

# ESSENTIAL CHECKLISTS - HAVE YOU:

- GOT RISK ASSESSMENTS IN PLACE FOR STAFF, VOLUNTEERS AND YOUNG PEOPLE?
- UPDATED STAFF WITH LATEST PUBLIC HEALTH ENGLAND GUIDANCE?
- GOT ACTIVITIES AND INFORMATION AVAILABLE TO MANAGE FEARS AND CONCERNS FOR YOUNG PEOPLE AND STAFF?

ARE THERE PROJECT CLOSURE PLANS IN PLACE FOR:

## YOUNG PEOPLE

- CONTACT DETAILS FOR THEM
- PLAN FOR THEM TO CONTACT YOU
- RISK ASSESSMENTS FOR VULNERABLE YOUNG PEOPLE
- SHARED ONLINE SUPPORT INFORMATION

## STAFF

- HOME WORKING SUPPORT AND GUIDANCE
- SICKNESS REPORTING
- RESOURCE AND INFORMATION MANAGEMENT AND SHARING (INC. DATA)
- INFORMATION ON ONLINE, LOCAL AND NATIONAL SUPPORT AGENCIES

- RESCHEDULING POLICY
- CONTINGENCY PLAN AVAILABLE
- KEY CONTACTS INFORMATION

## FUNDERS & PARTNERS