

# Making sure everything's in place.

Guidance for Executive Committees and  
Commissioners

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# Welcome

If you're in doubt about any of this guidance, please speak to your volunteer line manager or a professional. Other guidance documents can be found [here](#)

## Background

Executive Committees and Commissioners will have the responsibility to ensure that face-to-face activities return safely and within a rapidly changing national framework. They will need to make sure Leaders are supported to complete robust Risk Assessments and that procedures are in place to ensure that approvals and reviews are recorded.

## The approval process

Most decisions to restart face-to-face activities will begin within a section. For each section starting face-to-face activities there is a process for the checking and approval of risk assessments and other preparations before face-to-face Scouting can commence.

This process needs to be followed before any face-to-face Scouting recommences and applies to section, Group, District, and County meetings or activities involving young people, and the reopening of campsites for programme delivery.

For the process to be robust it is essential that the Approver is independent of those preparing and checking risk assessments. Normally this will be achieved by a District approving the plans of sections, units and Groups, Counties approving the plans of Districts, and Countries approving the plans of Counties. We recognise that there will be occasions when this will need to be carefully considered. For example, if a DC is acting as a GSL then the District Executive should work with another member of the District team or the CC to approve the work prepared by the DC in their acting role.

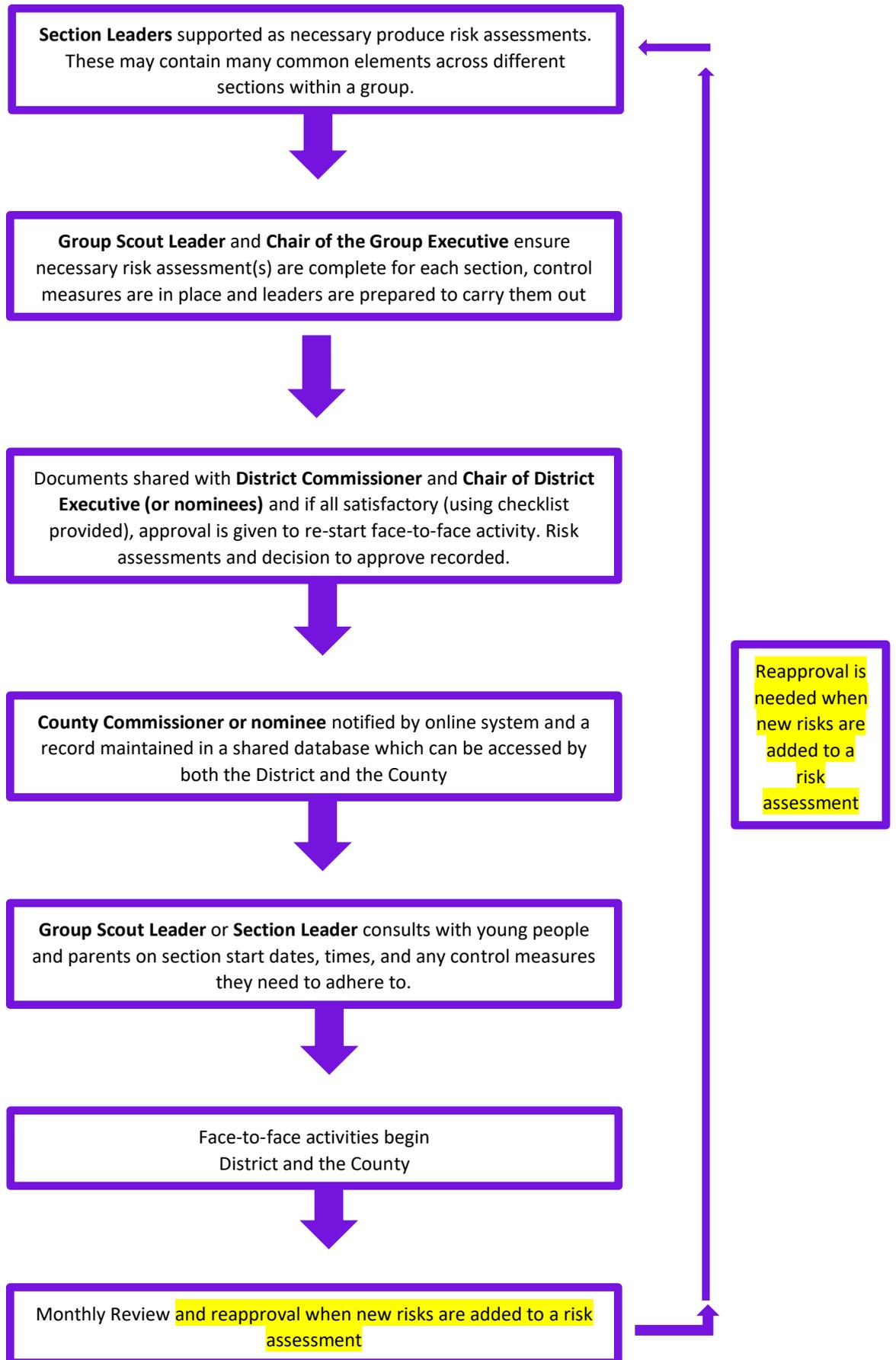
Those responsible for the process are outlined in the table below:

Event/activity	Prepare Risk Assessment	Checker	Approver*	Notified and recorded
Beaver section meetings/activities	Section Leaders	GSL and Group Executive	DC and District Executive	CC
Cub section meetings/activities	Section Leaders	GSL and Group Executive	DC and District Executive	CC
Scout section meetings/activities	Section Leaders	GSL and Group Executive	DC and District Executive	CC
Group activities/events	Activity/ event lead	GSL and Group Executive	DC and District Executive	CC
Explorer section meeting/activities	Section Leaders	DESC	DC and District Executive	CC
District event or activity	Activity/event lead	DC and District executive	CC and County Executive	RC
District campsite opening	Campsite staff	DC and District executive	CC and County Executive	RC
County event or activity	Activity/event lead	CC and County executive	Regional Commissioner	HQ Safety Team
County campsite opening	Campsite staff	CC and County executive	Regional Commissioner	HQ Safety Team

\*This task may be delegated to a suitable individual in the District or County team, however this delegation must be agreed by both the Commissioner and Executive, with the decision recorded.

Please note: The above table uses the England structure and should be adapted to suit nation variations. This process is supported by an online record system (powered by Smartsheets) which can be found here ([INSERT LINK HERE](#))

The following example is based on a Group section starting face-to-face activities:



A risk assessment will need to be completed for each section, Group or campsite, or for unique District/County events. The risk assessment that is being approved is ONLY in relation to being Covid-secure. (Each section remains responsible for documenting and managing risk assessments for each weekly programme, they need to simply assure the approver that they have a safe programme in hand, they do NOT need to have these weekly or section meeting

programmes approved.)

Covid Risk assessments should be reviewed by their initiators regularly and submitted for reapproval when significant new risks are identified and added to the risk assessment.

- A review that identifies some changes to existing risks does not need reapproval. This could be changes in maximum numbers, changes in arrival procedure, additional hand sanitising etc.
- A review that identifies new risks should be submitted for reapproval. This could be when meeting in a very different environment, when moving indoors to meet, when getting back to residential activity etc. A new risk assessment does not need to be written; the original can have the new risks added.

Approvers should aim to review submitted risk assessments as quickly as possible- our aim is to facilitate the speedy and safe return to face to face scouting in all communities

If anyone involved in this process is uncomfortable with their role in developing, checking, or approving a risk assessment, they must seek advice and support. This could come from the County Safety Coordinator, or someone with a professional background in risk assessment or health and safety.

### Getting back together safely: The COVID Code

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

### Liability

Everyone needs to assess and manage the risks of COVID-19. Volunteer line managers have a legal responsibility to protect other volunteers, young people and those who come into contact with the groups from risk to their health. This means they need to assess the risks they face and do everything reasonably practicable to minimise them. At the same time, we need to recognise that we cannot completely eliminate the risk of COVID-19. Districts are responsible for supporting leaders to have rigorous written assessments and achievable action plans.

Scout Groups, and individual volunteers are insured when they comply with our rules and policies. This framework is an approved Scouts policy and therefore all steps need to be met. Trustees need to make sure that risk is regularly reviewed in and around the Scout meeting place and that controls are implemented and updated.

# Checklist

You, and your team, have read through the restart guidance and risk assessments on <a href="https://scouts.org.uk">scouts.org.uk</a>	
You have spoken to your commissioner about any initial concerns you have, and the plans you are making.	
You have spoken to your team about any concerns they have, and the plans they are making.	
You have spoken to your chair and trustees, and you have made them aware of the support you will need.	
All adults in your area of Scouting are aware of their responsibilities in the risk assessment process.	
Those responsible for sites, events or other assets are aware of their specific responsibilities.	
You have regular contact time set aside to discuss ongoing preparations and any issues.	
Assessments have begun and you are checking or approving as appropriate.	
All groups are engaging in the risk assessment process.	
All assessments have been submitted, checked or approved as appropriate.	
Face-to-face Scouting has begun.	
Regular contact with your team continues, issues and solutions are openly shared.	
Regular contact with your chair, trustees and commissioner continues, issues and solutions are openly shared.	
Monthly reviews of assessments are planned in.	