VAWDASV Services – Covid-19 Considerations Checklist

This checklist is intended to help services plan how they will continue their operations, and ensure they have considered all potential risks and challenges so that they can, where possible, take action to mitigate them.

You may find it helpful to review the checklist, or parts of the checklist, at set intervals or after each review of the coronavirus restrictions.

Completion of this checklist is not required by Welsh Government – it is intended only as a tool for internal use within organisations.

General

Consideration	Response	Actions
Example: If applicable, what is the advice of your accrediting body for services operating in Wales?	*e.g. they have advised we work from home wherever possible*	*e.g. We will inform staff when they are to work from home and when they are to come into the office. We will provide staff with appropriate equipment. We will develop a wellbeing policy for working from home.*
Example: How do changes to your service comply with the Wales Safeguarding Duty?	*e.g. There may be confusion over the duty in light of new ways of working*	*e.g. Staff will be reminded of this duty by email and specific advice relating to new ways of working will be given.*
Have you read and considered all relevant Welsh Government guidance?		
If applicable, what is the advice or your accrediting body for services operating in Wales?		
What is the process for deciding to change an aspect of your service to respond to Covid-19? Who decides, how are the risks accounted for and where is it recorded?		
Which organisations and individuals need to know that your services have changed and will they need any other information?		
How do changes to your service comply with the Wales Safeguarding Duty?		
How are you ensuring that safeguarding referrals are still being made?		

Consideration	Response	Actions
How has your risk assessment processes been impacted?		
How can you ensure risk is managed effectively for all service users?		
How will changes to your service impact on GDPR and confidentiality?		
Are you anticipating an increase in demand? If so which easements may trigger this?		
How might the pandemic impact on funding streams?		
How can you build flexibility into approaches?		

Staff and workplace		
Consideration	Response	Actions
Which activities will require staff members to work from home, in the office or in other locations?		
How have the individual circumstances of each staff member been accounted for?		
What equipment will staff need if they are to work from home long term?		
How are boundaries being maintained between staff and service users where staff are working from home?		
How can staff maintain confidentiality when working from home?		
If staff are returning to the workplace, what adjustments are needed to enable physical distancing?		
How many people can be in each room at the same time?		

Consideration	Response	Actions
Do cleaning procedures need to be altered and if so, how?		
Which hard surfaces might be touched by multiple people and how can this be mitigated? Examples include door handles, countertops, mugs, glasses, pens and pencils.		
Will staff require PPE for any activities?		
What actions can be taken to reduce the risk of secondary trauma for staff?		
How would the service respond to staff members who may themselves be victims of VAWDASV?		

Face to Face work

Consideration	Response	Actions
Can face to face work be resumed safely and in line with Welsh Government guidance?		
Where will face to face work take place?		
At which points might service users and staff come into close contact? Consider entrances, exits, waiting rooms and reception.		
How can at increased risk from COVID-19 and shielding service users be accommodated?		
If a new location is being used for appointments, how can confidentiality be maintained?		

Working with service users remotely

Consideration	Response	Actions
How are service users who may not have access to certain types of technology or who may not be comfortable using them being accommodated?		
How does the online platform you are using impact on safeguarding,		

Consideration	Response	Actions
GDPR and data collection? Are there any other potential risks to consider?		
What is your process for service users who cannot find a private place in their homes?		

Home visits		
Consideration	Response	Actions
How can those at increased risk from COVID-19 and shielding service users be accommodated?		
What is your process for establishing a home visit is safe for both the staff member and service user?		

Support for children and young people		
Consideration	Response	Actions
How have the Rights of the Child been considered in your approach?		

Perpetrator Services		
Consideration	Response	Actions
Have the Welsh Government VAWDASV Perpetrator Service Standards been considered? How has compliance with the Standards been impacted?		
If programmes or interventions are stopped or paused, how will the risk level of participants be monitored?		
If programmes or interventions are stopped or paused, how will the service user and their partner or ex-partner be supported?		
If programmes or interventions are stopped of paused, which partners and related services need to be informed?		
If work with service user is continuing by phone or video chat, does the service		

user have an appropriate location to take part?		
What is the process for new referrals?		