

6 key priorities

For Managing a Covid-19 Community Response Group

Using your feedback and our experience of supporting communities, we have produced a list of 6 priorities that will help you lead a group that is effective, safe and benefits the people in your community and volunteers. This guide is to get you started and Community Action Suffolk can support you to develop your group further.

These questions are prompts to help you

SAFEGUARDING	MANAGING RISK	LOCAL CONNECTIONS	YOUR OFFER	LEADING VOLUNTEERS	COMMUNICATION
Who is responsible for safeguarding?	How are you obeying NHS Gov guidance?	Who are your neighbouring groups?	What type of group do you want to be?	Do you have a steering group?	How are you communicating with your volunteers?
How are you putting safeguarding systems in place?	Do you know which volunteer roles require a DBS?	Have you contacted local shops/food banks/ pharmacy?	Are you clear on what services you can or cannot offer?	How are you supporting the wellbeing of vols & yourself	How do you communicate with your community?
Do you know the procedure for reporting concerns?	Have you written risk assessments for activities?	Are you in contact with parish/town/district or borough?	Are you prepared for obstacles? Who else can help?	How are you keeping your volunteers safe?	Are you up to date with latest Covid 19 community advice?
Have you looked at free online resources?	Can your group be covered by insurance?	Could you partner with another group?	What are your funding options?	Are your admin systems effective?	Are you recording case studies?