spread.
- Minimising exchange of items between home/BB.

Leaders should consider:

- Which activities can be run with reduced sharing of equipment?
- For craft activities or similar could you pre-prepare packs for young people, so they have everything they need?
- What additional equipment will be needed for activities? Where allocating individual equipment how will this be labelled and stored?
- What process will be in place for cleaning equipment when used between multiple groups?
- How can you maximise the use of electronic communications and payments? OBM offers a great deal of functionality to support electronic communication and collecting payments. Tutorial videos to support maximising the use of OBM are available. You could also more generally use email, text messages and WhatsApp groups to communicate with parents/carers.

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phone on **01442 231 681 (option 4)**.

Transport

The use of transport by BB groups should be kept to a minimum. However, where providing transport is essential then leaders should plan ahead.

The following factors will be important in the safe provision of transport:

- Maintain social distancing as per current local guidelines.
- All individuals should wear a mask.
- Public transport usage should follow current local guidelines.
- Vehicles must be thoroughly cleaned before and after usage.

Leaders should consider:

- Is providing transport essential?
- Encouraging parents/carers to drop children and young people directly at the venue.
- Clear communication of guidelines to follow when using transport (i.e social distancing, masks etc) and steps to take to ensure these are followed.

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Activities

Being able to run a high-quality programme is important, and leaders will need to consider what activities they are able to run within the guidelines set out.

The following factors will be important in considering activities you are able to run:

- Ability to maintain social distancing.
- Avoiding physical contact between persons from different households.
- Avoid high risk activities such as singing, shouting or preparing food/cooking (including tuck shop).
- Some limited band/music activities, although still considered high risk, are possible (see specific guidance for your region at boys-brigade.org.uk/coronavirus-update/).
- Reducing face-to-face working – as an alternative using back-to-back or side-to-side working (i.e. sitting back-to-back at tables for crafts, rather than facing each other).
- Follow guidance issued by National Governing Bodies for specific sports (i.e. football, basketball etc).

Leaders should consider:

- Making use of the BB programme resources which have been designed to incorporate the guidance for running activities.
- Are all children and young people able to fully participate in activities? Where children with additional needs require individual assistance, this is best provided by a member of their household, as social distancing does not apply.
- How can you adapt activities to minimise risks as much as possible? For example, rather than throwing and catching a ball, could you pass it backwards and forwards by foot.
- Could you make up individual activity packs for young people in advance of your meeting? This could help by reducing setup during the meeting or reducing the possibility of infection spread through putting out or passing resources around.
- Encourage young people and leaders to bring their own drinks and/or snacks which are clearly labelled.

Recording Attendance & Administration

Keeping track of attendance and staying on top of administration at this time is extremely important.

The following factors will be important in considering how you stay on top of administration:

- Requirements to record attendance based on activities which last 15 minutes or longer for children, young people and leaders.
- Awareness of up to date Privacy Notice for data protection purposes (see page 27 for temporary Privacy Notice) in line with requirements to comply with Government 'Track and Trace' (and equivalent systems in place across regions).
- Making sure you have up to date personal details for all children, young people and leaders.
- Collecting paperwork and/or monies safely.

Leaders should consider:

- How do you currently keep track of attendance? Is this in line with current requirements for all activities of 15 minutes or more in duration? As part of the Government requirements, leaders **MUST** record who is in attendance and keep records for a minimum of 21 days, although this should already be standard practice, as current Brigade regulations require these records to be kept indefinitely. Leaders should record attendance for all BB activities regardless of the length of time.
- How will you make sure you capture any changes to personal details? Could you put a request out to parents/carers to let you know if any details have changed via electronic communication? Where possible refrain from using paper forms to collect changes to personal details. A reminder that you should make sure Online Brigade Manager (OBM) is up to date based on those joining being added or those leaving being removed within 4 weeks.
- How will you safely collect subs? Encourage online transfers where possible, or ask that subs are handed over in a marked envelope which is left for 72 hours before opening.

Online Resources

Check out a range of online resources to support your return to face-to-face activities at:
boys-brigade.org.uk/ourframework/

Do you have questions?

Contact our Support Team by email at **support@boys-brigade.org.uk** or by phone on **01442 231 681 (option 4)**.

Shielded and Vulnerable Members & Leaders

It is important we continue to protect those who are more vulnerable and are shielding by ensuring all members have the opportunities to join in BB activities.

The following factors will be important in considering how to protect vulnerable members:

- Those at high risk from Coronavirus should be advised not to attend face-to-face activities.
- Ensure everyone is kept informed on plans to return to face-to-face activities and how they can access opportunities.
- It is important that we ensure all members have the opportunity to join BB activities, we need to plan to be inclusive whilst protecting those who are more vulnerable and/or are shielding.

Leaders should consider:

- What opportunities can you offer to those that are not able to attend face-to-face activities? We would encourage leaders to offer alternative opportunities through Virtual Sessions or #BBatHOME activities where possible. Guidance and resources can be found at boys-brigade.org.uk/BBatHOME/.
- Could you get in touch with individuals to discuss their situation and how you could support them? How will you maintain regular contact?

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First Aid or Emergency Situations

Leaders need to be prepared and ready to deal with first aid or emergency situations which may occur during BB activities.

The following factors will be important in considering how you deal with emergency situations:

- In an emergency you should follow normal BB policies and procedures for dealing with and reporting incidents.
- You do not have to stay 2 metres apart if this would be unsafe (i.e. you have to administer first aid, etc).
- Anyone who provides assistance and comes into physical contact or within social distancing guidelines should wear PPE where practical and **MUST** wash their hands immediately afterwards.
- PPE including masks, gloves and hand sanitiser should be added to all First Aid Kits or be available for use as required.

Leaders should consider:

- Do you have sufficient leaders with appropriate first aid training?
- How will you go about making sure PPE is available? In the first instance you could check with your Church or the provider of your meeting space to find out if this is already available.

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Symptoms, Positive Test and Self-Isolating

If an individual shows Covid-19 symptoms during an activity or tests positive after having attended an activity in the last 14 days action should be taken as follows:

If an individual shows symptoms during an activity:

- Individual should be isolated from the group; supervision should be maintained by leaders wearing appropriate PPE.
- Prompt action should be taken for them to leave the meeting space as soon as possible (i.e. parents/carers contacted and collect).
- Individual and/or parents/carers should be advised to follow NHS procedures for identifying symptoms and taking a test. Call NHS 111.
- Request parents/carers and/or leaders inform Company Captain or designated leader of a positive test.
- All young people and leaders who have had contact with an individual to wash or sanitise their hands immediately.
- All surfaces and spaces used by the individual should be cleaned by leaders wearing appropriate PPE.
- Should there be significant concern the meeting should end earlier with all young people and leaders being asked to go home.

If you are advised of a positive test for a young person or a leader in the last 14 days:

- All members of that 'self-contained' group including leaders should be suspended from attending BB activities for 14 days as a pre-cautionary measure.
- All members should be advised to be vigilant to the symptoms of Covid-19 and should follow NHS procedures should symptoms develop, which may include the need to 'self-isolate' and 'take a test'.
- Any such occurrence should be reported to BB Headquarters by email to **safeguarding@boys-brigade.org.uk**

'Track and Trace' will only contact leaders and request access to the attendance register where they consider an individual with symptoms or a positive test has had close contact with members of the self-contained group.

A local action plan should be in place with all leaders aware of their responsibilities in responding to the above situations.

If a young person or leader has been advised to self-isolate they MUST not attend BB activities (i.e. has been advised to self-isolate by their school or workplace).

NHS Venue QR Codes

In England & Wales, the NHS has launched the NHS COVID-19 app and if you have your own venue, you now need to provide a printed QR code to enable those who are 16 and over including leaders to use the NHS Test and Trace app. You can generate a unique code for your venue by going to <https://www.gov.uk/create-coronavirus-qr-poster>.

Where you meet in a Church or other venue it is the responsibility of the venue to create a QR code and display this so that those aged 16 or over including leaders can use the NHS Test and Trace app. BB Companies are still required to keep attendance records for all those attending BB face-to-face activities.

Leader Meetings/Training

Following Government announcements on Tuesday 22nd September, whilst face to face youth activities are exempt from the latest restrictions we are advising leaders that no face-to-face training, Battalion or District meetings should be taking place.

Leaders are strongly encouraged to meet together virtually using video conferencing solutions such as Zoom. Further guidance on how to setup and run Zoom meetings can be found at boys-brigade.org.uk/virtualsessions/

Local Lockdowns/Restrictions

Whilst this guidance applies across all BB settings, you should always consider whether there are local restrictions in place in your area. If you live or work in an area that is experiencing a local COVID-19 outbreak and where local restrictions have been imposed, different guidance and legislation will apply. Local lockdowns can be fast moving situations and therefore you should check the government and/or local authority/council websites for more information.

For more information go to:

England - [gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19](https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19)

Northern Ireland - nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-and-what-they-mean-you

Scotland - [gov.scot/publications/coronavirus-covid-19-local-measures/](https://www.gov.scot/publications/coronavirus-covid-19-local-measures/)

Wales - [gov.wales/coronavirus](https://www.gov.wales/coronavirus)

Residentials

Residential opportunities of any duration are **NOT** permitted until we are operating at Stage 4 (see 'Staged Approach'). Additional guidance will be made available as we move towards this.

Duke of Edinburgh's Award

DofE face-to-face activities can take place in line with the current stage we are operating at and the **Approval** process has been completed to be able to return to face-to-face activities.

Although residential activities including expeditions **MUST NOT** take place before Stage 4.

Virtual support for young people completing DofE can continue at this time and advice on how to support young people working towards their DofE Award at home can be found on the DofE website at www.dofe.org/dofewithadifference

Queen's Badge

Work towards the Queen's Badge can take place in line with the current stage we are operating at and the **Approval** process has been completed to be able to return to face-to-face activities.

Although residential activities including expeditions **MUST NOT** take place before Stage 4.

Further guidance on supporting young people completing the Queen's Badge can be found at boys-brigade.org.uk/coronavirus-update/.

Supporting Programme Resources

To support the staged approach to returning to face-to-face activities, below we have outlined the support and resources available from BB Headquarters:

Stage 1 - #BBatHOME Activities

Our initial response to the lockdown, was to launch #BBatHOME Activities, providing activities for children and young people to do at home supported by their parents/carers. We will continue to provide activities in this way up until 26th July. From this point we will not be producing new activities for children and young people to do at home in this way. These activities will continue to be available to parents/carers and leaders through our website and we encourage leaders to continue to signpost activities in their regular engagement with members and their parents/carers. Find out more at www.boys-brigade.org.uk/bbathome/activity-packs/

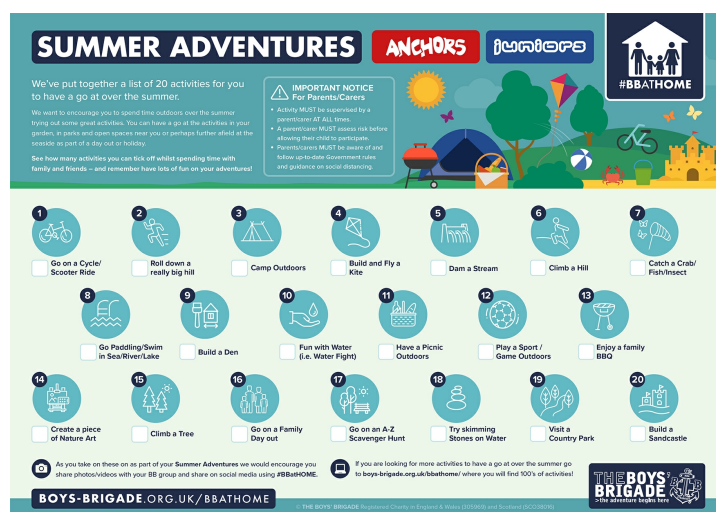
Stage 2 - Virtual Sessions & #BBatHOME Activities

Weekly Virtual Sessions Activity Packs, which have recently evolved into bi-weekly Activity Packs have been produced to provide support to leaders running Virtual Sessions since 11th May. Resources to support Virtual Sessions including ready-to-use PowerPoint and PDF's will continue to be provided on a bi-weekly basis to support programming up until 26th July. Additional support and guidance on setting up and running Virtual Sessions including access to online training can be found on the website. As above #BBatHOME Activities will continue to be available to support members taking part in activities at home. Find out more about Virtual Sessions at www.boys-brigade.org.uk/virtualsections/

We have also put together guidance and resources to support running a #BBatHOME Camp, available at www.boys-brigade.org.uk/bbathome-camp/

Based on Companies pausing their programming during August, we are launching an additional Summer Adventures resource for both the Under 11's (Anchors & Juniors) and Over 11's (Company/Seniors) age groups. Available from 10th July to download and share with your members, this resource will provide them with 20 activities to try out and keep them busy over the summer.

Find out more at www.boys-brigade.org.uk/summer-adventures/



Stage 3 - Face-to-Face (Socially Distanced) Activities & Virtual Sessions

This will evolve our programming further and move us to supporting programmes that encourage leader led activity through face-to-face (socially distanced) activities or #BBatHOME Virtual Sessions. We will provide resources to support both programming options with a Programme Planner accompanied by Activity Cards and Themed Programme Activity Cards.

These resources will be delivered on a monthly basis throughout the Autumn Term (September, October, November, December) and will be available 4 weeks beforehand to support programme planning (i.e. September's resources available early August).

Stage 4 - Face-to-Face Activities

Once we are able to do so, with the earliest being Spring 2021 Term (from 1st January 2021) we will return to our normal termly programming for all age groups. It is our intention that from this point we will be providing Programme Planners and Activity Cards for the Company and Seniors age groups as well as Anchors and Juniors. These resources will be distributed with Spring 2021 Gazette to Leaders-in-Charge at the end November.

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Covid-19 Privacy Notice

We have added a temporary Privacy Notice for collecting contact information in relation to attending face-to-face BB activities during the current Covid-19 outbreak. This privacy notice is an addendum to The Boys' Brigades main privacy notice and data protection policy.

We are collecting your name and contact details in order to fulfil our responsibility to comply with Government requirements for 'Track and Trace' (or equivalent in England, Northern Ireland, Scotland and Wales). We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 through BB activities and it may be necessary to share your details with NHS Track and Trace (or equivalent body) if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will be securely stored. They will be retained for this purpose for a period of 21 days in line with government guidance.

Please inform your local Boys' Brigade group as soon as possible if you test positive for Coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in The Boys' Brigades legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/coronavirus.

Our full Data Protection Policy and Standard Privacy Notice can be found at:
<https://boys-brigade.org.uk/who-we-are/policies-and-regulations/>



[BOYS-BRIGADE.ORG.UK/OURFRAMEWORK](https://www.boys-brigade.org.uk/ourframework)

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