

# COVID-19 Service Delivery Action Plan

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### 1. The Youth Adventure Trust

The Youth Adventure Trust is a registered youth development charity working with vulnerable young people aged 11 to 16 years old across Wiltshire and Swindon. On the Youth Adventure Programme young people take part in a series of residential adventure camps and day activities. Our Mentoring Scheme is an additional offer to those who have finished the main programme but are identified as needing some further more individualised support.

The programme helps to develop young people's confidence, self-esteem, communication and social skills. Young people are encouraged to take ownership of their decisions, responsibility for their behaviour and demonstrate an increasing self-reliance. We aim to inspire young people, build their resilience and develop their life skills to help them fulfil their potential and lead more positive lives.

### 2. Context of this document

This document sets out the Youth Adventure Trust's plans in respect of delivering services following the COVID-19 pandemic. The Trust's aim is to continue face to face work with young people where possible, taking into account the law, government guidance, best practice and the safety of its staff, volunteers and young people. This decision-making process will be guided by the law, restrictions and advice at the time of any planned activity. Any service delivered will be planned and risk assessment in accordance with the most current National Youth Association guidance (<https://nya.org.uk/>) which is prepared in consultation with Public Health England (PHE), the Health and Safety Executive (HSE), and the Department for Digital, Culture, Media and Sport.

The NYA is the Professional, Statutory and Regulatory Body (PSRB) for youth work in England and as such is the national partner for the government, the Local Government Association and non-governmental bodies, and with relevant bodies in related professions.

### 3. The NYA Youth sector readiness framework

The NYA readiness framework aligns with the NYA's published readiness level, which is updated on a regular basis in line with government guidance and is available on the NYA's website, <https://nya.org.uk>. The readiness level will change as and when government advice changes. For this reason, the Youth Adventure Trust will monitor the readiness level on a regular basis and cross reference this level with the guidance provided on the permitted youth sector activity. As the readiness level falls or goes up the scale, youth sector activity will be increased or reduced in line with the framework and changes to the law.

The objective of the NYA's readiness level is to enable as much youth sector activity as possible to take place at each level as and when it is safe to do so and to allow youth sector leaders to make plans in

accordance with the status of COVID-19 in the community. Key parts of these measures are underpinned by law, which sets out clearly what you must and must not do – every person in the country must continue to comply with this.

**The NYA Youth sector readiness framework**

<b>Readiness Level</b>	<b>Permitted Activity Expected</b>
<b>RED</b>	<ul style="list-style-type: none"> <li>• Online and digital youth services</li> <li>• Detached/outdoor local youth services</li> <li>• 1-2-1 sessions with high-need young people (indoors)</li> <li>• Small group work sessions indoors with high need young people (consistent with social distancing guidelines)</li> </ul>
<b>AMBER</b>	<ul style="list-style-type: none"> <li>• Online and digital youth services</li> <li>• Detached/outdoor local youth services (consistent with social distancing guidelines)</li> <li>• 1-2-1 sessions with young people</li> <li>• Group sessions delivered indoors</li> </ul>
<b>YELLOW</b>	<ul style="list-style-type: none"> <li>• Online and digital youth services</li> <li>• Detached/outdoor local youth services (consistent with social distancing guidelines)</li> <li>• 1-2-1 sessions with young people</li> <li>• Group sessions delivered indoors (consistent with social distancing guidelines)</li> <li>• Camping and overnight residentials</li> </ul>
<b>GREEN</b>	<ul style="list-style-type: none"> <li>• All services open as per normal yearly operations</li> <li>• Overnight trips and visits</li> <li>• International travel allowed within Foreign and Commonwealth Office advice</li> </ul>

**4. Our plan**

In response to the above framework, the Youth Adventure Trust plan for delivery is outlined below. Safeguarding policy and procedures as per the YAT Safeguarding and Child Protection Policy will apply at every stage of the readiness framework.

**At readiness level Red:**

We will deliver services through remote platforms, this will include video call, telephone and email contact. Parental, young person and volunteer/staff consent agreements must be in place and the YAT Safeguarding and Child Protection Policy followed in order for any direct communication with a young person to take place.

Face-to-face 1:1 mentoring sessions between a volunteer mentor and young person will be permitted. Sessions will take place outside wherever possible, but in exceptional circumstances an indoor community space may be used following the necessary COVID-secure processes and risk assessments.

Mentors and young people must agree to follow the specified protocol shared with them by the Youth Adventure Trust in advance of any sessions. This may change as guidance and regulations change, in which case the updated version will be shared with mentors and young people to be agreed before any further sessions take place. The agreement will cover stipulations which must be followed such as social distancing, hygiene and cleaning, travel, face coverings, use of equipment and what to do if they develop COVID-19 symptoms.

We will deliver group sessions for small groups of vulnerable young people in line with the permitted 'bubble' size at the time of the event. These sessions will take place outdoors apart from using indoor toilet facilities. Clear and thorough plans and risk assessments will be in place for all activities and venues in advance of the sessions taking place, and these will be shared with young people, parents, staff, volunteers and providers. Procedures will cover protocols which must be followed by all such as social distancing, hygiene and cleaning, travel, face coverings, use of equipment and what to do if they develop COVID-19 symptoms. Group sizes and travel will be kept to a minimum.

**At readiness level Amber:**

We will deliver face-to-face 1:1 mentoring sessions with a volunteer mentor and young person. Sessions will take place outdoors or in hospitality venues where the law allows them to be open, following COVID-secure practices. Requests to use any other venue, such as a community space or leisure facility, must have prior approval from the Mentoring Manager. Mentors and young people must agree to follow specified protocol shared with them by the Youth Adventure Trust in advance of any sessions. This may change as guidance and regulations change, in which case the updated version will be shared with mentors and young people to be agreed before any further sessions take place. The agreement will cover stipulations which must be followed such as social distancing, hygiene and cleaning, travel, face coverings, use of equipment and what to do if they develop COVID-19 symptoms.

We will also deliver group sessions in line with the permitted 'bubble' size at the time of the event. These sessions will take place outdoors apart from using indoor toilet facilities, unless there are extreme adverse weather conditions, in which case an indoor space can be used following the protocol set out in this action plan and with specific risk assessments in place. Clear and thorough plans and risk assessments will be in place for all activities and venues in advance of the sessions taking place, and these will be shared with young people, parents, staff, volunteers and providers. Procedures will cover protocols which must be followed by all such as social distancing, hygiene and cleaning, travel, face coverings, use of equipment and what to do if they develop COVID-19 symptoms.

We will also continue to deliver online mentoring sessions where these are deemed necessary due to the young person's need and vulnerability.

**At readiness level Yellow:**

We will continue to deliver face-to-face 1:1 mentoring sessions with a volunteer mentor and young person. These sessions can take place in a wide variety of locations subject to what is open by law, following the usual Mentoring Scheme guidelines and advice. Mentors and young people must agree to

follow specified COVID-19 related protocol shared with them by the Youth Adventure Trust in advance of any sessions. This may change as guidance and regulations change, in which case the updated version will be shared with mentors and young people to be agreed before any further sessions take place. The agreement will cover stipulations which must be followed such as social distancing, hygiene and cleaning, travel, face coverings, use of equipment and what to do if they develop COVID-19 symptoms.

We will deliver group sessions in line with the NYA guidance. At readiness level yellow there are no restrictions around permitted 'bubble' size for indoor or outside activities but we will ensure that group sizes are kept to a safe and manageable number to ensure adherence to ongoing COVID-19 related measures including social distancing, face coverings, hygiene and cleaning, travel and use of equipment. These sessions can take place indoors or outside. Clear and thorough plans and risk assessments will be in place for all activities and venues in advance of the sessions taking place, and these will be shared with young people, parents, staff, volunteers and providers. Procedures will cover protocols which must be followed by all such as social distancing, hygiene and cleaning, travel, face coverings, use of equipment and what to do if they develop COVID-19 symptoms.

We will review the possibility of delivering group camping residential during readiness level yellow in line with the NYA guidelines if the level is in place at the time of any planned residential.

We will review the need for remote mentoring sessions, recognising that these sessions have been beneficial for some young people with additional needs or requiring extra support, who may still benefit from this delivery model.

#### **At readiness level Green:**

We expect all our programme to be running as usual including group camping residential, single day activities and face-to-face mentoring. We will follow NYA guidance and the regulations and law at the time around any COVID-19 restrictions or stipulations that must remain in place.

### **5. Our procedures**

In planning face-to-face delivery, we need to consider how to minimise and manage risk as well as being mindful of the particular needs of different groups of individuals. We will be using the NYA guidance, along with up-to-date government advice and regulations, to make these informed decisions. For each activity we will consider the venue, transport arrangements, the staff, volunteers and facilitators involved in the delivery, the young people and their parents, then create a risk assessment and working procedures that must be followed. The situation is continually changing, and as such we will regularly monitor the changes in the guidance issued by the government and the NYA, and adapt our plans and risk assessments accordingly.

#### **Managing Risk**

It is everyone's responsibility to ensure they are aware of the current guidelines and procedures and adhere to them. This means considering the risks and doing everything that is reasonably practicable to minimise them, recognising it is not possible to completely eliminate the risk of COVID-19. We will consider the concerns expressed by any staff member asked to deliver services who considers themselves to be at higher risk, which may include those from vulnerable groups or those from ethnic minorities, and we will continue to pay special attention to and support all those with protected characteristics.

We will work with all those involved in our delivery; young people, parents, staff, volunteers, providers, drivers and venues, so everyone's health and safety is protected. We will take measures to reduce the risk to the lowest reasonably practicable level by taking preventative measures as outlined below:

## Health questionnaire

In advance of attending any activity all young people, staff, volunteers and providers will be asked not to attend if they;

- have any of the main COVID-19 symptoms  
[www.nhs.uk/conditions/coronavirus-covid-19/symptoms](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms)
- have tested positive for COVID-19 within the past 5 days
- live with someone who has tested positive within the past 5 days

## Increased and thorough hand washing

We will:

- Increase the frequency of handwashing.
- Where handwashing facilities are not available, provide hand sanitiser.
- Advise all attendees they must wash hands thoroughly for 20 seconds with soap and running water, or use hand sanitiser, before arrival, on departure, before and after using the toilet facilities and before and after eating.
- Provide regular reminders to maintain hygiene standards.

## Good respiratory and personal hygiene

Attendees will be asked to:

- Catch any cough or sneeze and dispose of used tissues in the bins provided.
- Wash their hands thoroughly after they have handled tissues or sneezed/coughed.
- Avoid touching their eyes, nose and mouth.

## Thorough cleaning

In locations where there are the relevant facilities we will ensure:

- There has been thorough cleaning of toilets, kitchen areas and frequently touched surfaces such as door handles
- That all rubbish is emptied into a bin bag, tied up and placed in the rubbish disposal area

## Minimised contact and mixing

We will:

- Comply with any social distancing guidelines set out by the government. The only exception will be in an emergency situation.
- Where required by regulations reduce the number of people each person has contact with by using fixed teams or partnering, so each person works with only a few others.
- Offer hand sanitiser where items and equipment are being shared

## Group Sizes

The Youth Adventure Trust will follow the NYA requirements regarding the permitted group size and the use of 'bubbles' for any activity.

Where 'bubbles' are required by the NYA / Government regulations;

- Young people will be in bubbles of the appropriate group size and remain in that group for the duration of the activity. They will not mix with any other bubbles.
- Members of each bubble must adhere to the current social distancing requirements.
- Upon arrival/departure, all attendees must wash their hands or use hand sanitiser.
- Should any member of a bubble become unwell with the main COVID-19 symptoms they will be returned home and all other members of the bubble advised of the situation.
- The Youth Adventure Trust will seek information about any attendees who are clinically vulnerable, or live with someone who is clinically vulnerable, and will prepare our risk assessment accordingly.

### **COVID-19 secure venues**

Where relevant restrictions are in place, the Youth Adventure Trust will follow the NYA guidance in regard to Covid-19 secure venues.

- We will only use indoor venues which are large enough to accommodate the bubble size. Where multiple bubbles are permitted they will only run at the same time where a venue is large enough to have multiple distinct spaces for each bubble. Bubbles will not be permitted to mix at any time.
- As the risk of transmission is lower outdoors, activities will take place outdoors as often as possible and when it is safe to do so.
- If we run a session for multiple bubbles wherever possible they will enter and exit through different doors, otherwise we will stagger their arrival and departure times.
- Young people will be told to only arrive with members of their bubble and that they should not mingle before and after sessions.
- Shared spaces will be deep cleaned thoroughly between uses.
- We will carry out enhanced regular cleaning of commonly used surfaces, such as equipment and door handles.
- The number of users in the toilet area at any one time will be limited. Hand sanitiser will be offered on entry and exit.

### **Face Coverings**

The Youth Adventure Trust will follow government regulations and NYA guidance around the usage of face coverings.

If travelling in a coach or shared vehicle with others outside of their household, young people, staff and volunteers may wish to wear a face covering for the duration of the journey (see Travel section).

If there is a need to administer first aid to an individual, a fluid resistant surgical mask, along with disposable gloves and apron will be worn and will be included in all YAT first aid kits.

### **Travel**

Young people will be encouraged to walk, cycle or be transported to the activity by members of their household wherever possible. Where this is not possible, the Youth Adventure Trust will arrange transport in a taxi, shared vehicle, coach or with a volunteer with the following advice:

- A face covering may be advisable where people who are not from the same household are within close proximity.
- Hand washing or sanitising before entering and on leaving the vehicle may help reduce the likelihood of transmission.
- Young people, staff and volunteers will be advised to avoid touching their face and to cover their mouth and nose with a tissue or the inside of their elbow when coughing or sneezing.

## **6. Communication and Review**

It is important that our plans, risk assessments and operating procedures are communicated to all young people, parents/carers, volunteers, staff and providers to ensure everyone is working together. This action plan and our COVID-19 risk assessment will be published on our website and made available to all young people, parents/carers, staff, volunteers and providers.

Our action plan, risk assessment and operating procedures will be kept in constant review in line with changes to government restrictions, regulations and guidance, and with adherence to the NYA readiness framework and guidance.

# COVID-19 Risk Assessment



Risk Assessment for: Activity Days			
Name: Tessa Woodrow		Organisation: Youth Adventure Trust	
Assessment undertaken:	Signed: <i>T Woodrow</i>	Date: 01/04/22	<b>Review Date:</b> Constant review in line with The NYA Youth sector readiness framework and any update to government advice and regulations

Hazards	Who is at risk	Control measures	Review Date
Someone already infected with COVID-19 attending an activity day or session and transmitting the virus	Staff, young people, volunteers, families and providers	<ul style="list-style-type: none"> <li>● In advance of attending any activity all young people, staff, volunteers and providers will be asked not to attend if they;                             <ul style="list-style-type: none"> <li>➢ have any of the main COVID-19 symptoms</li> <li>➢ have tested positive for COVID-19 within the past 5 days</li> <li>➢ live with someone who has tested positive within the past 5 days</li> </ul> </li> </ul>	Constant review in line with The NYA Youth sector readiness framework and any update to government advice and regulations
Transmission of COVID-19 during transport to the event	Staff, young people, volunteers, families, providers and transport providers	<ul style="list-style-type: none"> <li>● Young people will be encouraged to walk, cycle or be transported to the activity by members of their household wherever possible.</li> <li>● Where this is not possible a taxi, coach, shared vehicle or volunteer may transport with the following advice;</li> </ul>	Constant review in line with The NYA Youth sector readiness framework and any

		<ol style="list-style-type: none"> <li>1. A face covering may help to reduce the risk of transmission.</li> <li>2. Handwashing or sanitising before entering and on leaving the vehicle may help to reduce the risk of transmission.</li> </ol>	update to government advice and regulations
Transmitting/Contracting of COVID-19 during an activity day or session	Staff, young people, volunteers, families and providers	<ul style="list-style-type: none"> <li>• Keep group sizes within the maximum permitted in government guidance</li> <li>• Where it is required by Government / NYA regulations, young people and volunteers will be divided into 'bubbles' of the appropriate group size and remain in that group for the duration of the activity. They will not mix with any other bubbles. Members of each bubble must adhere to any current social distancing requirements.</li> <li>• Should any member of a bubble become unwell they will be returned home and all members of the bubble will be advised.</li> <li>• Comply with any social distancing guidelines set out by the government. The only exception will be in an emergency situation.</li> <li>• Where it is required by Government / NYA regulations, reduce the number of people each person has contact with by using fixed teams or partnering, so each person works with only a few others.</li> <li>• All activities and venues will be individually risk assessed and additional control measures will be put in place where necessary. YAT staff will work with external facilitators where they are used to share risk assessment procedures and ensure cohesiveness.</li> </ul>	Constant review in line with The NYA Youth sector readiness framework and any update to government advice and regulations

		<ul style="list-style-type: none"> <li>● Risk assessment procedures will be made available to volunteers, young people, parents and staff in advance of the day.</li> <li>● Risk assessment procedures will be clearly explained by staff to young people and volunteers on their arrival at the start of the day or session, and with reminders throughout the day where necessary.</li> </ul>	
Transmitting/Contracting of COVID-19 during an activity day or session due to poor hygiene	Staff, young people, volunteers, families and providers	<ul style="list-style-type: none"> <li>● Increase the frequency of handwashing</li> <li>● Where handwashing facilities are not available, provide hand sanitiser</li> <li>● Provide regular reminders to maintain hygiene standards.</li> </ul> <p>Attendees will be asked to:</p> <ul style="list-style-type: none"> <li>● Catch any cough or sneeze and dispose of used tissues in the bins provided</li> <li>● Wash their hands thoroughly after they have handled tissues or sneezed/coughed</li> </ul>	Constant review in line with The NYA Youth sector readiness framework and any update to government advice and regulations
Transmitting/Contracting of COVID-19 during an activity day or session due to lack of cleaning	Staff, young people, volunteers, families and providers	<ul style="list-style-type: none"> <li>● Where equipment is shared hand sanitiser will be provided..</li> <li>● Staff will ensure venues have been cleaned thoroughly before use</li> <li>● Rubbish will be collected in a bin bag and placed in the rubbish collection area</li> </ul>	Constant review in line with The NYA Youth sector readiness framework and any update to government advice and regulations

Member of public accessing venue during an activity day and transmitting or contracting COVID-19	Staff, young people, volunteers, families, providers and public	<p>Where a venue we use is open to the public;</p> <ul style="list-style-type: none"> <li>• We will ensure that members of the public keep a safe distance from our staff, young people and providers at all times.</li> <li>• Remain aware of other visitors to the site and mitigate the potential for them to interact with our group.</li> </ul>	Constant review
Risk of transmission of COVID-19 during an activity day or session when dealing with a sick or injured young person, volunteer or staff member	Staff, young people, volunteers, families and providers	<ul style="list-style-type: none"> <li>• First aiders advised to follow HSE guidelines – keeping a safe distance for as long as possible.</li> <li>• First aid kits include additional PPE and these items should be used when treating any person during this time.</li> <li>• Any used PPE or first aid equipment will be bagged and disposed of in an outdoor bin.</li> <li>• If a member of the group or individual are displaying COVID-19 symptoms, they will be isolated away from the group and then returned home.</li> </ul>	Reviewed in line with HSE and government advice and regulations