**Renewal of Youth Theatre Activities – Checklist**

This worksheet sits alongside YTAS’ [***COVID-19 Phased Renewal of YT Activities* Toolkit**](https://www.ytas.org.uk/resources/toolkit/covid-19-phased-renewal-of-yt-activities/) and is designed to help you consider whether you have everything in place to begin a phased return to youth theatre. So grab a cuppa, corral your team and work through the sheet together. If you don’t know all the answers just yet, that’s OK. You can find more detailed guidance on YTAS’ website, or we’re always here to answer your questions via phone or email. Good luck!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Tick once complete** | **Who is responsible?** | **What do we need to do next?** | **Section in Phased Renewal Toolkit** |
| **DELIVERY** | | | |  |
| Have we consulted with current staff/leaders about returning to youth theatre? |  |  |  | [**YT Staff & Training**](https://www.ytas.org.uk/resources/all-resources/phased-renewal-yt-staff-training/):   * *Guidance and Support* * *Planning, Delivering and Reviewing Training* * *Training Content* |
| What changes are needed to our admin or safeguarding processes and procedures? |  |  |  |
| Do we have a suitable risk assessment in place? |  |  |  |
| Do we have enough practitioners in place to deliver sessions? |  |  |  |
| Have we considered any training that staff may need to deliver adapted sessions? Who can help us deliver this? |  |  |  |
| Have we considered what training challenges we may have, along with available budget and digital training options? |  |  |  |
| Have we considered what we are going to do to support team members’ ongoing wellbeing? |  |  |  |
| Who are our allies for support or signposting in relation to any training or youth work needs that arise? |  |  |  |
| **PARTICIPATION AND YOUNG PEOPLE** | | | |  |
| How are future sessions going to be delivered? Face to face? Online? Both? |  |  |  | [**YT Activities**](https://www.ytas.org.uk/resources/all-resources/phased-renewal-yt-communications-with-parents-and-participants/):   * *Guidance* * Adapting Games and Activities for Social Distancing * Impact on Groups and Social Skills * Online and Blended Activities * Examples |
| Have we determined the overall capacity and social distancing needs for our group? |  |  |  |
| Have we considered how to best re-engage participants who have not engaged (digitally) since March? |  |  |  |
| Do we have suitable resources in place to assist students who may have difficulty engaging (in person or online)? |  |  |  |
| Have we considered what our fee structure will look like going forward? |  |  |  |
| Have we considered what we are going to do to support participants’ ongoing wellbeing? |  |  |  |
| Have we consulted with our current groups about their interest/ability to return to sessions? |  |  |  | [**YT Comms**](https://www.ytas.org.uk/resources/all-resources/phased-renewal-yt-communications-with-parents-and-participants/):   * *Assessing Needs and Confidence* * *Providing Information* * *Examples* |
| Have we provided regular updates to participants on how our plans to return are progressing? |  |  |  |
| **VENUES** | | | |  |
| Is our current venue fit for purpose? |  |  |  | [**YT Venues**](https://www.ytas.org.uk/resources/all-resources/phased-renewal-yt-specific-venues/):   * *Guidance* * *Cleaning and Hygiene* * *Additional Costs* * *Crossover Times* * *Examples* |
| Do we know who is responsible for cleaning at the venue? |  |  |  |
| *If you hire the venue:* has the studio provider confirmed the cleaning plans and how they expect to monitor this between multiple users? |  |  |  |
| *If you hire the venue:* Are we happy that the venue leaders are supportive and understanding of activities taking place? |  |  |  |
| Are we happy with the plans in place for keeping the venue clean and sanitised? |  |  |  |
| Do we have adequate equipment (PPE, signage, etc) - do we need to provide our own? |  |  |  |
| Have we considered the timing of classes and how to safely coordinate pick-ups/drop-offs to ensure social distancing? |  |  |  |
| Do we have enough funding in place to ensure any adaptations can be made? |  |  |  |
| **PERFORMANCES AND EVENTS** | | | |  |
| Have we considered whether any of our sessions or performances could take place outside? |  |  |  | [**YT Performances & Events**](https://www.ytas.org.uk/resources/all-resources/phased-renewal-yt-performances-and-events/):   * *Online Performance* * *Outdoor Events* * *Examples & Guidance* |
| Are we familiar with online performances and whether this might be something we could do? |  |  |  |
| Do we have a list of local outside location ‘venues’ for performance activities? |  |  |  |
| Do we know what additional planning/risk assessments/safeguarding/insurance would be required in an outdoor venue? |  |  |  |
| **REIMAGINING THE FUTURE** | | | |  |
| Is our current workload sustainable with the resources we have in place? |  |  |  | [**Sustainability of YT Groups**](https://www.ytas.org.uk/resources/all-resources/phased-renewal-sustainability-of-your-group/):   * *Staff & Workload* * *Income & Funding* * *Reimagining the future* |
| Do we have enough funding to keep us going and/or to make any adjustments to our work? |  |  |  |
| Are there opportunities to apply for different funding or reimagine the way we currently work? |  |  |  |