



Advice for small community groups in Salford

Now we are coming out of COVID-19 lockdown you maybe planning how your group can return to delivering activities and services. As a community group it remains important for you to keep everyone safe through good hygiene, physical distancing (also known as social distancing) and putting in measures to minimise risk - this means adapting your activities and services and working differently to support your volunteers and the people you help. Sometimes this may mean it's still not safe to return to delivering activities and services – that's okay as the safety of your volunteers and the people you support is paramount.

Whatever you do it is **critical** you follow NHS England advice guidelines on keeping yourself and others safe at all times: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

We've put together some guidance for the best ways you can offer your support.



What you can do

It's important you plan how you will return to delivering your activities and services and we are here to help you with this planning:

Risk Assessments

It is vital that you undertake risk assessments before you return to activities and services to identify potential risks and what to do to mitigate them.

There are 3 types of risk assessments you need to undertake:

- Workplace Risk Assessments
- Workforce Risk Assessments
- Individual Risk Assessments

At Salford CVS we can support you and we have developed training and resources to help you with this. Please look our Risk Assessment webpage for the relevant resources, links to training and who to contact for support.

Funding

Planning to return back to activities may mean you need to source funding to adapt your activities and services.

The range of funding available for this changes all the time so please sign up to our [Funding E-bulletin](#) or check out our [funding portal](#) for the latest information.

The Development Team is always here to support you and can be contacted on office@salfordcvs.co.uk.

Volunteers

- Some of your volunteers may not be able to return to volunteering or want to return to volunteering when the COVID-19 situation is more stable.
- If you need to recruit new volunteers please contact the [Salford CVS Volunteer Centre](#) who can assist you with advertising your volunteering opportunity by emailing volunteer@salfordcvs.co.uk.
- Where volunteers want to return at a later date consider how you can keep them involved in your group remotely. Are there other things they can do over the phones or online? Or activities they can do whilst maintaining physical distance?
- If your volunteer is self-isolating, consider calling them by phone on a regular basis or contacting them through social media to check how they are doing and see if they need help.
- It's important your volunteers feel connected and know they are supported, so when they are ready to resume normal activities they know when and how they can get involved.
- When your volunteers want to return to activities it's important you undertake Individual Risk Assessments with them so you know if there are any additional measures you need to put in place to ensure their safety. At Salford CVS we are providing training about how you can undertake these assessments and dates can be found [here](#).

People you support

- A lot of people you have supported will have come to your activities to meet people and reduce their social isolation.
- However, these people may also be vulnerable and / or in groups at high risk and you will need to undertake risk assessments and put measures in place to ensure their safety before they can attend your activity or service.
- It is important you tell the people you support what measures have been put in place for their safety before they attend your activity or service. This is so they can make an



informed judgement about whether they feel comfortable about returning to your activity or service.

- Some people may not want to come back yet to your activities and that is fine. At this time some people are really anxious and have fears about returning to activities so it may take them longer to resume normal activities.
- So consider calling them by phone on a regular basis or contacting them through social media to check how they are doing and see if they need help. A friendly phone call can make a big difference to someone's wellbeing.

Other things you can do:

- Set up a WhatsApp group for your volunteers / people you support to keep in touch
- Set up a closed Facebook group for your volunteers / people you support to interact
- Send them a letter by post to let them know what support you can give them
- Send out a weekly newsletter to keep them posted with developments

If you are worried about a person you can call Salford City Council's Spirit of Salford Helpline on 0800 952 1000 or at www.salford.gov.uk/spiritofsalford

How to get involved

Whilst your group is planning to return to delivering activities, the problems created by COVID-19 still remain. You may want to support this ongoing initiative and there are other ways you can get involved across Salford and we are coordinating a number of efforts:

Your volunteers:

We are coordinating Salford's Emergency Response Volunteering initiative for the city and whilst you may still have limited volunteer opportunities for your volunteers, they may want to get involved in this programme. Please share this link with your volunteers to find out more and get involved: <http://bit.ly/SalfordVol>

Your group:

We are also coordinating response from businesses and local voluntary organisations community groups and social enterprises, if you want to offer your support please sign up through this link: <https://bit.ly/SalfordHelp>



Donations:

Through our fundraising initiative Salford 4 Good we have set up an Emergency Response Fund for coronavirus (COVID 19). We're providing a trusted route for people to donate to Salford City's emergency response to the coronavirus crisis. We'll be channelling funds throughout our sector directly to those most in need. Here is the link to donate: <https://www.justgiving.com/campaign/salford4good>

This is supported by Salford City Council and NHS Salford CCG.

How we can support your group

Salford CVS will remain open during this time, but we will be operating differently.

Our events and training courses have been moved online and you can find out the latest sessions [here](#).

Our phone lines will be open from 9am to 4.30pm Monday to Friday - 0161 787 7795.

You can email us any time through office@salfordcvs.co.uk or our team's direct email addresses.

We will be able to offer phone call meetings, email correspondence and online support.

Development Team

As you plan to reopen the Development Team are here to support you. Our support includes:

- Funding bids
- Risk Assessment training and support
- Business and project planning
- Policies and procedures
- Safeguarding - information, advice, guidance and policies and procedures
- GDPR good practice
- Volunteering policies and procedures and good practice



We will be able to help you over the phone, by email or through online means.

The priority for you at this time is to keep yourself, your volunteers and people who use your services safe.

And when you need support we are here to help you.