



Youth Scotland Post Lockdown Readiness Guide

18 June 2020 Update

Planning for your youth group/organisation from Phase 2 onwards





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1. Introduction

This document is a guide to being ready for Covid-19 lockdown restrictions being eased and has been updated in line with 18 June 2020 announcements on Phase 2 of the plan from Scottish Government, *COVID-19 – Framework for Decision Making Scotland's route map through and out of the crisis*, particularly for community-based youth work groups and workers.

As we enter Phase 2 of the Scottish Government route map through and out of the crisis, we are seeking to understand what we can and cannot do in our youth groups and organisations going forward. This guide was updated on 18 June 2020 and we will update further as more information is given. It is anticipated that further information may be given on 29 June 2020.

In addition to the Route Map, the Scottish Government has published some important documents which outline the approach and principles that will guide the Scottish Government as it makes decisions about transitioning out of the current lockdown arrangements. You should familiarise yourself with these documents (links are at the end of this guide). In addition, the Scottish Government will also be producing a range of guidance for CLD, education settings and childcare providers and we will add references to these and any other relevant guidance as they are published.

COVID-19 – Framework for Decision Making Scotland's route map through and out of the crisis

In support of our members, Youth Scotland has tried to provide a provisional transition plan for community-based youth work services as they transition from Lockdown.

This has been developed in line with Scottish Government guidance. Whilst Youth Scotland member groups must use their own discretion and are ultimately responsible for ensuring the safety of the young people, staff and volunteers, we hope that this transition plan will help with this process.

This plan is current as of Phase 2 announcements on 18 June and we will update this further once more information and guidance on Phase 3 emerges. However, we hope that this will allow you to start planning for some services to resume in Phase 3 and 4.

Youth groups and organisations, like many other businesses and charities, will face many decisions around assessing their operations, bringing employees and volunteers back to work, and ensuring the workplace/youth setting is safe for both young people and workers/volunteers.



We have therefore provided access to a Return to Work Toolkit, provided by Law at Work. This is a FREE membership service available to all Youth Scotland member groups. Details of how to access the Law at Work resources are outlined in the LAW at Work section later in this guide.

We know many of our member groups are embracing digital youth work activity and using this to engage and support young people. The need for this is likely to be ongoing for some time and we would encourage you to embrace and develop this provision where you can. Youth Scotland is providing a range of training and information to our member groups to support this. See the Training and Support section later in this guide.

We know that many groups have also expressed an interest in delivering detached/outreach services and delivering outdoor learning and youth work. We have therefore provided some toolkits and training on detached youth work and outdoor learning, see the Training and Support section later in this guide.

Whilst we appreciate that members are keen to 'get fully back up and running', we must stress that you should continue to follow the Scottish Government's Route Map and Guidance at all times and progress carefully ensuring the health and wellbeing of staff, volunteers and young people.

2. The Scottish Government's framework and sector by sector approach

The Scottish Government continues to be clear that its main driver is preventing avoidable death and it is committed to being guided by data and evidence to achieve this aim.

The Framework and route map acknowledge that we cannot immediately go back to how things were, but equally we cannot sustain the current lockdown restrictions indefinitely. The Framework points to strong measures ('a new normal'), including elements of physical distancing, being required until either a vaccine or cure is developed. There is confirmation that restrictions will be relaxed in a phased manner, in small incremental steps.

We are now entering Phase 2 of Scotland's Route Map as of 18 June 2020. The Scottish Government has noted the need for 'lead-in' time to any changes to give businesses and organisations the opportunity to prepare and has indicated that it intends to publish further updates ahead of the next end-of-cycle review date, currently expected on Thursday 9 July 2020. There may also be further information on Phase 2 made available on or before 29 June.



The Framework states a desire for a return to some level of normality across education, business and society. There is a recognition that different sectors will have to be considered individually and this may result in different approaches being taken. Youth Scotland is actively contributing to discussions with YouthLink Scotland, other National voluntary Youth Work organisations, colleagues from Education Scotland and Scottish Government to identify a pathway for youth work and our role in supporting young people in the transition from lockdown. Guidance for CLD (which includes youth work) is being prepared and will be issued in preparation for Phase 3.

Schools are set to reopen in Phase 3 on 11 August and will be providing a blended learning approach of school based and home-based learning. In the Youth Scotland Transition Plan below, we have indicated which youth work services youth groups should be able to resume in Phase 3 and which services may have to wait until phase 4. This may depend on the nature of your youth work delivery and whether you have your own premises or use space in community facilities.

In the LAW at work section below, we signpost to a Return to Work Toolkit that will be helpful in your general planning for returning to work. However, in relation to youth work settings specifically, we have produced some further guidance on Detached Youth Work and Outdoor Learning. We will produce further guidance on resuming indoor youth work and preparing your youth setting in advance of Phase 3.

3. Youth Scotland Community-Based Youth Work Transition Plan

Youth Work Activity	Phase 2 18 June 2020	Phase 3 Date tbc.	Phase 4 Date tbc.	Notes
COVID 19 Crisis support	Continue to deliver essential services in support of young people and their families, including food deliveries, health and wellbeing/boredom packs			
Digital Youth Work	Continue to deliver digital youth work including virtual youth groups, online fund activities and online learning programmes			
One-to-one youth work	Continue to deliver one-to-one youth work online following organisational policies and procedures and having undertaken risk assessment			
	Deliver one-to-one youth work face to face outside following social distancing and following organisational policies and procedures and having undertaken risk assessment			Based on Phase 2 Public Guidance on meeting others outside. Please note that this may impact on who else the youth worker's household and the young person's household can meet on that day. In Phase 2, your household can meet with up to 2 other households up to maximum of 8 people.
		Deliver one-to-one work face to face with young people inside following social distancing and organisational policies and procedures and having undertaken risk assessment		Subject to public health measures and further Phase 3 Guidance. This may not be until after 11 August when schools resume and may be delayed until Phase 4.
Youth Awards	Continue to support completion of youth awards digitally using remote and online tools following organisational policies and procedures and having undertaken risk assessment			

		Resume face to face support of youth awards following social distancing and following organisational policies and procedures and having undertaken risk assessment	Subject to public health measures and further Phase 3 Guidance. This may not be until after 11 August when schools resume and may be delayed until Phase 4
Summer Holiday Provision		Deliver summer programmes outside to small groups following social distancing and following organisational policies and procedures and having undertaken risk assessment	Subject to public health measures and further Phase 3 Guidance. This may not be allowed in Phase 3, except for organisations who are registered childcare providers or working as part of a Local Authority Hub.
		Deliver summer programmes inside to small groups following social distancing and following organisational policies and procedures and having undertaken risk assessment, with priority given to vulnerable young people	Subject to public health measures and further Phase 3 Guidance. This may not be allowed in Phase 3, except for organisations who are registered childcare providers or working as part of a Local Authority Hub.
Youth Work in Groups	Continue to deliver youth work digitally – see digital youth work above		
		Deliver youth work outside to small groups following social distancing and following organisational policies and procedures and having undertaken risk assessment	Subject to public health measures and further Phase 3 Guidance. This may not be allowed in Phase 3, except for organisations who are registered childcare providers or working as part of a Local Authority Hub.

Larger group events			Await further guidelines	Subject to public health measures and further Phase 4 Guidance
Residential			Await further guidelines	Subject to public health measures and further Phase 4 Guidance

Insurance

Please note that when planning to re-commence any activities, you need to adhere to the guidelines stipulated by the Scottish Government because should any insurance claim occur, your activities will be checked to see if they have adhered to these and if not there would be a chance the claim will be repudiated.

Physical distancing outside

Please also refer to the [route map annexes, p38](#) for 'Protections advised in each phase'

In Phase 2, you may choose to deliver some one-to-one activities with a young person outside. However, you should ensure that youth workers, young people and their households realise that this may limit who else their household can meet on that day. Youth workers and young people should observe 2-metre social distancing at all times. You need to follow good hygiene procedures in relation to any resources used and also follow your own organisations policies and procedures in relation to lone working/working outside etc. Risk assessments should be undertaken for all activities. see the Training and Support section for further information on detached youth work and outdoor learning/outdoor youth work.

Some youth work may be allowed outside in small groups from Phase 3 and you will need to observe social distancing and follow your organisational procedures as outlined above.

NB If you are a registered childcare provider or are working as part of a Local Authority Hub, different timescales may apply. Please check with your registration body or your Local Authority.

Physical distancing in youth work premises

Please also refer to the [route map annexes, p38](#) for 'Protections advised in each phase'

As youth work premises reopen in Phase 3 or 4, physical distancing will be required. This may impact on the viability of operating some youth centres/groups, and you may



need to operate with more limited activities or capacity than normal. You may only be able to run small groups, depending on the space you have available, and may not be able to deliver certain activities which require close contact. You may also have to think about entry and exit points and restrict access to the setting, stagger arrival or departure times and think about the working patterns of staff/volunteers.

Current guidance suggests that the same staff/volunteers should work with the same young people consistently and that you should keep different groups of young people separate. E.g. If you are running a girls group and running an arts groups on the same night – the young people from each group should not mix together inside and you should think about setting different arrival and finishing times. Alternatively, it may be preferable to only run one group at a time depending on the size of your centre and the facilities you have available. For good practice, you should look at the guidance provided for CLD and also that provided for education and childcare providers. We will issue further guidance on opening your youth work premises as quickly as possible, following any Phase 3 announcement by Scottish Government.

Please note that reopening of youth work premises to groups of young people may not be allowed until after schools return on 11 August and may be delayed until Phase 4.

Hygiene and infection control measures

Please also refer to the [route map annexes, p38](#) for 'Protections advised in each phase'

You will need to think about cleaning schedules, provision of washing facilities and / or hand gel, notices about how to prevent spread of infection, employee health screening and how to deal with any incidences of COVID-19 infections in your setting. You may also have to limit the use of resources such as games or sport equipment and put additional cleaning measures in place for these.

We will issue further guidance on opening your youth work premises in Phase 3, in line with additional guidance issued by Scottish Government. You should make contact with the owner/operator of your building if you do not have your own premises to discuss planning for reopening arrangements.

Please note that reopening of youth work premises to groups of young people may not be allowed until after schools return on 11 August and may be delayed until Phase 4.

Gatherings in larger groups

Gatherings in larger groups are restricted until at least Phase 3, which permits "People can meet in extended groups subject to physical distancing" and "Mass gatherings



resume in line with public health advice” in Phase 4. Depending on the size limits on groups and the nature of events covered it could impact on the size of groups you are able to run and also impact on larger scale youth participation events, residential etc. until Phase 4. We will issue further guidance once available.

Travelling and operating out with your own youth setting

In Phase 2, the Scottish Government is still advising that you should stay local (within 5 miles) where possible. We would recommend that activities continue to be delivered digitally but that where you are undertaking any activities face-to-face (e.g. one-to-one walk and talk, keeping 2 metres apart) are kept local and young people are asked to self-travel safely to activities.

4. Law at Work (LAW)

You can access an extensive suite of legal advice, guidance and templates as part of your Youth Scotland membership. Law at Work have updated their COVID-19 guidance to include a Return to Work Toolkit.

As the COVID-19 restrictions are lifted, youth groups/organisations face many decisions around assessing their operations, bringing employees/volunteers back to work, and ensuring the workplace is safe.

The timelines for youth work restarting are not yet known but it is a good idea to begin planning for reopening because this will bring a new set of challenges. The main challenge which should be factored into all decisions will be ensuring that workers/volunteers and young people and their families have full confidence that their health will be protected.

To help you start to think about these challenges the Law at Work Return to Work Toolkit includes documents and templates that you can use for your group including a Return to Work Checklist, Return to Work Risk Assessment, Return to Work Safety guide, Building pre-opening audit, and many more useful documents. Please note that these are general documents for employers and not specific to a youth work setting. We will aim to provide further specific guidance when it has been produced by Scottish Government.

How to access Law at Work

These services are part of the package of benefits afforded to Youth Scotland member groups. You will be required to quote your Youth Scotland Membership number and details when accessing these services. Read about [joining Youth Scotland here](#)



To register for LAW: If you have not previously registered for Law at Work, go to this [webpage](#) and have your member group details and Youth Scotland membership number handy. Your Youth Scotland membership number will begin 350. LAW will also be using your primary membership contact email address.

To login: If you have previously registered for Law at Work, go to this [webpage](#) and enter your details. You should then click into the Coronavirus: Employer's resource centre, where you will find the COVID-19 Return to Work Toolkit.

If you have any problems logging in, please contact us at Youth Scotland and we can help you access a copy of the Return to Work toolkit.

5. Training and support

During the lockdown, Youth Scotland has been supporting member youth groups with regularly updated information, funding, and support. Visit our [COVID-19 page for details](#)

We have also developed a comprehensive training programme for youth workers and volunteers which aims to increase youth workers' abilities and skills to support young people through this crisis and beyond.

Digital youth work has been gaining momentum for years and the lockdown has truly brought it to the fore. Our online training focuses on young people's mental health and wellbeing, innovative adaptations to our ongoing programmes and highly accessible training on how to deliver digital youth work.

To meet community-based youth work's changing needs as we move through the Phases, we are supplementing online training with support on how to deliver detached youth work and outdoor learning.

This includes: -

- Child Protection training
- Modules in 'Mental Health Awareness – Positive Coping Strategies'; 'Young people and self-esteem'; 'Mindfulness' and 'Understanding Challenging Behaviour'
- 'Digital Youth Work' training which supports youth workers to provide a safe space online for young people to engage in their youth groups with their friends.
- Creative Arts and STEM in an online space
- Youth Awards support and training, including Awards at Home for our Hi5 and Dynamic Youth Awards
- Google Be Internet Citizens – hugely relevant skills for youth workers and young people living in the digital age: how to spot fake news, echo chambers and filter

bubbles, how to deal with trolling and online hatred and everything to help young people be good internet citizens

- Detached Youth Work training which supports youth workers to safely engage with young people outside – this will be supported by a Youth Scotland Detached Youth Work Toolkit www.youthscotland.org.uk/resources Available by end June
- Outdoor Learning training which supports youth workers to plan and deliver outdoor learning – this will be supported by a Youth Scotland Quick Guide to Outdoor Learning www.youthscotland.org.uk/resources Available by end June

You can view our training programme and book your space [on Eventbrite](#) or by visiting our [events calendar](#)

6. Resources and links mentioned in this document

COVID-19 – Framework for Decision Making – website pages

<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making/>

COVID-19 – Framework for Decision Making: Scotland’s route map through and out of the crisis

<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>

Direct link to the introduction of Phase 2 measures

<https://www.gov.scot/news/gradual-introduction-of-phase-2/>

Excellent and Equity During the COVID-19 Pandemic – A Strategic Framework for Reopening Schools, Early Learning and Childcare Provision in Scotland

<https://www.gov.scot/publications/excellent-equity-during-covid-19-pandemic-strategic-framework-reopening-schools-early-learning-childcare-provision-scotland/>

Joining Youth Scotland

<https://youthscotland.org.uk/join/>

Law At Work - membership legal advice and services

<https://www.lawatwork.co.uk/user/register>

Youth Scotland events and training

<https://www.youthscotland.org.uk/training-events/events-booking/>



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