



Volunteer Covid -19 Policy Updated January 2021

Introduction

In light of the new more transmittable strain of the Covid virus this policy has been updated to comply with the current lockdown.

General:

All Volunteers must have completed and returned the back to work questionnaire to us

FSW/volunteers must agree to their details being shared with the NHS Track and Trace system if necessary

In this current climate the way we work with all families will be assessed and discussed case by case with our Clinical Lead to decide the best form of support. No one is expected to work with families if they feel uncomfortable or unsafe

We will provide monthly supervision and meetings virtually over this period.

We currently will not be visiting families at home and initial visits and assessments will be offered virtually.

We may be able to offer face to face individual sessions to children/young people in their schools if this feels appropriate and if Volunteers feel safe and comfortable to do this. There is no compulsion to offer face to face visits.

If school visits are undertaken, the school's Covid-19 policies and protocols must be adhered to.

PPE must be worn for sessions at a minimum mask and gloves, and face shields if the volunteer wishes. Living On will source and provide transparent face masks/face shields to enhance communication with the children and young people.

Volunteers are reminded of the importance of regular hand hygiene when not wearing gloves, Living On will provide sanitiser.

Volunteers are reminded of the importance of not touching their faces whilst wearing gloves as although gloves will protect their hands from being contaminated by the virus, if virus particles are on the gloves they can then be transmitted to other surfaces

We have produced client guides for online and face to face work with children, young people and families and would ask that you read and familiarise yourself with both guides and agree to adhere to the new ways of working.

We will be running an online diary which you need to complete on a weekly basis so that we know where you are and where you have been. This needs to be in advanced of any schools visits. You will whatsapp each school visit once booked to the volunteer group and Karen/Alison will log it on the main database. Please let us know if any school visits are cancelled as this will form the basis of our track and trace data.

Please notify us if you have a positive Covid-19 test so that we can take the appropriate actions. It is your responsibility to provide the NHS Track and Trace system with details of your contacts through Living On. Living On has sought permission from all families you will be working with face to face for this information to be shared for track and trace purposes.



Working with families in schools:

You will ensure that you have signed consent from the parent/carer of the child you will be working with and that they have read the family Covid-19 policy

You will have made contact with the school and asked for and read their covid-19 policy and protocol

Resources need to be cleaned before and after use in a session. The same resources must not be used within 72 hours by another child/young person.

Seeing families in the office:

During the current lockdown families cannot be seen in the office, this will be reviewed as the situation improves.

Working in the office:

During the current lockdown there should be no working in the office unless absolutely essential and if so only two members of staff can be there at a time.

All contact points should be cleaned on leaving the office.

Volunteers/FSW can not just turn up to the office you must arrange with a FSW when you are wanting to come and how long you will be. Short visits are advised.

Staff will have allocated desks and there will be one hot desk for volunteers to use – a booking system will be in place

The kitchen can be used for tea and coffee only prepared food from home – no preparing in the office. Only one person should be in the kitchen at one time.

I confirm that I have read and understood the Volunteer Covid-19 Policy and agree to adhere to the guidelines set out above.

Signed

Print Name.....

Date

I also agree to Living On sharing my contact details for track and trace purposes. My latest contact information is as follows:-

Email.....

Mobile.....