

# District Approval of Group Covid-19 Risk Assessments

Issue 1, August 2020



## 1. Purpose

This policy sets out Ampthill and Woburn District Scout Council's approach to approving Covid-19 Risk Assessments submitted by Groups and District Sections.

This policy was approved by the Ampthill & Woburn District Executive Committee on Tuesday 18<sup>th</sup> August 2020 based on guidance taken from:

- Policy, Organisation & Rules. January 2020
- Getting back together safely. A framework for restarting face-to-face Scout meetings and activities. June 2020.
- Making sure everything's in place. Guidance for Executive Committees and Commissioners. July 2020
- Returning to face-to-face Scouting, Approver Checklist & Userguide

Present at the meeting were:

- Mark Hassall (District Commissioner)
- Steve Calder (District Chair)
- Emma Panton (District Treasurer)
- Matt Wilsin (District Secretary)
- Ruth Marienfeld (District Executive Member)

The meeting was declared quorate.

## 2. District Approval Panel

In line with the framework, the District Executive has approved a District Approval Panel, this consists of:

- Steve Calder, District Executive Chair
- Kevin Dolling, Deputy District Commissioner Programme
- Matt Wilshin, District Secretary
- David Yirrell, Local Training Manager

At least 2 members of the panel must be present for the panel to be considered valid.

All members of the panel are strongly advised to complete the new mandatory Safety & Safeguarding ongoing learning modules and must read the above listed guidance documents before they can partake in the approval panel.

Risk Assessments will only be approved by unanimous agreement of the gathered approval panel.

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Where a member of the approval panel also holds a Group approval role, they will be excluded from the approval process for all risk assessments related to the Group.

The approval panel will aim to convene on a weekly basis (2 weekly as a minimum) to review submitted risk assessments. The dates of scheduled meetings will be publicised on the District website.

## Role of the District Commissioner

The District Commissioner will not form part of the Approval Panel. This is such that in the event a Group wishes to appeal the decision of the District Approval Panel, the authority to approve or reject the risk assessment will be passed to the District Commissioner.

## 3. Submission Process

Risk Assessments once approved at a Group level MUST be submitted via the smartsheets website at: <https://app.smartsheet.com/b/form/b9569b366e3142b1a37c9ed482403fbf>

For the name and email of the approver, please use: "District Approver" and [covid@AmpthillandWoburnDistrictScouts.org.uk](mailto:covid@AmpthillandWoburnDistrictScouts.org.uk) respectively.

It is requested that risk assessments are submitted at least one week before a scheduled approval panel meeting to provide sufficient time for review. Assessments submitted less than one week before a meeting may not be approved until the following meeting.

Any Group wishing to seek guidance or clarification prior to formal submission should email [covid@AmpthillandWoburnDistrictScouts.org.uk](mailto:covid@AmpthillandWoburnDistrictScouts.org.uk)

## 4. Training and Role Requirements

Risk assessments for Section meetings will not be approved by the District unless the following training & role requirements are met.

### Creation of Risk Assessments

The Approval Panel must be notified of the names & roles of the individuals involved in the writing and checking of the risk assessments.

All individuals involved in the generation and/or checking of risk assessments must hold a FULL appointment for their relevant role registered on the Compass membership database. To hold a FULL appointment the volunteer must have completed & validated the "Getting Started" Training and (if relevant to their role) have valid ongoing mandatory learning.

*Please note, as of 1<sup>st</sup> September 2020, the Getting Started training requirements are being updated and anyone who has not completed their training by this date will need to complete the new requirements.*

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## Hosting Section Meetings

As per POR all Section Meetings must be overseen by at least two adults at least one of whom holds a FULL appointment with the Section (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section Assistant).

*In the event of no Leader, Assistant Leader or Section Assistant with a FULL appointment from the Section Leadership Team being able to attend a Section meeting, it is possible for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.*

All members of the Leadership Team for a Section must have:

- Completed the mandatory Safety & Safeguarding training within the past 5 years.
- Have a valid DBS, or be in the process of applying for a DBS.

At least one member of the Leadership Team must have a valid First Response certificate. Due to the Covid-19 pandemic and the ongoing inability to conduct face to face training and assessment, First Response and First Aid certificates that have expired will be considered temporarily valid pending the Leader successfully completing a short theory competency assessment until practical training and assessment can resume. The assessment questions can be downloaded [here](#) and completed answers should be sent to David Yirrell (Local Training Manager) using: [LTM@AmpthillandWoburnDistrictScouts.org.uk](mailto:LTM@AmpthillandWoburnDistrictScouts.org.uk)

## Links to Training Modules

- Safety:  
<https://www.scouts.org.uk/volunteers/learning-development-and-awards/ongoing-training-for-all/safety/>
- Safeguarding:  
<https://www.scouts.org.uk/volunteers/learning-development-and-awards/ongoing-training-for-all/safeguarding/>
- GDPR:  
<https://members.scouts.org.uk/supportresources/4800>

Completed training certificates should be sent to the central validation team using:

[Training.Compliance@scouts.org.uk](mailto:Training.Compliance@scouts.org.uk)

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### **5. Linked ESUs**

ESUs are technically not part of the Group and therefore ESU Risk Assessments don't need to be checked by the Group, however it is acknowledged that ESUs and Groups are likely to share facilities and equipment. Therefore ESU risk assessments must be countersigned by a member of the linked Group's checking team to confirm they meet with the expectations of the Group where sharing facilities and/or equipment.

As no DESC is currently in place, ESU risk assessments will be checked by ADC-Explorers or the DNSC.

### **6. Review**

This policy will be reviewed if there are any changes in The Scout Association guidance/requirements relating to Covid-19 or POR.