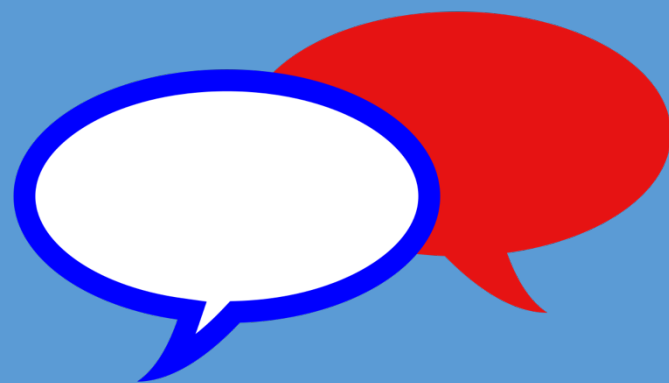


COVID ACTION PLAN:
RUNNING TALKING OUT
RESIDENTIALS RESPONSIBLY IN
2021



Talking Out
Ltd

Owner

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Being COVID Responsible

Meeting Government guidelines

This guidance document will help you ensure you are COVID Responsible. Although at Step 4 many restrictions have been relaxed, the youth sector MUST remain COVID Responsible and adhere to the following.

The following COVID Responsible measures are still required and recommended (this replaces the previous 'Covid Secure' status):



Talking Out Ltd and ATE and following national guidance by the National Youth Agency in consultation with Public Health England and the Health and Safety Executive.

Delivering Residential Educational Experiences Safely

(Published by the NYA). The youth sector is permitted to provide overnight and residential experiences from Step 4.








1. From 19th July there are no restrictions on group sizes for residential in England. An unlimited number of young people (of all ages) plus staff and support workers are permitted.
2. There are no limits on the number of people sharing sleeping accommodation.
3. Multiple groups are possible and may interact with each other.
4. There are no restrictions on travel arrangements due to COVID. Providers standard transportation safeguarding, and risk management must be in place.
5. Staff should self-test twice a week. Children aged 11+ should also self-test twice a week, with adult supervision.
6. Following COVID responsible measures is recommended. Measures such as social distancing, face coverings, and good hygiene are all sensible to minimise the risk of infection and need to isolate.
7. Activity staff, catering and welfare staff are permitted.

Communication to staff and families

Health declarations

Every child and staff member will be sent a digital health declaration in the 48 hours before their time with us in which they need to confirm they have carried out a lateral flow test and received a negative result. These declarations will be submitted to Talking Out Ltd before the individual travels.

They also must answer the following questions in the negative:

Today or in the last 14 days	About the visitor	
		Have you had a high temperature?
		Have you had any of the following symptoms: a new, continuous cough or a loss of, or change to, your sense of smell or taste?
		Have you tested positive for COVID-19?
		Have you been contacted by the NHS test and trace services and asked to self-isolate?
		Are you self-isolating after returning or entering the UK?
	About the visitor's household and contacts	
		Has anyone in your household or your close contacts had (or does anyone currently have): a high temperature, a new continuous cough or a loss of, or change to, their sense of taste or smell?
		Has anyone in your household or your close contacts tested positive for COVID-19?

It is in our interests that families are working with us to provide a COVID responsible environment. If your child is unable to attend the residential due to receiving a positive test result they will be added to the waiting list for the next residential instead (date TBC).

Ensuring staff are informed whilst away with us

It is a Director's responsibility to ensure staff are informed and working responsibly whilst away with us. All staff will be sent this document before they work with us, but the Director should use key meetings to reassure themselves of full comprehension and to answer any site specific questions;

- In the 24 hours before the children arrive Bewerley Park, ATE and Talking Out team. This document should be reviewed at the meeting, as well as the week-specific risk assessment and general health and safety documentation.
- At the first night staff meeting, this document should be reviewed with staff, as well as the week-specific risk assessment and general health and safety documentation.

There may be occasions where concerns arise, such as concerns about unsafe practices, safeguarding, risk management, behaviour and social distancing (please note this is not an exhaustive list).

Staff should be able to find support via the following routes:

- The Lead Speech and Language Therapist
- Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm> or contact HSE by phone on 0300 003 1647

Managing the Risk of the Virus

Organisations have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures. Organisations must work with all other employers and contractors sharing the delivery location or workplace so everyone's health and safety is protected.

Mitigating Actions

- Increasing the frequency of handwashing and surface cleaning in every delivery location or workplace. Where handwashing facilities are not available, ensure adequate provision of hand sanitiser.
- Deliver activity outdoors; whilst preparing premises for future use, when it is safe and practical to do so.

- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible (ie in the Director's office)
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- If sharing equipment between individuals, routine cleaning steps should be considered before the next person uses the item(s).
- Where possible domestic staff should be offered accommodation they do not need to share.

Group size management and managing people

Our group size will be no more than 20, which will be split into two smaller activity group.

Dormitories will be split between girls and boys, and beds spaced out too allow distance between group members at night.

Having an easily sharable group list AND dorm list is necessary in the event of the central office having to discuss a case with Track and Trace.

Things to consider:

- Limiting the number of individuals in delivery spaces (indoors or outdoors), overall and in any congestion areas, e.g. doorways between outside and inside spaces.
- Encouraging staff and young people to use hand sanitiser or handwashing to reduce the risk of transmission.
- Looking at how people walk through your premises and how you could adjust this to reduce congestion and contact between staff and young people, e.g. queue management or a one-way flow where possible.
- Ensuring any changes to entries and exits and any queue management systems to outdoor locations and facilities and to consider reasonable adjustments for those who need them, including disabled staff, young people and visitors
- Managing outside queues to ensure they do not cause a risk to individuals or other businesses
- Individuals who are advised to stay at home under existing government guidance do not physically come to work/sessions. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms
- Employers must not knowingly require or encourage someone who is being required to self-isolate to come to work.

Travel

Group members will be collected from Harrogate Train station by minibus. Minibuses will be used to transport the group to all external activities during the week and then finally dropped off at Harrogate Train station at the end of the week

You should not travel at all if you:

- are experiencing any coronavirus symptoms
- are self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms

- are clinically extremely vulnerable and cannot shield during your journey
- have been advised by the NHS test and trace service that you should self-isolate.

From 19th July 2021 the use of face covering is not a requirement. Face coverings could still be used as a protective measure, but this is advisory. Talking Out Ltd recommends the use of face coverings in poorly ventilated spaces (such as a bus or train). If using a mini-bus or coach all the seats can be used to transport young people.

Help keep yourself, other passengers and transport staff safe by taking the following precautions:

- limit the number of people that you come into contact with, for example avoid peak travel
- wash or sanitise your hands regularly
- avoid touching your face
- cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- touch as few surfaces as possible
- stay outdoors, rather than indoors, where possible
- minimise the time spent close to other people, where possible
- avoid loud talking or shouting
- dispose of waste safely, including items such as used disposable face coverings
- be prepared to queue or take a different entrance or exit at stations
- wait for passengers to get off first before you board
- respect other people's space while travelling
- be aware of pregnant, older and disabled people who may require a seat or extra space
- be aware that not all disability is visible

Daily considerations

Ventilated spaces and use of masks

- Use outdoor spaces wherever possible
- Consider size and function of a space when allocating activities. If everyone is to be in a sports hall for a tournament, can it be well ventilated?
- If it is possible for a group to 'keep' a small room as their own day room (in event of wet weather etc) that is preferable to being in lots of different rooms over the week
- If everyone is all in one less ventilated space (ie in an evening), adults and secondary aged children should wear masks.
- Cosy snugs should really be avoided. Consider outdoor evening time (by a fire?) or smaller snugs for individual groups or 2 groups at a time.

Handwashing

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoiding touching your face and coughing and sneezing into a tissue that is binned safely or into your arm if a tissue is not available
- Providing regular reminders and signage to maintain hygiene standards.
- Providing hand sanitiser in multiple locations in addition to washrooms (ie in the entrance to the dining room)
- Providing hand drying facilities with either paper towels or electrical dryers
- Allow groups plenty of time to wash hands before meals / when coming in from an activity

Staff responsibilities

- There will be small hand sanitisers made available to be kept in each member of staff's pocket
- Staff to also carry anti bac wipes (provided centrally) to wipe down touch points (door handles, shared equipment)

PPE

- Use disposable masks, gloves and aprons when supporting lateral flow testing
- Use disposable masks, gloves and aprons if supporting young person with a positive LFT result
- Matron to wear (gloves) and mask when dealing with any medical issue

Waste disposal

When disposing of face coverings, PPE and used LFTs people should do so in a 'black bag' waste bin or litter bin. Face coverings or PPE should not be put in a recycling bin or dropped as litter.

Visitors and other groups

Visitors to the Talking Out Residential should be kept to a minimum and only invited on site for a good reason. They should do a LFT prior to arrival or before they enter the building, and be able to answer the questions from the health declaration in the negative.

Organisations must work with all other employers and contractors sharing the delivery location or workplace so everyone's health and safety is protected.

Testing, symptomatic individuals and reporting

Protecting those at higher risk

Youth organisations often work with young people and trusted adults (staff, volunteers) who are at higher risk from COVID-19. It is essential to be aware of who these individuals are and how to mitigate the risk to them. Steps may be required to ensure equality of access to provision for young people who are shielding or at increased risk. If clinically vulnerable or extremely clinically vulnerable individuals need to attend sessions, they should be offered the option of the safest available on-site roles/activities. Organisations should consider the concerns expressed by any staff who consider themselves to be at higher risk, which may include those from vulnerable groups or those from ethnic minorities, and continue to pay special attention to and support all with protected characteristics.

There are steps in place to capture individuals with higher risks, and these would be passed to a Director separately to be included on the week's risk assessment.

Symptomatic individuals

Here are 2 links one for children and one for adults (16 and over) for the symptomatic testing.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>

It is best practise to get 2 positive LFT results before treating as a positive case. Avoid testing when children are first awake, or over exerted from outside activities.

Should an individual be showing symptoms but refuse a test, best protocol is to contact next of kin as would follow 2 positive results.

In the event of 2 positive LFTs

The individual in question needs to be isolated in a space fit for purpose (ie not used for other things, and is a reasonably pleasant space for them to be). The parents / guardians need to be contacted and a plan made to transport the child either home.

RIDDOR and reporting

Positive LFTs to be written up on an Incident form, with details of steps taken.

The day 3 precautionary testing also to be written up as on an incident form, detailing dates, numbers of tests taken, who has supervised.

Talking Out Ltd Directors to take responsibility for all secondary communication with parents and reporting to Track and Trace following and initial positive result.

Accidents, security and incidents

It is essential to prioritise safety during incidents and to follow your standard health and safety policies and procedures.

Things to consider

- In an emergency, for example, an accident, provision of first aid, a fire or a break-in, people do not have to stay socially distanced if it would be unsafe.
- If giving first aid or assistance to someone suspected of COVID-19, the first-aider should be encouraged to contact the NHS test and trace service.
- RIDDOR reporting advice should be followed for the reporting of relevant COVID-19 information.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing their hands.
- Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as much as possible.
- Should a worker/volunteer or young person become unwell during a session, standard welfare measures should apply.

Day 3 Testing

All adults and secondary aged children are asked to test on day 3 the Talking Out Residential. This needs to be overseen by members of the staff team.

It is not compulsory and we cannot force people.

Individuals that have recently had Covid should avoid LFTs for 90 days so as to not incur false positives.