

A work plan for YFCs

Covid-secure YFC

This work plan
supports the Covid-secure
guidance for
YFCs document



**Fun, Learning and
Achievement**

Work plan for a YFC club committee

Opening YFCs in a Covid-secure way

The ***Covid-secure guidance for YFCs and this work workplan*** (and accompanying templates) will assist clubs plan a Covid-secure programme of activities with the current Covid-19 regulations and guidelines set by government. The YFC club committee will need to come together to review the guidance and make plans for restarting the YFC activities.

1. Step one

- 1.1. The county federation will send each club a copy of:-
 - 1.1.1. Covid-secure guidance for YFCs
 - 1.1.2. Covid-secure templates
 - 1.1.3. This Work Plan
- 1.2. The county federation will provide an online training and support session for club officers. The session will explain the Covid-secure guidance for YFCs, and the template documents that accompany it. The NFYFC has provided the online training and support session plan, presentation and supporting documents to county federations and is providing training to the county management teams
- 1.3. One or two or more members of the club officer team (or leaders or advisory) should attend the video call guidance session that your county federation will run.
- 1.4. During the video call, the county federation officers will go through the guide - to provide help in understanding and how to take the actions that are required to open your YFC, for small group activities, in a Covid secure way

2. Step two

- 2.1. Following the county federation guidance session, the YFC club should hold a club committee meeting via video call
 - 2.1.1. Include leaders and the advisory committee members – it is important that all work as team to support the club and its activities
- 2.2. An agenda that covers the topics for discussing at the club committee appears at the end of this document.
- 2.3. Background information for consideration:
 - 2.3.1. With the successful reduction in rates of Covid-19 infection due to the lockdown put in place in January 2021, and the speed and successes of the vaccination programme, the government has announced its Roadmap out of lockdown and return to a more usual way of life. The club committee now needs to prepare for this.
 - 2.3.2. The club should now start to plan:
 - 2.3.2.1. Restarting activities for YFC members – small group activities (up to 15 YFC members plus supervisors/leaders) that can take place outside from 29 March and inside from 12 April.

- 2.3.2.2. Secondly, a more usual programme of YFC club meetings and activities can be now be thought about ready for the start of the YFC year (1 September onwards).
- 2.3.2.2.1. At this stage, do not commit any club funds to bookings/contracts as the Roadmap dates may be changed (delayed) by government – protect the charity funds, as businesses and service providers are in precarious financial positions and may not be able to refund or could be out of business if a booking is moved back by several months.
- 2.4. Restarting activities for YFC members – the club committee should consider
 - 2.4.1. As a team, do the people that make up the club committee, together with the leaders and advisory committee (the “*management*” of the club) have the **capacity** to plan and supervise activities for small groups of YFC members that will be Covid-secure?
 - 2.4.2. Does the membership of the club wish to start meeting, in small groups, say once each week or fortnight until Covid easements allow usual meetings and activities to resume?
 - 2.4.3. What activities (age appropriate) would the current club members like to do?
 - 2.4.3.1. Assess the age of the club membership.
 - 2.4.4. Where can these be done?
 - 2.4.5. Some club committees may decide that the committee has sufficient people and resources to start planning and opening YFC clubs for small group activities to take place very soon.
 - 2.4.6. Other club committees may decide it does not have the capacity to do this now and need more time and perhaps new volunteers to support plans.
 - 2.4.7. Some club committees may decide to wait until the Yellow Readiness Level is reached – groups sizes are likely to be in place during the Yellow Readiness level.
 - 2.4.8. **If the club committee reaches the decision that it does not have the capacity to run in a Covid secure way just now, it is the right decision to wait a little longer until more Covid easements are in place.**
 - 2.4.9. **This is not a race to be the first club committee to operate small group activities. This is about the club committee (charity trustees) reaching the right decision that it has the resources to manage.**

3. Step three

- 3.1. Can the club committee find and book a suitable venue that has its own *venue Covid plan – for activities from 12 April 2021*?
 - 3.1.1. The committee should make efforts to find a different venue if the usual meeting space is not available or not suitable. The usual venue could be being used as part of community Covid response, it may not be able to be adapted to be Covid secure or some venue operators may choose to keep their venue closed etc.
- 3.2. When a venue is found, ask the operators for a written copy of its venue secure plan, or the list of actions it has taken to make the space Covid secure
- 3.3. Ensure you know the capacity of the venue, with the Covid secure plans in place
- 3.4. Ask about the cleaning regime
- 3.5. Are handwashing facilities adequate for the YFC?
- 3.6. Will the venue provide hand sanitiser, or are users expected to provide their own for the activities and participants? What happens if there is no hand sanitiser on the day of the activity?
- 3.7. Ask the venue operator or committee what the venue expects of the YFC as the hirer of the space – this should be in the *booking conditions* information (what instructions is the venue giving the YFC club?)

- 3.8. Review the booking conditions and/or the venue Covid secure plans. Add the documents from the venue to the YFC club Covid planning information.
- 3.9. NOTE: Those YFCs that own and operate their own meeting space/hall/venue must produce a Covid secure plan for the venue
 - 3.9.1. England: [This guide](#), produced by Action for Rural England (ACRE), will help those with responsibility for halls and meeting spaces in England to prepare to open the facility.

4. Step four

- 4.1. Think about small group activities that will work for the club for say the next two months using the venue:
 - 4.1.1. Activities that do not involve the handling of equipment, or how the equipment can be sanitised frequently during the activity. During the activity keep a record of when and how equipment was sanitised and by whom
 - 4.1.2. Speakers – will they be happy to attend the small group activity?
 - 4.1.3. For the first small group activity, consider a simple YFC meeting where:
 - 4.1.3.1. the club officers and committee can explain the Covid secure planning
 - 4.1.3.2. The group activity can be a session where the club officers ask the members of the club what they would like to do in the next few meetings – ideas of activities that can be done in a Covid secure way

5. Step five

- 5.1. When the first activity is selected, consider a site visit to the venue so that the club committee can check:
 - 5.1.1. That the plans will work in the venue – is the entrance and exit the same door (one-way systems in and then reversed for out) or are there two entrances and exits?
 - 5.1.2. Is the signage adequate or should the club produce additional signs/posters for its YFC activity?
 - 5.1.3. Examine and check venue plans – is there a one-way system in common areas or corridors for example
 - 5.1.4. Check handwashing and hand drying facilities
 - 5.1.5. Some clubs may wish to consider the use of [Covid-19 Rapid Lateral Flow Test](#) kits for those leading and supervising sessions. [In most parts of England, school-age children are regularly tested at Schools]. Test kits may be available free of charge from the local authority for those volunteering. Alternatively, individuals can visit a local testing centre. Check the local authority website to see what options are available nearby.
 - 5.1.6. How will arrivals and departures work? Think about how the drop off and pick up will work for those that do not drive themselves to the activity
 - 5.1.7. Car parking arrangements?

6. Step six

- 6.1. **Bring together all the plans by recording them and preparing a planning file** (paper or digital)
 - 6.1.1. Venue Covid plan – add a copy to the YFC planning file
 - 6.1.1.1. Take the steps that are required in the venue plan or booking conditions
 - 6.1.2. Produce the YFC club Covid secure plan – use the template published by the NFYFC – and add a copy to the planning file
 - 6.1.3. Activity risk assessment – use the usual YFC club night risk assessment and add to the planning file
 - 6.1.4. Ensure safeguarding management is included in the risk assessment
 - 6.1.5. An activity planning record sheet - use the template published by the NFYFC

- 6.1.6. Check the attendance record book is ready (remember in the plan, that one person to write in each name - the book and pens must not be passed around)
- 6.1.7. Prepare a record sheet for NHS Track and Trace (NFYFC template provided) – for all visitors that are present for more than 15 minutes
- 6.1.8. If the YFC must provide hand sanitiser, order in good time for the day of the activity
- 6.1.9. Face coverings: Decide if YFC members must bring their own, and what to do if someone does not bring a face covering. If the club is to provide them, order in good time for the day of the activity

7. Step seven

7.1. Prepare information for YFC club members and ensure this is communicated to:

- 7.1.1. All members 18 years and over, advisory and club leaders
- 7.1.2. The parents of all members under the age of 18
- 7.1.3. This can be done by circulating an information paper, posting this in the YFC club closed group on social media or other way that will reach every member and the parents of those U18 years of age.

- 7.2. This information allows the club committee to give YFC members and their families the confidence to return to the YFC. It will set out the steps and careful planning that the club committee has put in place to allow the restart of club activities. It will also set out the expectations the club committee has on those YFC members that attend, as well as any specific instructions.

7.3. Information for club members and parents of those under 18 yrs. Suggested content:

7.3.1. Confirm the following:

- 7.3.1.1. Who is supervising the activity?
- 7.3.1.2. What is happening - the activity and the arrangements made to observe Covid-19 social distancing
- 7.3.1.3. Add any specific venue instructions
- 7.3.1.4. Any adaptations made to a 'usual' YFC activity
- 7.3.1.5. Maximum number of YFC members that can join the activity at any one time.
- 7.3.1.6. Are YFC members required to 'book' a place?
- 7.3.1.7. Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 social distancing to be observed)
- 7.3.1.8. What arrangements are in place to run the activity a second time?
- 7.3.1.9. That handwashing facilities are in place
- 7.3.1.10. That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure
- 7.3.1.11. That anyone who is feeling ill, especially with any Covid-19 symptoms must not attend the activity

7.3.2. Ask the following:

- 7.3.2.1. Are any individuals in the YFC club clinically vulnerable to Covid-19 or is anyone clinically vulnerable who lives with individuals from the club? What alternative ways will you use to ensure these members stay connected and engaged?

7.3.3. Advise the following:

- 7.3.3.1. That YFC members must not share transport unless they are from the same household or two household bubble
- 7.3.3.2. Parents or members of the household to transport those that do not drive, including those U18 years to and from club meeting venue

- 7.3.3.3. Car parking arrangements
- 7.3.3.4. Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised
- 7.3.3.5. On arrival and before leaving YFC members are expected to wash hands with soap and water for 20 seconds and do this frequently throughout the session
- 7.3.3.6. Use a tissue or elbow to cough or sneeze and use bins for tissue waste
- 7.3.3.7. Departure arrangements
- 7.3.3.8. That those that fail to adhere to social distancing guidance will be asked to leave the activity as the well-being of everyone present is of paramount importance

7.3.4. Inform YFC members of what they must do:

- 7.3.4.1. Make sure anyone who is feeling ill stays at home
- 7.3.4.2. Is a booking system in place?
- 7.3.4.3. On arrival and before leaving, wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- 7.3.4.4. Reminder: It is recommended not to touch your face and to use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- 7.3.4.5. YFC members should not share transport (unless in the same household or a household bubble)

7.3.5. Parents of U18s:

- 7.3.5.1. Ask the parents of those YFC members under the age of 18 to talk to their children about coronavirus (COVID-19), social distancing and hand washing
- 7.3.5.2. Make sure anyone who is feeling ill stays at home
- 7.3.5.3. Do not gather at entrances or car parks - model social distancing so that their children learn good practice

Template agenda for a club committee meeting to make plans for restarting club activities that are Covid-secure

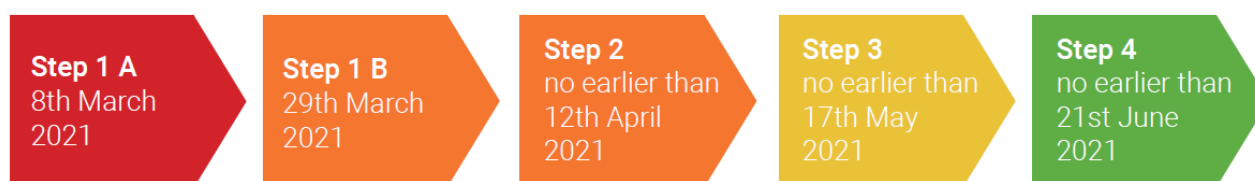
Name of YFC club

Committee meeting agenda

1. Welcome and chairs opening remarks
2. Apologies for absence
3. Review & approve the minutes of the previous committee meeting
4. Matters arising from the minutes
5. Correspondence received

Covid-secure YFC

6. Background
 - 6.1. Government roadmap & 'not before dates'



- 6.2. Covid-secure – the basics



Social distancing



Face coverings are worn when needed



Groups/Bubbles



Venue is clean and kept clean



Hygiene is robust –
handwashing etc



Risk Assessment
are up-to-date



NHS Test and
Trace information
gathered



Action plan
in place
(roles and responsibilities)

6.3. Youth sector readiness levels

Red	Online and digital youth services. Detached/outdoor local youth services. 1-2-1 sessions with high-need young people (indoors). Small group work sessions indoors with high need young people (consistent with social distancing guidelines).
Amber	Online and digital youth services. Detached/outdoor local youth services (consistent with social distancing guidelines). 1-2-1 sessions with young people. Group sessions delivered inside. [From 12 April 2021, Amber will be limited to group sessions for under 18's only – these can take place inside and outside. [For all over 18's the Rule of Six will apply {gathering of six people outside only}]]
Yellow	Online and digital youth services. Detached/outdoor local youth services (consistent with social distancing guidelines). 1-2-1 sessions with young people. Group sessions delivered indoors (consistent with social distancing guidelines). Camping and overnight residential.
Green	All services open as per normal yearly operations. Overnight trips and visits. International travel allowed within Foreign and Commonwealth Office advice.

7. Key dates:

- 7.1. **12 April 2021 – For under 18's** activities indoors or outdoors can take place (no limit on number of U18 participants and must a manageable sized group that can be properly and safely managed – Covid-secure plans must be applied).
- 7.2. **For YFC members 18 years or age and over (or mixed age groups).** The Rule of Six applies and gatherings of up to six people can take place outdoors only.
- 7.3. **Support for vulnerable people - small group activities for a max. of 15 participants plus leaders is possible to address a vulnerability.** Please refer to section 5.7.9. of the guidance document for full detail, this includes examples of vulnerable young people (rural isolation, those with poor broadband connections)
- 7.4. **Not before 17 May 2021** - group activities for U18's continue indoors & outdoors – Covid-secure plans must be applied. The Government may announce that organised group activities can take place indoors for over 18's (this is the intention of Government, and is **not guaranteed**). For adults or mixed ages, group sizes may be applied for indoors activities.

- 7.5. **Not before 21 June 2021** – activities can continue indoors & outdoors – there will be Covid-secure

Updated 12 April 2021

England only

requirements and likely that indoor group sizes will be in place in some form.

8. What activities would members of our club like to do?
 - 8.1. Can our club deliver these activities within the Covid-secure rules?
 - 8.2. Do we (the committee) have the capacity (time, knowledge and skills) to plan these activities, supervise them and write the management plan using the templates provided?
 - Capacity - Does the committee feel confident to take responsibility to plan and supervise Covid-19 secure activities. If not, what can the committee do to acquire confidence? Who else can help (past members for example or others – parish council, village hall committee etc)?
 - Capacity - The committee has the knowledge (the *Covid secure guidance for YFCs* booklet)
 - Capacity - Do members of the committee, leaders and advisory have the time to plan the activities, to supervise and lead them as well?
 - Financial capacity: Will the club budget accommodate any spending that may be required that is in addition to the usual club activity spends? (For example, increased venue hire charges, venue cleaning, hand sanitiser, face coverings)
9. How will the club committee manage:-
 - 9.1. Social distancing
 - 9.2. Face coverings
 - 9.3. Group (bubble)
 - 9.4. Covid-secure venues (inside)
 - 9.5. Outside activities
 - 9.6. Travel – to/from activities
 - 9.7. Managing the risks
 - 9.8. Including everyone (esp those who are at higher risk from Covid-19)
 - 9.9. Safeguarding arrangements (supervising by safely recruited (referenced & DBS checked supervisors, leaders or committee members)
 - 9.10. Is the club recommending supervisors and leaders make use of Rapid Lateral Flow tests
 - 9.11. Track & Trace requirements (template provided)
 - 9.12. Who will supervise and lead (be responsible and accountable) for the activity on the day/evening?
10. Writing up (using the templates provided):
 - 10.1. Action plan record – who will write this up?
 - 10.2. Covid-19 Risk Assessment, including safeguarding arrangements – who will prepare and write these up?
 - 10.3. Adapting our existing activity risk assessments - who will adapt these and write these up?
11. Communication with our club members before the event.
 - 11.1. When all above plans are agreed and in place, write a communications notes to all YFC members, parents of those under 18 years of age as detailed in section 20 of the Covid-secure guidance for YFCs.
 - 11.2. Who will prepare this?
12. Date of next committee meeting
13. Any other relevant business
14. Meeting close



**Fun, Learning
and Achievement**

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