

## QUICK REFERENCE GUIDE TO THE RETURNING PROCESS

Please remember returning to face-to-face scout meetings and activities is voluntary and needs to be done with documented consent of volunteers, parents/guardians and young people.

### Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive

### ALL

- \* See the [webinars](#) and [framework](#) on returning to face to face scouting as well as the [guidance and support sections](#).
- \* Consider how you would like to operate in the [current readiness level](#) consider where you could continue digitally as well as face to face.

### SECTION LEADERS

- \* Write a [risk assessment](#) using the [template](#) following the [guidance for leaders](#) in the HQ framework. This should be written with your GSL and other section leaders for each section and for every location the group wishes to meet in.
- \* Get recorded clarification that adult volunteers and young members are happy to return—see the [example letters](#) available. This could be by email or even text.

### GSLs

- \* Share your sections risk assessments with your group exec for comments and approval. You can also check it against the [assessors guide](#).
- \* Confirm with section leader that you are happy for the risk assessment to be submitted to district (you could even submit it for them).

### SECTION LEADERS or GSL

Submit your risk assessment via the [online form](#).

District Assessor Name—District Approver

(There is a team of us receiving these, so no specific name is needed)

District Assessor Email— [approvals@bedfordousevalleyscouts.org.uk](mailto:approvals@bedfordousevalleyscouts.org.uk)

### DISTRICT APPROVERS

- \* Review any risk assessments submitted (an automatic email is received when one is submitted through the form).
- \* Check all adults returning have their safety & safeguarding training in date and any outstanding DBSs are in process.
- \* Confirm with the GSL they have reviewed the risk assessment.
- \* Complete the approval form, or decline with guidance notes as to what may need to be amended or added by the section.
- \* Log a copy of the risk assessment with the district.
- \* Confirm with DC that a section of a group is planning to return.

### DC

- \* Send each section approval to county.
- \* Maintain a record of which sections of groups that have returned & when.

Risk assessments should be dynamically reviewed as things change, and should also be reviewed formally on a monthly basis, as we move through the year as weather, circumstances and readiness levels change.