**Helping your local community
(Covid-19 support)
LAST UPDATED 7.4.2020**

If you are thinking about starting or have already set up a small group to support your local community, here is a checklist of things you should consider:

- **Add your group's details to the Sutton register:** this is so we can help people who need support find you if they live in your street/local area. Register here

- **Check government advice regularly:** check the NHS website and the UK Government website to make sure that you and your group are following and passing on the latest advice and information.

- **Talk to your volunteers:** make a WhatsApp group or a Facebook group to talk to your group of volunteers.

- **Register your volunteers (for larger groups):** Here is a GDPR-compliant example of a Volunteer Sign-up Form using "Google form" set up in Sydenham South London which you can adapt.

- **Help vulnerable people find you (1):** remember those most at risk might not have access to smartphones or feel comfortable using Facebook. You could also have a phone number or email address just for the group (like Gmail) and agree who will monitor it on a rota.

- **Help vulnerable people find you (2):** you could post leaflets locally letting people know about the support you're offering. **We have designed a leaflet template which you can download from our website.**

- **Keeping everybody safe (1):** As well as the NHS and Government advice above, there is specific advice for volunteers and we are also preparing specific resources about shopping and delivering food safely, and telephone contact. All our resources are publicly available on our website.

- **Keeping everybody safe (2):** Think through the risks of any plan you make, use your common sense, trust your gut and be kind. If you tell someone to go somewhere you're responsible for checking to make sure they got back ok and it all went well. Don't send people out to take shopping to someone without making sure it goes well.

- **Keeping everybody safe (3):** Make sure you don't over promise on what support you can offer and find out if there is more appropriate support they could access. Look at the Sutton Council "How to ask for help" page.
- **Keeping everybody safe (4):** We don't recommend sharing any personal details with anyone beyond a few streets unless it's being managed by an established organisation, charity or community group. Essentially, you need to make sure that only the right people see personal information. Don't create public documents with lists of names and addresses. Contact information should only be shared among small street groups.
- **Keeping everybody safe (5):** There is also the issue of safeguarding both children and adults. It is best to draw on the expertise of members of your group for example a teacher, nurse or social care provider will all have experience with high level safeguarding practices.

If you have an immediate concern about the safety of an adult or child you MUST report it to Sutton Council:

For a child, you can call the Children's First Contact Service (CFCS) on 020 8770 6001 / 6072 between 9am and 5pm, Monday to Friday or call the out of hours or weekend duty team on 020 8770 5000

For an adult, you can Sutton Council to report abuse of adults or concerns about abuse, 24 hours a day. Your call is confidential. Tel: 020 8770 6770

We will be adding resources and information regularly to our website at www.vcsutton.org.uk and also posting on our Facebook and Twitter pages.

For more resources for volunteers and groups, go to www.vcsutton.org.uk/volunteer/covid-19-resources-for-volunte/

Find us on Facebook "Volunteer Centre Sutton"

Follow us on Twitter "@vcsutton1"

Look at the Sutton Council "How to ask for help" page.