



# Scouting Through Covid RoadMap



Scouting Ireland  
**Scouting Through Covid Road Map**

**August 2020**

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# Scouting Ireland

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### 1.0 Introduction

**It is important to note that this guidance is intended to be a living document and will be updated by National Office as Government advice is updated. Scout Groups should develop their own protocols in line with this high-level guidance and their local conditions. This document is not a target for all groups but a guideline to assist with making local plans to return to Scouting.**

Scouting Ireland is an all Island organisation and so have considered both jurisdictions roadmaps. This 'Scouting Through Covid Roadmap' succeeds and replaces previous Scouting Ireland guidance and is prepared in the broader context of the Government's *Resilience & Recovery 2020-2021: Plan for Living with COVID-19*, the Return to Work Safely Protocol the Guidance for Youth Organisations Informed by the Governments Resilience & Recovery 2020-2021; Plan for Living with Covid-19 (DCYA), the education authority guidance <https://www.youthonline.org.uk/restart/> and Northern Irelands Public Health guidance <https://www.publichealth.hscni.net/covid-19-coronavirus>. This roadmap should be read in conjunction with those documents, and any future public health announcement and Government advice in relation to COVID-19.

To view the latest DCYA youth sector guidance 'Guidance for Youth Organisations Informed by the Governments Resilience & Recovery 2020-2021; Plan for living with Covid-19' click [Here](#)

To view the latest Education Authority Guidance Northern Ireland click [Here](#)

Information about the coronavirus (COVID-19) regulations in Northern Ireland, and the current regulations and restrictions can be found [Here](#)

This is Version 5 of the Roadmap 22<sup>nd</sup> September 2020, with the five levels as published in ROI included to help inform groups how we can continue to scout with Covid 19. This version outlines the current status and guidance in Northern Ireland as advised by the NI Executive.

This roadmap includes the details of requirement for Scouting Ireland to consider at various levels set out in the Government Resilience and Recovery 2020-2021 and the steps outlined in Northern Ireland's recovery plan. There are significant changes to previous versions of the roadmap therefore reading the full document is recommended.



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### Local restrictions

Where there are local restrictions implemented by the government in either ROI or NI these restrictions overrule the guidance outlined in this document.

All guidance provided in this document is indicative and is subject to ongoing public health advice and a step by step risk assessment which should be carried out on an ongoing basis by each group. All activities should have regard to all other relevant requirements and good practice e.g. child protection, safety and wellbeing of staff and volunteers. Guidance is intended to recognise that different groups may have different circumstances as they work towards and/or continue with face to face indoor and outdoor meetings and activities. Groups are reminded of the importance of remaining vigilant in relation to public health advice (hand hygiene, cough etiquette, social distancing, face coverings, how to identify and respond to signs and symptoms of COVID-19 etc) and in relation to communicating this to all workers, volunteers and young people connected to scouting.

Scout groups must have regard to current Government advice relating to the management of the COVID-19 pandemic. Key priorities for individuals and groups, which underpin every level, are summarised below:

<b>Key Priorities</b>	
<b>Individually</b>	<b>Collectively</b>
<ul style="list-style-type: none"> <li>• Frequent handwashing; cough and sneeze etiquette, avoid touching eyes, nose and mouth, regularly cleaning and disinfecting surfaces</li> <li>• Keep a safe distance of 2 metres from other people, especially those not among your close contacts</li> <li>• Minimise your number of close contacts as much as possible and keep a record of your daily contacts</li> <li>• Wear a face covering when using public transport, in retail settings or any other indoor setting where physical distancing cannot be maintained</li> <li>• Follow public health advice on restricting the number of visitors to private homes</li> <li>• Know and self-monitor for the symptoms of COVID-19. If you have symptoms, self-isolate and contact your GP without delay</li> <li>• Stay informed of the current situation through trusted information sources and follow official public health advice</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that gatherings of people are kept to a minimum, and in any event limited to the maximum numbers set out in the prevailing public health advice.</li> <li>• Maintain physical distancing at all gatherings.</li> <li>• At gatherings take all reasonable steps to ensure that a record of those attending is kept in order to facilitate rapid contact tracing</li> <li>• Businesses, organisations and workplaces should continue to adhere to public health advice and guidance relevant to their sector and should develop dedicated plans for all levels</li> <li>• Workers and businesses that can work remotely from home should continue to do so</li> </ul>



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- Avoid all non-essential travel overseas and reduce personal non-essential travel

### Youth Sector

Remain vigilant in relation to public health advice, specifically on hand hygiene, cough etiquette, physical distancing, face coverings and, how to identify and respond to signs and symptoms of COVID-19. Effectively communicate such advice to workers, volunteers and young people connected to the service.

All activities should have regard to all other relevant requirements and good practice e.g. child protection, safety and wellbeing of staff and volunteers.

#### Physical Distancing

A distance of 1 metre should be maintained between individual young people and youth workers in a youth work setting consistent with advice for schools. Youth services may wish to consider the follow options to support physical distancing:

1. Reconfigure spaces to maximise physical distancing;
2. Utilise and reconfigure all available space in order to maximise physical distancing;
3. Review operating times;
4. Reconfigure groups;
5. Consider use of live streaming; and
6. Access available spaces within the local community

**Where working with physical distances of 1 metre, face coverings should be used.**

#### Groups

- Where possible, areas should be allocated consistently to the same youth workers and young people rather than having spaces that are shared.
- If a gathering is divided into groups, there should be clear separation of groups to ensure there is no contact between the groups. The objective is to limit contact and sharing of common facilities between people in different groups as much as possible.
- To the greatest extent possible, young people and youth workers should consistently be in the same groups.
- Youth workers who move from group to group should be limited as much as possible



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### Maximum Group Sizes (ROI ONLY)

The maximum size for a service should be calculated having regard to the space available. It should be based on ensuring that at least 1m physical distancing can be maintained, and take account of any other capacity restrictions, which may pertain in accordance with child protection or fire safety requirements. The table below illustrates the maximum group size allowable at each level (ROI only) and is inclusive of both young people and youth workers.

Level	Maximum Group Size Indoor	Maximum Group Size Outdoor
1	100	200
2	50	100
3	15	15
4	15	15
5	6	6

The maximum size applying to each service in its given venue should be calculated and published on the door or at the entryway to the venue.

### Contact Tracing

All reasonable steps should be taken to ensure that a record of physical attendance is kept in order to facilitate rapid contact tracing

The purpose of this document is to provide guidance to Scout Groups to allow the groups operate scouting locally. Scouting Ireland's roadmap is grounded in the over-riding principles below:

- **Safe** – informed and guided by public health guidance and assessment of risk
- **Logical** – sequential series of actions building upon progress made
- **Evidence Based** – uses the national government guidance and data
- **Fair** – respects human dignity, autonomy and supports equality
- **Open and Transparent** – decisions are clear, well communicated



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This is a guidance document and is built on some of our core strengths and being flexible in our planning:

**Social Distancing:** Following Social Distancing Protocols and Government restrictions at all times while trying to maximise Scouting for the benefit of our youth members. Maintain 2 metres distance to the greatest possible extent. Groups in ROI should adhere to the following; Face coverings are mandatory on public transport, and retail and service outlets, and recommended for other places where it is difficult to maintain social distancing. For more information on when and how to wear face coverings visit: <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/> . Groups in Northern Ireland must wear face coverings in certain indoor settings, such as shops or shopping centres. You must also wear a face covering on public transport. For more information on when and how to wear face coverings visit: <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-face-coverings>

**Voluntary:** It will be voluntary for all members, youths and adults. Members will be able to start participating when they and you feel it is safe and right to do so. Ideas and suggestions for programme are being updated on <https://scouting360.ie/>

**Small team:** Scouting has always been based in the small teams of lodges, sixes, patrols/watches, crews and teams (depending on your section). Activity can restart from this basis and focus on getting these teams up and running. Not only is this a safe way to control numbers for social distancing but it is also a key part of good scouting. As measures relax, we can look at bringing more of these small teams together in the same place while still keeping to these teams.

**Outside:** We will emphasise outside activities where possible. To continue with Scouting the focus needs to be on outdoor activities and meetings when and where possible.

**Youth and Adults:** We have new style indoor meetings however we can continue with the online environment to create a new blended scouting model to further reduce the risk of viral spread.



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## 2.0 Government Advice

In both jurisdictions Public Health guidance must be followed. Scouting should operate by using the small teams.

### 2.1 Programme in Scout Groups

We have considered outdoor day trips/meetings, indoor meetings, outdoor overnights, indoor overnight (hostelling), and adult training courses as five categories of programme and training activities to consider for your group. Where applicable Scouting Ireland’s outdoor activities ratios will apply

#### 2.1.1 Programme in Scout Groups in the Republic of Ireland

A summary of the guidance and applicable levels is presented in table 1 below. All activities should follow our scout method and in particular develop the small teams in the sections. Small teams will promote better social interaction and facilitate better management of social distancing.

		Ireland (ROI)				
	Items	Level 1 areas (ROI)	Level 2 areas (ROI)	Level 3 areas (ROI)	Level 4 areas (ROI)	Level 5 areas (ROI)
Engagement with young people	Outdoor Day trips/Meetings	Outdoor meetings can take place with up to <b>200</b> people, small groups system is recommended while following government advice	Outdoor meetings can take place with up to <b>100</b> people, small groups system is recommended while following government advice	<ul style="list-style-type: none"> <li>May operate groups of up to <b>15</b></li> <li>May operate multiple groups if sufficient space and strict public health protocols are in place</li> <li>There should be no mixing</li> </ul>	<ul style="list-style-type: none"> <li>May operate groups of up to <b>15</b></li> <li>May operate multiple groups if sufficient space and strict public health protocols are in place</li> <li>There should be no mixing between groups</li> </ul>	<ul style="list-style-type: none"> <li>May operate groups of up to <b>6</b></li> <li>May operate multiple groups if sufficient space and strict public health protocols are in place</li> <li>There should be no mixing between groups</li> </ul>



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				between groups		
	<b>Indoor Meetings</b>	Indoor meetings can take place with up to <b>100</b> people and following government advice.	Indoor meetings can take place with up to <b>50</b> people and following government advice.	<ul style="list-style-type: none"> <li>• May operate groups of up to <b>15</b></li> <li>• May operate multiple groups if sufficient space and strict public health protocols are in place</li> <li>• There should be no mixing between groups</li> </ul>	<ul style="list-style-type: none"> <li>• May operate groups of up to <b>15</b></li> <li>• May operate multiple groups if sufficient space and strict public health protocols are in place</li> <li>• There should be no mixing between groups</li> </ul>	<ul style="list-style-type: none"> <li>• May operate groups of up to <b>6</b></li> <li>• May operate multiple groups if sufficient space and strict public health protocols are in place</li> <li>• There should be no mixing between groups</li> </ul>
	<b>Outdoor overnights Camping</b>	Camping can take place with up to <b>200</b> people and following government advice	Camping can take place with up to <b>100</b> people and following government advice	<ul style="list-style-type: none"> <li>• May operate outdoor camps of up to <b>15</b> participants</li> <li>• May operate multiple groups if sufficient space is available.</li> <li>• There should be no mixing</li> </ul>	<ul style="list-style-type: none"> <li>• May operate outdoor camps of up to <b>15</b> participants</li> <li>• May operate multiple groups if sufficient space is available.</li> <li>• There should be no mixing between groups</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor overnights <b>Should not</b> take place</li> </ul>

				between groups	•	
	<b>Indoor Overnight Residential</b>	Further youth sector guidance to be provided.	Further youth sector guidance to be provided.	Residential overnights <b><u>not permitted.</u></b>	Residential overnights <b><u>not permitted.</u></b>	Residential overnights <b><u>not permitted.</u></b>
	<b>International Travel</b>	Based on governmental guidelines International travel is <b><u>not recommended</u></b>	Based on governmental guidelines International travel is <b><u>not recommended.</u></b>	Based on governmental guidelines International travel is <b><u>not recommended.</u></b>	Based on governmental guidelines International travel is <b><u>not recommended</u></b>	Based on governmental guidelines International travel is <b><u>not recommended</u></b>
<b>Engagement with Adult members</b>	<b>Adult Training Courses</b>	<ul style="list-style-type: none"> <li>• Online training where possible</li> <li>• In person training of groups of up to <b>15</b> with 2m physical distance if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Online training where possible</li> <li>• In person training of groups of up to <b>15</b> with 2m physical distance if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Move to primarily online training</li> <li>• Limit congregation as far as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Move primarily online</li> <li>• Only essential attendance on site</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Only online</u></b> training permitted</li> </ul>

**Table 1: A Summary of Programme Activities Guidance – for Scout Groups in the Republic of Ireland**



### 2.1.2 Programme in Scout Groups in Northern Ireland

**The Return to Scouting restart guide for Northern Ireland has been provided to Group Leaders. The current restrictions applicable to Northern Ireland are summarised in table 2 below:**

		Northern Ireland (NI)
	Items	All areas
Engagement with young people	Outdoor Day trips/Meetings	Outdoor meeting can continue with up to <b>30</b> people, small groups system is recommended while following government advice and Scouting Ireland’s outdoor activities ratios.
	Indoor Meetings	Indoor meetings will be permitted from <b>1<sup>st</sup> October, (this is subject to change at any time)</b> provided risk assessment are completed and the restart guidance has been complied with.
	Outdoor overnights Camping	Consider the published guidance applicable to Northern Ireland when considering proposed overnight activities and the Scouting Ireland Outdoor activities ratios.
	Indoor Overnight Residential	Residential not permitted at time.
	International Travel	Foreign and Commonwealth Office (FCO) is advising against all non-essential international travel.
Engagement with Adult members	Adult Training Courses	<ul style="list-style-type: none"> <li>• Online training where possible.</li> <li>• Face to face training should be risk assessed in line with the guidance</li> </ul>

**Table 2: A Summary of Programme Activities Guidance – for Scout Groups in Northern Ireland**

### 2.1.3 Online meetings

While there is some clarity on how to scout within the measures, it is also strongly advised that groups look at how to get better at online meetings. Online meetings can be a way to plan and prepare for activities and all meetings need follow the [guidelines](#) for running virtual scout meetings. There is advice on how to use various methods on our website at this [link](#). As well as the recommended meeting guidelines you could



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also consider longer term platforms for operating. Groups are using a variety of platforms including: Google - [Google Classrooms](#), Microsoft365 - [Microsoft teams](#), [Slack](#), and [Scoutmeetings.online](#) . We are currently looking at options for Scouting Ireland and will communicate when we have more information.

### 2.1.4 Group meetings

It is possible have section meetings by keeping numbers low at the meetings. Small teams (of Lodges, Sixes, Patrols/Watches, Crews and Teams) need to be adhere to at all times. With the older sections, you should look at ways of complimenting the meetings with online meetings to plan and prepare. Groups should ensure that Scouters are fully aware of how to implement social distancing in a group. That Scouters can make all members aware of proper hygiene around handwashing and the use of face masks. Online 'returning to group activities' training is available for adult scouter and Groups Leaders will be advised with regard to its implementation.

### 2.1.5 Indoor Overnight activities

These should not be conducted during levels 3 to 5 (ROI) as the risk is too high. They can be considered for levels 1 and 2 (ROI) if a full risk assessment of the venue is completed that shows how social distancing and other Covid measures can be followed. The camping and outdoors policy also requires for a camping approval to be sought depending on the number of nights and the section involved. Activities should not be run if social distancing and other relevant guidelines cannot be achieved. Further details on programme sections and adult training will follow.

### 2.1.6 Outdoor Day activities

These day activities can be currently undertaken in ROI and Northern Ireland adhering to social distancing and it is recommended to use wide spaces and number cannot exceed group sizes based on the level specified for your area in ROI and 30 people in Northern Ireland. These day activities should be geared for moving events like hikes and walks. Small group systems (of patrols etc..) need to be utilised and the activities should be designed with only small groups in mind. Online 'returning to group activities' training is available for adult scouters and Groups Leaders will be advised with regard to its implementation.

### 2.1.7 Outdoor overnight Activities

It is recommended that camping and overnights are carefully considered and that a risk assessment adhering to the specified level in ROI takes into consideration the need for better social spaces for younger children. If sections should go camping, social distancing needs to be adhered to with appropriate logistics in place that also allow for youth members not to be left in tents on their own. For older sections (scouts and ventures)



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camping or bivvying should only be run if social distancing can be adhered to. Individual camping or bivvying should only be a part of a programme if youth members and their parents are satisfied with health and safety measures. A full risk assessment should be completed that includes the risk of CoVid-19 and adherence to the levels specified for the groups area.

The advice from the department of education in Northern Ireland has provided for the resumption of limited outdoor activities. It has not provided detailed guidance for overnight outdoors activities; therefore any proposed overnight camping activities should fully consider the published guidance detailed above in section 1 in addition to the recommendations outlined above.

### 2.1.8 Social Distancing in Scouting

For the foreseeable future, Scouting needs to practice social distancing. The natural way for scouting to adjust to this is by promoting and utilising the team system – Lodges, Sixes, Patrols/Watches, Crews and Project Teams. The small team system is an ideal operating unit for scouting but still needs to practice social distancing. The Departmental guidelines (ROI) state that at least a 1 metre distance is required in youth work setting, however, requires the wearing on face covering. Groups are advised to consider basing most of their programme that maximises space and the out of doors to achieve 2 metre distance where possible.

Guidance in Northern Ireland requires social distancing of 2 metres between adults and where possible social distancing of 2 meters between adults and youth members should be achieved. Similar to ROI aim to maintain at least 1-meter social distancing at all times and where social distancing cannot be achieved face coverings must be worn.

### 2.1.9 Inclusion of High-Risk members

The health and safety of members needs to be a primary concern for scouting. To this end, members who are at higher risk need to be fully engaged with. Decisions should be made to include the member as long as the member, the parent and the scouters are satisfied that risks can be managed, this should be included in your risk assessment.

### 2.1.10 Safeguarding considerations

As scouting is entering a new phase of challenges, we need to be ever vigilant to the new safeguarding challenges. To this end, a safeguarding risk assessment should be done in each group so that they can manage the safeguarding environment and maximise the benefit to young people.



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### 2.2 National Scout Centres

The table below summaries the plan for the National Scout Centres.

Rep of Ireland	What we plan to do
Dates	From September
Indoor Overnight Accommodation	Indoor accommodation can be used with restricted capacity based on public health guidance and any requirements for the hotel/ holiday sector for non-scout groups. Youth sector guidance to follow for scout groups
Camping Scout Groups	Camping can continue using social distancing and other relevant guidelines are follow, groups must adhere to requirements specified for the level of their local area.
Outdoor Day Activities	Day trip activities done within small team structure and following government advice adhering to the level of their local area and Scouting Ireland's outdoor activities ratios
Self-led Activities	Self-led activities will be available to small teams (Scouts)
Instructor led activities	Limited Instructor led activities will be available based on monitoring government restriction at Larch Hill, Castle Saunderson and Lough Dan

**Table 3: National Scout Centres Plan**

The National Scout Centres will continue to remain open

- Indoor accommodation open with reduced capacity (Larch Hill, Castlesaunderson, Lough Dan and Killaloe Scout Centres) can continue and based on the restrictions and social distancing requirements will determine the numbers that can be staying in the buildings
- Camping will be permitted based on the guidance from the Government, groups should be implementing a social distancing plan (Lough Dan, Larch Hill and Castle Saunderson)
- Up to date information packs on camping will be sent to the groups before their arrival
- Limited Instructor led activities may be provided in Larch Hill, Lough Dan and Castlesaunderson Scout Centres



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### 2.3 National Office

Table 4 below provides overview of the plan to reopen National Office.

Phase	What we plan to do
Dates	From September
All National Office Functions	National Office Reopens with limited staff following specific protocols, phasing into all customer facing staff operating full time in National Office from September 2020 subject to the level applicable to Dublin.

**Table 4: National Office Reopening Plan**

#### 2.3.1 National Office

The National Office team have continued to support all National office functions since covid-19 restriction were implemented and will continue to provide this service. Limited key staff will resume working from National Office in September 2020.

## 2.4 Local Scouting Facilities and Scout Dens

### 2.4.1 Reopening local facilities

Local campsites can consider opening or remaining open in ROI Only and should complete a risk assessment before reopening and refer to the guidance referred to in section 1 and specifically the governments 'Return to Work Safely Protocol' and the 'Guidance for Youth Organisations Informed by the Governments Resilience & Recovery 2020-2021; Plan for Living with Covid-19'. Supports and guidance for local campsites is available by contact National Office.

### 2.4.2 Reopening Scout Dens

Scout dens can consider opening or remaining open **in ROI only** based on a risk assessment and having regard to public health guidance and the relevant level being applied to your area. Adherence to the required control measures and compliance with HSE/Government guidelines are essential. Supports and guidance for group dens will be available shortly. Scout dens in Northern Ireland are permitted to reopen on 1<sup>st</sup> October 2020 (this date is subject to change at any time).



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Scout Groups who may operate from premises that they do not own or control should liaise with the owner / operators to ensure all necessary guidance is followed to the satisfaction of both parties.

A risk assessment should be completed prior to re-opening please see sample risk assessment in Appendix A or refer to the governments 'Return to Work Safely Protocol'. Groups should refer to the Scouting Ireland Covid 19 risk assessment and the return to Scouting Restart Guide for Northern Ireland.

Groups should ensure that their premises or premises hired are compliant with **Scouting Ireland fire safety guidance**. To view these guidelines click [Here](#).

### 2.4.3 Group Supports for Reopening

Scouting Ireland will provide a support pack to assist groups with reopening their facilities and scout dens. The DCYA / NYCI Covid-19 Induction Online Training for the Phased Resumption of Full Youth Services in the Youth Sector is now available click [HERE](#). Scouting Ireland is recommending that this training is undertaken by all Scouters. The Scouting Ireland Covid 19 Risk Assessment is available click [Here](#). The return to Scouting Restart Guide for Northern Ireland is available [Here](#). Further supports and guidance will be issued shortly.

## 2.5 Woodbadge Training

Government and Scouting Ireland COVID 19 restrictions have impacted severely on our usual "face to face" delivery of training courses across the island of Ireland. As a result modifications to the Wood badge Scheme have been made to ensure we can facilitate the training of new to Scouting adults and Youth Members who have decided to take up leadership roles within their Scout Groups. The priority at this time is to ensure that the mandatory Safeguarding Training is made available to all. An interim scheme, Pathway to Your Scouting, has been devised and will run while COVID-19 public health guidelines and restrictions are in place.



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### Pathway to Your Scouting

This Training experience will be delivered over 4 Learning Blocks and a Review Day.

- Learning Block 1 - Fundamentals of Scouting.
- Learning Block 2 - Safeguarding must be completed by new to Scouting adults before they can assist with the supervision and programme for youth members.
- When you book Block 1 and 2 you will be scheduled for Blocks 3/4.
- Learning Blocks 3 and 4 will be scheduled within 6 months of completing Blocks 1 and 2.
- Learning Blocks will be delivered online using the Zoom platform.
- Learning Blocks are between 2- and 3-hours duration.
- The Review Day will follow as soon as is practical after the completion of the 4 Learning Blocks, Covid-19 public health guidelines permitting, and will include topics not suitable to online delivery such as Ceremonies, demonstration of Scout meetings, Campfires and Team Tasks.
- Certification and Gilwell Woggle will issue on completion of all Learning Blocks and the Review Day.

25 Scouters will be able to register for Courses online from the 25<sup>th</sup> of September onwards, these courses will start on the 5<sup>th</sup> of October across all Scout Provinces. The cost of the 'Pathway to Your Scouting' is €60.00. For information on bookings please [Click Here](#)



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### 2.6 National Activities Calendar

A national activities calendar for 2020/2021 is being developed and will be included in future versions of this roadmap. There have been notifications released in the national mailings relating to national activities in spring and summer 2021 and the Corporate Services Department is currently assembling project teams to deliver National Activities in 2020/2021 while considering the Government Living with Covid 19 guidelines.

### 2.7 Insurance

Scouting Ireland insurance cover has been continuous through the pandemic covering the virtual scouting activities, scouting at home programmes and for volunteering to support your local community covid responses. Normal insurance cover is in place provided groups adhere to the Scouting Ireland roadmap, supplementary advice and guidance from Scouting Ireland and continuing to comply with HSE/Government guidelines.

Scout groups who own their own premises and let/rent them out to third parties should consider if they need to indemnify the groups as property owners against any legal liability arising from the rental of your premises to an external organisation during the period of the Covid-19 Emergency;

Please email [MMooreLewy@Scouts.ie](mailto:MMooreLewy@Scouts.ie) with the following details required for the Letters of Indemnity:

- Who is to be indemnified? (i.e. The property owner)
- Name and address of the scout hall premises
- Activity the hall is being used for and
- Name of the third party (non-scout group) using your premises

### 2.8 Financial Advice and Supports

Scouting Ireland is aware of the various financial challenge's some groups are facing and are preparing resources and guidance to assist scout groups with getting back to scouting while facing these challenges. This support and guidance document was circulated to groups in early August.

### 2.9 Transport

Transport of youth members can operate in ROI for groups in areas designated levels 1 to 4 and in Northern Ireland with additional measures as below:

- Individuals should physically distance



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- Pre-assigned seating to ensure that individuals are seated beside siblings or group mates
- Additional hygiene and cleaning measures on board buses, including availability of sanitiser
- Wearing of face coverings for young people over 13 years of age, with limited exceptions for medical reasons or special needs
- Contact tracing log must be in operation

### 3.0 Conclusions

The Scouting Ireland 'Scouting Through Covid Roadmap' is a live document which will be updated on foot of new public health information in both jurisdictions. The various departments will produce practical supports and guidance to enable groups to continue to Scout during Covid. Where there are local restrictions implemented by the government in either ROI or NI these restrictions overrule the guidance outlined in this document.

- Outdoor day activities can be undertaken in ROI considering the level applied to the groups area.
- Outdoor day activities can be undertaken in Northern Ireland up to a Maximum of 30 people adhering to social distancing.
- Staff and volunteer meetings should take place remotely unless attendance is essential, attendance is only permitted in ROI, refer to the requirements relating to each level.
- Indoor meetings can be undertaken in ROI considering the level applied to the groups area
- Indoor meeting or activities are permitted in Northern Ireland from 1<sup>st</sup> October
- A financial support and guidance document has been released to scout groups.
- A group support resource will be released to scout groups this shortly.
- [Northern Ireland Restart Guide](#) has been published for Groups in Northern Ireland
- Scout dens/premises can reopen/remains open in ROI and should follow the advice relating the level applicable to the area in which the scout den is located.
- Online safeguarding training is available
- Online training has been agreed and will be delivered through the Pathway to Scouting which will be open for booking from 25<sup>th</sup> September
- The Scouting Ireland Covid 19 Risk Assessment is available and Northern Ireland Restart Guide includes a suitable Risk assessment based on Education Authority guidance.



## Appendices

- Attached in appendix A below is a template to assist in completing a risk assessment checklist to return to scouting
- Attached in appendix B is a health questionnaire for returning members to complete
- Attached in appendix C is a contact tracing log template should you require it
- Attached in appendix D Scouting Ireland Covid 19 Risk Assessment is available [Click Here](#)
- Return to Scouting Restart Guide for Northern Ireland [click Here](#)
- Click [HERE](#) to access the recommended Induction Online Training for the Phased Resumption of Full Youth Services in the Youth Sector, this is the official [Covid-19 Induction Session for Youth Services](#) produced in partnership by the National Youth Council of Ireland and the Department of Children and Youth Affairs (DCYA). It can be completed by scouts based in both ROI and NI.



## Appendix A – Risk Assessment Template

<b>Risk Assessment Checklist - Prompt Sheet</b>
<b>Re: COVID -19 – Social Distancing and Safe meetings</b>
<b>Name of Scout Group</b>
<b>Person completing assessment</b>
<b>Date completed</b>
<b>Social Distancing</b> is keeping a 2 metre (6 feet) space between you and other people to decrease and interrupt the spread of COVID-19. You should not shake hands or make close contact where possible.
<b>Safe meetings</b> include measures we will take prior to re-opening and whilst open.
The following is a non-exhaustive list of prompts to be considered around the resumption of full scouting activity.

<b>Actions prior to opening up</b>		
<b>No.</b>	<b>Action</b>	<b>Completed</b>
1	In relation to legionella, if there was regular flushing/running of all water outlets then there is no need for action otherwise disinfect prior to full use.	
2	Ventilate all rooms.	
3	Ensure all waste collections are still taking place or do they need to be scaled back up.	
4	Check for rodent activity/droppings and set traps if necessary.	
5	Ensure heater/boiler timings have been updated to summer time.	
6	With respect to kitchen facilities plan for floor markings for use.	
7	Check that dishwashers are not set on eco wash settings (low temperature).	
8	Disinfect milk cartons etc. that come into the premises before they are put in the fridge.	
9	Have designated area for post opening and gloves and letter opener and sanitiser to hand.	
10	Inform first aiders on new protocols in case person becomes unwell or action in event of heart attack ( CPR)	
11	Write up a cleaning schedule	

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<b>Work Environment Controls</b>				
<b>No</b>	<b>Action</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12	Is there current capacity in the Scout Group to comply with the social distancing requirements? Assess the premises based on the numbers of scouters and youth members that may be in the building safely at any one time If No, consider the following: <ul style="list-style-type: none"> <li>• Introduction of flexible meetings, staggered meetings, change in meeting hours</li> <li>• Alternate meetings to work between den and virtual</li> </ul>			
13	As far as is reasonably practicable, can non fire doors within internal buildings be left open to avoid the risk of potential contamination?			
14	Is there a documented cleaning schedule in place for each part of the den/facility?			
15	Are there appropriate hand washing facilities available?			
16	Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels, anti-bac hand gel			
17	Is there an adequate number of waste bins?			
18	Has appropriate COVID-19 signage been prominently displayed throughout the work location?			

<b>Work Practice Controls</b>				
19	Has consideration been given to floor markings to demonstrate minimum distancing to encourage social distancing?			
20	Are people aware of respiratory hygiene and cough etiquette?			
21	Do people adhere to respiratory hygiene and cough etiquette?			
22	Are people familiar with hand washing technique/ guidelines			
23	Are all drinking cups/glasses thoroughly washed and cleaned between each use?			
24	Are waste bins emptied, cleaned and sanitised on a regular basis?			
25	Have people been instructed to clean and sanitise communal equipment?			
26	Is there a protocol in place in the event an member becomes unwell and believes they have been exposed to COVID-19			
27	Maintain sign in sheet for all in order to facilitate contact tracing if necessary			



Appendix B – Health Questionnaire

**Pre-Return to Scouting Questionnaire COVID-19**

This questionnaire must be completed by Scouters at least 3 days in advance of returning to scouting.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to scouting.

Name of Member: \_\_\_\_\_ Name of Scouter in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in an at risk group?		
7.	I agree to advise my Section Leader or Groups Leader (as appropriate) if I answer yes to any of the questions 1 to 6 prior to attending future meetings and activities?		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: \_\_\_\_\_



Appendix C – Contact Tracing Log

**Contact Tracing Log**

To ensure the Safety & Health of everyone, this contact log should contain details of **all persons** on site in any given day. This includes scouters, youth members, visitors etc. This will assist in contact tracing should a person be confirmed as positive. To protect the privacy of people’s data, the entries should be completed by a Scouter and the log not given to non-members. The logs are to be stored in a safe manner and a log that is more than 14 days old is to be destroyed.

A new log is to be filled in daily

Name	Reasons for being at the meeting?	Mobile Number	Total time in the service	Was 2m distance maintained at all times? Yes /No



## Scouting Ireland Risk Assessment for Covid-19

### Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (section 3) it is the policy of the Scouting Ireland to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board of Scouting Ireland is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, employees are involved and participate in safety, health and welfare issues within Scouting Ireland and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimize the risk of employees, volunteers, youth members, contractors and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Scouting Ireland.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

**PERSONNEL INVOLVED: Scouting Ireland Members (under 18's and over 18's) Professional Staff and Scouting Ireland Contractors**



POTENTIAL HAZARDS	ASSESSMENT OF RISK	CONTROL MEASURES	ASSESSMENT OF RISK FOLLOWING CONTROL MEASURES
<p>Scouters (Adult members) and Youth Members contracting Covid-19 from other Youth Members</p>	<p><b>High</b></p>	<p>All scout groups will be issued with guidelines highlighting social distancing, Hand hygiene, respiratory hygiene, cleaning regimes and how to adhere to this guideline as part of an outdoor activity and indoor meetings.</p> <p>All Scouters and youth members must have hand sanitizer with them for all activities (indoor and outdoors).</p> <p>All Scouter and youth members must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to attending scout group activities (indoor and outdoors).</p> <p>Scout groups will issue a Covid-19 policy to parents/guardians to ensure they consent to advising the relevant scouters where their child may have Covid-19 symptoms or be at risk of having contracted Covid-19.</p> <p>Youth members in the Scouts and Venture Scout sections will be required to wear face covering where social distancing cannot be achieved.</p> <p>Adult Scouter will be required to wear face covering where social distancing cannot be achieved when working with all programme sections.</p> <p>Youth members and scouter should bring their own water bottles and eating utensils to activities.</p> <p>Vulnerable* Adults Scouters and youth members should refrain from scouting activities until it is safe for them to resume scouting activities.</p> <p>* <a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html">https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</a> (RoI)  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> (UK)</p>	<p><b>Low</b></p>



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<p>Scouters (Adult members) contracting Covid-19 from other Scouters (Adult members)</p>	<p><b>High</b></p>	<p>All scout groups will be issued with guidelines highlighting social distancing Hand hygiene, respiratory hygiene, cleaning regimes and how to adhere to this guideline as part of an outdoor activity and indoor meetings.</p> <p>All Scouters must have hand sanitizer and face coverings with them for all activities (indoor and outdoors).</p> <p>All Scouter must declare to the Group leader or delegated person they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to attending scout group activities (indoor and outdoors).</p> <p>Scout groups will issue a Covid-19 policy to Adult Scouters to ensure all adults actively engaged in groups activities understand their responsibilities.</p> <p>Adult Scouter will be required to wear face covering where social distancing cannot be achieved when working with all programme sections.</p> <p>Meeting between adult members should be held using video conferencing where possible.</p> <p>Vulnerable* Adults Scouters should refrain from scouting activities until it is safe for them to resume scouting activities.</p> <p>* <a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html">https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</a> (RoI)  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> (UK)</p> <p>-</p>	<p><b>Low</b></p>
<p>Staff Members Contracting Covid-19 from other Staff Members</p>	<p><b>High</b></p>	<p>All staff members will be required to complete a return to work form.</p> <p>All staff must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to returning to work in shared office space.</p> <p>Scouting Ireland will advise all staff of the procedures and protocols to be implemented in National Office and other office facilities where Scouting Ireland Staff work.</p>	<p><b>Low</b></p>

		<p>These procedures will include;</p> <ul style="list-style-type: none"> <li>• Temperature checking where there is more than one staff member using a facility</li> <li>• Contact logging to be in place</li> <li>• Ensure staff at &gt;2 meter from each other when seated</li> <li>• Hand hygiene, respiratory hygiene, cleaning regimes</li> <li>• Setting out oneway systems where possible</li> <li>• Staggering the use of office space to ensure it does not reach full capacity</li> <li>• Ensure that staff bring their own cups and eating utensils</li> <li>• Restricting the use of canteens and implementing cleaning protocols</li> <li>• Placing hand sanitizer stations at key locations around the buildings to ensure staff can sanitize at touch points (eg door releases)</li> </ul> <p>Vulnerable* Staff can work remotely where necessary until it is safe for them to resume normal working practises</p> <p>* <a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html">https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</a> (RoI)  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> (UK)</p> <p>Meeting between staff members should be held using video conferencing where possible.</p> <p>Unnecessary travel should be avoided.</p> <p>Staff members will be required to wear face covering where social distancing cannot be achieved.</p>	
<p>Staff Members Contracting Covid-19 from Volunteer Members</p>	<p><b>High</b></p>	<p>All staff must always have hand sanitizer and face coverings with them.</p> <p>Meetings between staff members and volunteers should be held using video conferencing where possible.</p>	<p><b>Low</b></p>



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		<p>Staff members organising face to face meetings with volunteers should ensure the appropriate control measures including hand sanitizer and PPE should be in place at the selected venue/meeting location.</p> <p>All staff must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to returning to work in shared office space.</p> <p>All staff members must follow the procedure and protocols as advised by Scouting Ireland.</p> <p>Staff will be required to wear face covering where social distancing cannot be achieved when working with all programme sections.</p> <p>Vulnerable* Staff can work remotely where necessary until it is safe from them to resume normal working practises.  * <a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html">https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</a> (RoI)  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> (UK)</p>	
<p>Staff contracting Covid-19 through interactions with contractors and visitors</p>	<p><b>High</b></p>	<p>All contractors must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to attending site.</p> <p>All contractors must follow the procedure and protocols in place in National Office which include  Temperature checking on arrival and the wearing of PPE.  Advising Scouting Ireland contact person if they become symptomatic or are a confirmed covid case.</p> <p>Make a prior appointment before visiting the Scouting Ireland facility.</p>	<p><b>Low</b></p>

		<p>Remain at home if they have any Covid-19 symptoms</p> <p>Sanitise before entering the premises</p> <p>Attendance to be recorded on entry to site/building</p> <p>Wear PPE if instructed</p> <p>Adhere to social distancing requirements</p> <p>Not to loiter – complete their business and leave premises</p>	
<p>Volunteers, Youth Members and Staff Members Contracting Covid-19 indoor Environments</p>	<p><b>High</b></p>	<p>Ensure only suitable venues are used for indoor meetings.</p> <p>Ensure there is adequate space between people during groups work and at sit down meetings.</p> <p>Ensure that the maximum number of attendees advised by the relevant government authorities is not exceeded</p> <p>Ensure toilets and shower facilities where they are in use are set up to ensure social distancing.</p> <p>Use premises where signage for correct handwashing technique and social distancing procedures is displayed.</p> <p>Where overnight accommodation is being used ensure the relevant Government and Failte Ireland guidelines are being adhered to.</p> <p>Social distancing should be maintained when groups are dining.</p>	<p><b>Low</b></p>

<p>Dealing with a suspected case</p>	<p><b>High</b></p>	<p>Appoint an appropriate person for dealing with suspected cases within your scout group, scout centre or office team.</p> <p>Have a designated isolation area available within the scout location.</p> <p>The designated area and the route to the designated area should be easily accessible.</p> <p>The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned.</p> <p>It would be important that the designated area has the ability to isolate the person behind a closed door and away from other people</p> <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> <li>• Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.</li> <li>• Provide a mask for the person presenting with symptoms (over 13 years only) if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.</li> <li>• Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided</li> <li>• If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used</li> <li>• If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.</li> </ul>	<p><b>Low</b></p>
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		<ul style="list-style-type: none"> <li>Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</li> <li>Arrange for appropriate cleaning of the isolation area and work areas involved.</li> </ul>	
Management of deliveries and supplies	<b>Medium</b>	<p>All drivers to remain in their vehicle and to follow instructions to set down area</p> <p>Ensure that all delivery transactions comply with physical distancing requirements</p> <p>Agree a delivery protocol with suppliers</p> <p>All deliveries to be planned with allocated times for collections and deliveries</p> <p>Arrangements to be made for paperless deliveries</p> <p>System to be agreed with suppliers to ensure reconciliations are accurate</p> <p>Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points.</p>	<b>Low</b>
Administering First Aid	<b>Medium</b>	First Aid kits to include disposable aprons, disposable gloves, face masks or face shields for use by both the first aider and the person(s) being attended to.	<b>Low</b>
Cleaning regimes	<b>Medium</b>	All facilities in use should have agreed documented cleaning regimes appropriate to the frequency of use and volume of people using the facility	<b>Low</b>
Contact tracing	<b>Medium</b>	Attendance at meetings and outdoor activities will be recorded and kept for minimum of 14 days and the data will be used in connection with contact tracing .	<b>Low</b>
Ensuring that Covid-19 controls are consistently implemented	<b>Medium</b>	<p>Appointment of a lead worker representative (in the context of the staff facilities) who will oversee that controls are being implemented appropriately and consistently.</p> <p>Provision of return to scouting checklists for scout groups</p> <p>Each scout groups should appoint a Covid representative who will oversee that controls are being implemented appropriately and consistently.</p>	<b>Low</b>



Scouting Ireland

**Review**

This Assessment will be reviewed and updated in light of changing Covid-19 risk advice or if deemed necessary by Scouting Ireland

A handwritten signature in black ink, appearing to be "P. O'Connell", written over a horizontal line.

Signed:  
Manager Corporate Services Department

Date: 18<sup>th</sup> September 2020

A handwritten signature in green ink, appearing to be "A. G. O'Connell", written over a horizontal line.

Signed:  
CEO

Date: 18<sup>th</sup> September 2020