



Policy for Face to Face Groups & Assessments during Covid-19 Pandemic

Approved by Stand-by-Me Trustees: 9 Nov 2020

To be reviewed: 9 Nov 2021

Charity number 1161035

Index

1.0	Policy Brief & Purpose	Page 3
2.0	Scope	Page 3
3.0	Assessments	Page 3
4.0	Face to Face Groups	Page 4
5.0	Testing / positive infections	Page 5
6.0	Disclaimer	Page 5
7.0	Appendices	Page 6

1.0. Policy Brief & Purpose

This policy includes the measures we are actively taking to mitigate the spread of coronavirus through our Face to Face groups for both staff and service users. Staff, Trustees, and volunteers are kindly requested to follow all these rules diligently, to ensure the safety of all involved with delivering and receiving Stand-by-me support.

This policy is susceptible to change with the introduction of additional governmental guidelines.

2.0. Scope

This policy applies to all our staff and volunteers delivering the Stand-by-me Groupwork Programme in face to face settings. It is intended to be read in conjunction with the agreed processes for the Face to Face Groupwork Programme (see appendix 3) as well as our Covid-19 policy (9/7/20 updated 25.9.20)

3.0 Assessments

Assessments for groups can be carried out online or face to face. For online assessments see Online Groupwork policy (draft 25/9/20)

3.1.1. Face to Face assessments

- Assessments must be carried out by 2 members of staff. Where possible this should be the same members of staff who will be attending the group.
- If travel necessary, staff must travel separately and not share cars.
- Assessments can be carried out at school where parents must be invited to attend, however with parent's permission assessments can be carried out in their absence. Assessments may take place at Hitchin Youth Trust where parent/carer must be present.
- If the assessment is in school, staff must follow the school's own Covid-19 safety procedures.
- At venues where staff members believe that the venue's procedures are insufficient or do not meet government guidelines they must postpone or rearrange the assessment meeting for another time / venue to ensure the safety of staff and service users.
- Adequate PPE (Masks and/or face shields) must be worn by staff during the assessment.
- All children over the age of 11 must wear mask / face shield on arrival at assessment. These can be removed once seated at least 2 metres from assessor.
- Prior to the assessment an Assessment Invite letter and Text Reminder will be sent. Both of these communications will include a reminder to families to let us know if they are experiencing any covid-19 symptoms. If we are contacted to confirm the

child/parent has experienced symptoms the assessment must be rearranged for a date at least 2 weeks later.

- At beginning of the assessment staff will ask the child / parent to confirm if they are experiencing any covid-19 symptoms. If yes, then the assessment must not be carried out and must be rearranged for a date at least 2 weeks later.
- Assessors, children & parents will be required to sanitise their hands on arrival at the assessment.

4.0. Face to Face Groupwork Programme

- All Children (over 11 years of age), staff and volunteers must wear face shields and/or masks during groups. Those who are unable to adhere to this must discuss with the group leader.
- Volunteers / staff must 'check-in' using the NHS track & trace QR code. Staff members with a Stand-by-me issued mobile must download the NHS Track & Trace App to their phone.
- The group will be run on a 'drop & go' basis. Therefore parents/carers will not be able to stay with their child during the group and will be required to leave their child in the care of a SBM staff member outside the venue.
- On entering the building all volunteers and children will be required to sanitise their hands using the sanitiser provided and their temperature taken before entering the building using a remote, digital thermometer in accordance with Group procedures (see appendix 4)
- Parents will be asked to wait outside until the group ends. A group volunteer will be stationed at the entrance and a staff member will be stationed in the car park. Children will be released into the parent/carers care on a one by one basis
- Resources will be individually packed and given out at time of assessment. This will include a water bottle that should be brought to group each week for that child's sole personal use. This bag and contents will be required to be brought to each session.
- No refreshments will be supplied by Stand-by-me.
- At the Hitchin Youth Trust venue, the permitted number of persons to be present is 8. This will usually be made up of 3 staff/volunteers and 5 children. These persons will form a closed group for the duration of the groupwork programme.
- During the group, staff, volunteers and children must maintain social distance, 2 metres apart
- When a group volunteer or staff member is supporting a child and there is a need to be closer than 2 metres the volunteer must sanitise hands, wear gloves and wear a face mask **and** face shield.

5.0. Covid-19 security and Track & Trace procedures:

- All staff / volunteers working in the group will be asked to 'check in' using the NHS Track & Trace QR code.
- Any parent or child over 16 entering the group premises will be asked to check in using the NHS Trace and Trace App (if they have it downloaded).
- On arrival, parent (and child if appropriate) will be asked by the group volunteer stationed at the entrance to the venue if their child has experienced any Covid-19 symptoms (as defined by the current Government guidelines) in the last 7 days. These include a fever, a new, continuous cough, a loss or change to the sense of smell or taste, or if they show a high temperature. If they answer yes, then they will be advised to immediately self-isolate and arrange a Covid-19 test. (For more information visit <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms>. They will be then contacted by a Staff member the following week to discuss arrangements for attending future sessions.
- In the event that a child, volunteer or staff member who has attended the group tests positive for Covid-19 in the 7 days following the group, the Service Manager must contact all attendees for that group (parents of children as well as staff & volunteers), to let them know and to advise them to self-isolate and follow government guidance. The group will also be halted for the duration of the isolation period.
- When wearing face coverings, all SBM staff and Volunteers must ensure they adhere to government guidelines to prevent contamination and to ensure the face covering is effective. Visit <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> for more information.

Disclaimer: This policy is intended to provide general guidelines and should be used as a reference. It may not take into account all relevant laws and current government advice and is not a legal document.

Appendices

APPENDIX 1

Risk Assessment for face to Face Groups

Risk	Considerations	Mitigation	Actions required / by who	Done
Risk of contamination from surfaces	Possible infection to service users / volunteers / staff due to contact with contaminated surfaces, e.g. toilets / door handles etc	<ul style="list-style-type: none"> Surfaces wiped down with alcohol wipes before and after group session Staff / Volunteers aware of venue's Covid-19 policy Staff / Volunteers to follow procedures and processes stipulated in the Venue's Covid-19 policy Staff/Volunteers to follow agreed processes and follow Stand-by-me Face to Face Groups & Assessment Policy 	Agreed at Trustee meeting 9/11/20	Done
Risk of person to person infection in group or from outside	<ul style="list-style-type: none"> Risk of infection and / or potentially serious illness being transmitted due to close, prolonged proximity to other group members. Risk to health of wider community Risk to reputation of Stand-by-me 	<ul style="list-style-type: none"> Designated Group volunteer to check temperature of attendees before admitting them to venue. Designated Staff member/volunteer to ask parents to disclose if any Covid-19 symptoms within last 7 days No child who has shown Covid-19 symptoms in last 7 days or who currently exhibits a raised temperature will be permitted to enter the group venue Staff /group volunteers/ Children/young people to remain at least 2 metres apart wherever possible. Should circumstances mean it is not possible to maintain social distance, staff & group volunteers should use a face covering (Illness/distress) Stand-by-me will provide appropriate Personal Protective equipment (PPE) for volunteers to use 	Remote digital thermometer ordered – by HW	Done

		<p>while in group. Children/young people will be provided with a face shield which they must bring each week</p> <ul style="list-style-type: none"> • All attendees, staff and group volunteers will be required to sanitise their hands before entering the group venue. • No refreshments will be provided by Stand-by-me and group attendees will be issued with their own reusable water bottle. • Pre-packed Resource bags will be distributed at assessment for each service user to keep and bring to group. • Parents will be asked to drop their children off at the door at the start of the group • At end of session a SBM designated Staff member will be stationed at the door and ensure children/young person is given into the parent/carer's care. 		
Protection for volunteers to avoid infection	<ul style="list-style-type: none"> • Risk of volunteer becoming ill with Covid19 • Risk of spreading infection • Risk to wider community 	<ul style="list-style-type: none"> • All volunteers/staff will receive comprehensive training prior to attending a Stand-by-me Face to Face group • Stand-by-me will provide appropriate Personal Protective Equipment (PPE) for use while in group. • Volunteers to ensure hands are sanitised regularly throughout sessions 	Group leader to ensure adequate stocks of hand sanitizer and PPE available at start of each group session	Ongoing
Risk to volunteers / service users when in unavoidable close proximity	Risk to volunteer and service user if volunteer is unable to maintain social distancing e.g. if	<ul style="list-style-type: none"> • Volunteers will have access to appropriate PPE including disposable aprons, disposable gloves & face coverings / shields 	Disposable gloves / aprons ordered prior to start of group– by HW	Done

	therapeutically required or in case of illness or injury	<ul style="list-style-type: none"> Volunteers/staff must ensure hands are sanitised regularly throughout sessions 		
--	--	--	--	--

APPENDIX 2

Links to Government Guidance for Covid-19

General guidance

<https://www.gov.uk/coronavirus>

Government guidelines on face coverings (as at 9/10/20)

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

APPENDIX 3

Stand-by-me Face to Face Groups – process document

Guidelines:

- If a child tests positive in the 7 days following attendance on a Stand-by-me group, Group Leaders / Service Manager to contact all group participants to let them know and advise them to self-isolate and arrange Covid-19 test.
- All attendees over 16 to download NHS Track & Trace application.
- Those with NHS Track & Trace app must check in using the Stand-by-me QR code displayed at the venue.

General Process Points:

- Consent Forms – Usual consent forms will be updated to ensure parents / carers are aware that will do everything we can to minimise the risk but to make them aware that there is still a small risk of infection amend to add risk (CM/HW to sort)
- Risk Assessment will be carried out to enable team to consider and mitigate any potential risks.
- Group leaders will make themselves aware of the Stand-by-me Face to Face Groups & Assessments Risk Assessment document.
- Premises – Staff working at schools or group venues will make themselves aware of and adhere to the school / venue's Covid-19 policy and procedures
- Staff & Volunteers taking part will have received full training in any new procedures to help minimise the risk of spreading Covid-19 infection
- Children will be asked to sanitize their hands on entering the building and remain socially distant where possible and appropriate to do so.

Assessments

- Staff members to carry out the assessments on children for whom they will be attending the group.
- Staff to carry out assessments in twos.
- Parent attends assessment
- Online Assessment can be used if appropriate
- Face to Face assessments to be conducted at HYT or Schools
- Ask attendees if they have experienced any symptoms of Covid-19 in previous 7 days
- Take Temperature on entrance
- Hands Sanitised before entering the building
- Adhere to Government Guidelines

- PPE – Masks &/or face shields for staff/assessors carrying out assessments.
- In case of illness – gloves and aprons to be available
- Ask families to provide their own masks/shields (optional, dependent on need).
- Letters to include information about providing own PPE and they agree to wear PPE throughout the assessment. These can be removed once seated at least 2 metre from Assessor.
- Resource Bags to be handed out to children at assessment if accepted on group.

HYT/Other Venue:

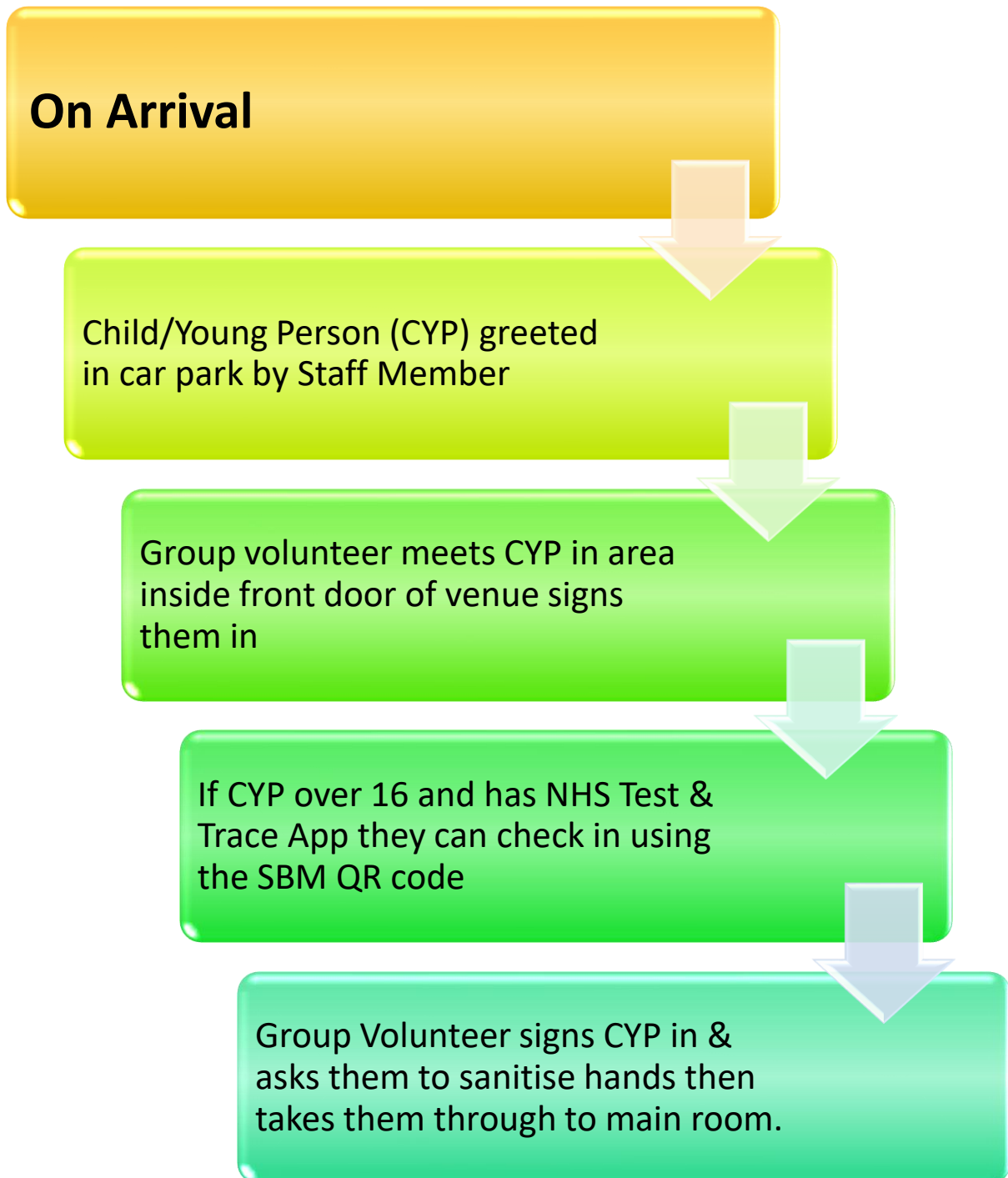
- Adhere to HYT or Venue's Policies

Groups:

- All children over 11 & all volunteers to wear face coverings during group (HW to add SBM logo onto shields). Optional dependent on need.
- PPE – Gloves / aprons available in case of illness or if unable to remain socially distant
- Drop & Go for group sessions
- KS/LL to greet outside
- Another volunteer to meet child within building and ensure hand sanitised
- Resources to be individually packed and water bottle supplied and brought each week (unable to supply refreshments)
- At end of session volunteer to be at door and parents to wait outside – children to be released into the parent/carer's care.
- 5 Children/3 staff – Bubble
- When volunteers supporting child – hand sanitise before and after and wear masks as well as shields if closer than 2 metres.
- During group we will maintain 2 metres distant whenever possible

APPENDIX 4

Face to Face Group Procedure - Arrival



Face to Face Group Procedure – End of Group

At End of Group

The Group leader will remain in the room.
1 Group volunteer will be stationed inside front door of venue
1 Staff member will be stationed outside in car park

Group Volunteer will sign CYP out and ask them to sanitise hands before leaving building

Staff member will wait in car park and be responsible for handing children back to care of parent/carer

Staff member will remain in car park until all CYP have left the premises