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**South West Wiltshire Leisure Credits Scheme – Sept / Oct 2020**

**Parent & Young Person Information Letter**

Continued delivery of face to face Leisure Credits following lockdown due to Covid-19

With the latest changes in government legislation and the introduction of the new social distancing law on Monday 14th September, we have been able to confirm with the National Youth Association (NYA), our governing body, that planned youth work activity is exempt from the restrictions. With this said we have planned the following work sessions, adhering to the same procedures and guidelines as we did during the summer holidays. It is vital that young people to follow our updates procedures (published on our website [www.seeds4success.org.uk](http://www.seeds4success.org.uk)) and adhere to strict social distancing rules as we are very mindful that, although we know that the government has included youth work in it’s permitted activities, there will be many members of the public that feel young people are responsible for the recent added restrictions and that we are flaunting the law. We also have an updated risk assessment on our website, which is supported by our action plan for returning to face to face youth work, so please do have a look at this and refer anyone who questions our work to this. The NYA website, <https://nya.org.uk/> also clearly states ‘Despite the recent change to social gathering restrictions (9th September 2020), we can confirm that as an essential service, youth sector activity can continue unchanged where COVID secure to NYA guidance standards that youth work’

We will be working outdoors for our Leisure Credits sessions, unless there is really no alternative, and our group size for leisure credits will be 10 young people, as we are only able to seat 5 young people in a minibus. Young people will be required to bring a face mask and a water bottle to all sessions and face masks are to be worn at all times when using the minibus and if we are working at less than 2m distance (in or outdoors). We have a new annual consent form which we need completing by 30th September please and in order to reduce the printing costs this creates we are asking parents / carers if they can please download the form from our website (it can be found on the home page in the downloads section), complete it online, and then either return it to me via email jaki@seeds4success.org.uk and I will print out just the completed form and hand this to your child / ward to get signed, alternatively, if you are able to print it at home and sign it and return it to me that would be greatly appreciated.

Our Leisure Credits sessions will remain at the same times as we used during the summer, starting at 10:30am and finishing at 3:30pm to enable staff to make lunches in advance (don’t forget to text with a lunch requirement the night before), organise tools and carry out the extra cleaning requirements. If getting on S4S transport pick-ups and drop off’s will be before and after this and will be confirmed ahead of each session when we know which young people we are picking up.

With the continued restrictions on numbers it is more important than ever that young people book into the sessions they wish to attend, and they notify us if they are no longer able to attend a session they are booked into. We will also send a reminder text prior to each session as we are aware that things come up and young people are sometimes unable to attend at short notice but it really is important that we have close to the maximum of 10 young people at all our sessions as our funding is reliant on this. We will be providing lunches for young people but if they prefer to bring their own this is fine too. We are planning to book some reward activities for October half term, however the restrictions on numbers in the minibus mean that a number of our usual options are just not logistically possible or financially viable. I know some young people are keen to use credits earned over the summer on a Leisure Credits Hoodie so please do let me know if this is something you are interested. Hoodies are 12 credits and we say young people should have attended at least 6 work sessions to have ‘earned’ them. If they want their name on the hoodie we need to make a separate payment (£1 for a small name on the front or £3 for large name on the back or sleeve) or you can take it to Ram Sports in Wincanton yourself to get this done. As always credits can be used for reward activities at a later date and once we are in a place to be able to offer more reward activities we will be doing so.

Our weekend leisure credits sessions are funded by one source and our holiday time leisure credits sessions are funded by another source, and we require young people to attend most of the work sessions listed from one or other of the schemes and if spaces permit both. Below there are details of the proposed work sessions during September and October and I will provide a list of reward activities as soon as I have some confirmed. Please ensure the leisure credits consent form and a new annual consent form (1st September 2020 – 30th September 2021) and a Covid-19 medical consent form (if you’ve not already done this) are completed and returned as soon as possible.

**Work sessions:**

We are planning to run the following work sessions during September and October, however, if there are further changes in guidance due to the Covid-19 pandemic, or we have illness or enforced self-isolation amongst staff or young people, we may be forced to change these. We have not yet agreed the specific jobs for each date but they are likely to include a range of practical and conservation tasks such as hedge cutting / laying, weeding military badges or community gardens, footpath clearance work, digging ditches, repairing/restoring gates, stiles, steps, fences, benches or play equipment, levelling or resurfacing footpaths and practical tasks such as woodwork and tool repair. The dates allocated as work sessions are as follows:

**Saturday 12th September**

**Saturday 26th September**

**Saturday 10th October**

**Saturday 24th October**

**Tuesday 27th October**

**Thursday 29th October**

Please be at the pick-up points by the following times unless you receive a text message with a revised time **(we will only go to pick up points if we are expecting young people to be there)**: Wilton (Turning area just inside Sadlers Mead) 9:40am, Barford (Bus Stop) 9:45am, Dinton (old shop/pantry) 9:55am, Tisbury Cross 10:05am, Hindon 10:15am or meet at Mere Youth Centre at 10:30am. It may also be possible to organise pick-ups/drop off’s for Zeals and Kilmington, however this may be significantly earlier or later as staff need to prepare lunches and clean the centre either side of the session. We aim to finish all sessions in Mere around 3:30pm and drop young people back to pick up points after this time.

With the extra restrictions on numbers it is vital that you let us know which sessions you can attend and please only book into those you know you can attend so that we do not have wasted sessions. If for some reason, you are not able to make it to a session you are booked on to please make sure you contact me (Jaki) 07585723824 or Rose 07557334158 at the earliest opportunity. The charity needs to ensure that sessions are maximised and run at capacity so that money is not lost, and funding does not cease. Please assume you have a space on the sessions you have booked unless you are told otherwise.

All sessions will involve outdoor work so please ensure all young people wear old clothes with long sleeves, if possible bring a waterproof jacket if it looks wet (we are unable to lend ours out in the current climate) and a drink bottle with them. Even on days where the weather is warm please wear long sleeves on tops and bottoms, or as a minimum bring long sleeved clothing with you as there are often brambles, nettles and other nasties that can irritate / hurt bare skin. We will provide some food for the group although they are also welcome to bring their own snacks too if they prefer.

**Reward and Development Activities:**

We have not yet booked reward activities however are hoping to book some as soon as they are viable for us. A further letter regarding reward trips will be sent once we have any details confirmed. As always, credits can be saved for future opportunities and they can also be used to get a hoodie.

**Additional Important Information:**

* **Young people will not be allowed to participate in this scheme unless the attached form has been signed by a parent/guardian and returned to a youth worker along with the current S4S annual consent form (1st September 2020-30th September 2021) and Covid-19 medical consent form. This is for reasons of your own health and safety, and our concern to see that these trips are properly organised and that we all have a good time. So, remember, no form returned, no go on the event organised. If you are 18 years or over, you may complete the form yourself, but it must still be returned.**
* **Seeds4Success provides 3rd party liability insurance on all activities but we are unable to provide personal accident or injury insurance or insurance for personal possessions. If young people do bring valuables to sessions, they are responsible for their safe keeping.**
* **Due to limited seats in the minibus we must restrict the number of spaces on sessions. Please ensure you complete the attached consent form as soon as possible and indicate which sessions you will be attending and list any future trip ideas you would like to see offered. If sessions do not have young people booked on to them, they will be cancelled, and staff will carry out other work instead. It may be possible to arrange transport from other locations within the South West Wiltshire area for some of the sessions so please contact me to discuss this if required. If young people wish to meet us at a work site this is also possible but please ensure I know you are coming so that I can ensure we have sufficient food and tools**
* **The credits system has been developed in consultation with young people and a full day will be scored out of a maximum of 12. The minimum you will get for turning up and doing an average amount of work on a day's session, is 4 credits, providing you do not do anything detrimental to the task or the group. Young people who work exceptionally hard and are supportive of peers and staff may earn closer to or the maximum.**
* **Once young people put their name down for a trip and have said they are going their ‘credits’ have been committed and cannot be refunded if they don’t turn up (unless we are able to fill their space at short notice)**
* **Due to the outdoor and dirty nature of the work, please ensure that young people wear old clothes, suitable footwear and bring sun cream if it is hot or a warm/waterproof jacket if it is cold/wet.**
* **We will transport young people from pick up points by minibus to the various locations mentioned if they cannot be accessed by walking. Some refreshments will be provided although young people may also want to bring drinks and a packed lunch with them.**
* **It is expected that all young people abide by the rules of Seeds4Success (stated on the annual consent form), the procedures for young people during the Covid-19 pandemic and the agreed ground rules for sessions. Any young people in breach of these will be asked to leave the session and parents/guardians will be required to collect them from wherever they are.**

If you have any questions, please don’t hesitate to contact me.

Yours sincerely,

Jaki

Jaki Farrell

Charity Director

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