



THE
MINISTRY OF
PARENTING

Covid-19 Helpful considerations for group leaders returning to the delivery of face-to-face groups.



FLASH programme

As the guidance for delivering a face-to-face parenting group is subject to change due to the unpredictable conditions of Covid-19, we have listed below some practical considerations which may help group leaders with their group planning. Not all the considerations outlined may be pertinent; these will depend on the most current government guidelines at the time of your group.

Before implementing any of the considerations suggested below, please ensure you follow the Covid-19 policy guidelines of your service and/or the venue.

In the considerations below we refer to all attendees as “parents”

Pre group

- Check with venue for the capped number of people able to be in the booked room.
- Check the venue has set up a separate exit door/root. This assists with the suggested one-way flow in and out of the premises, with appropriate floor markings or signage.
- Send an email/letter to each of the parents informing them that if they have been advised by Public Health England to remain in lockdown at

home they are not permitted to attend at the group. This applies to all individuals who have symptoms of Covid-19 as well as those who live in a household with someone else who has symptoms.

- Include in the email/letter the following: Parents should bring their own cup/mug, Parents should bring their own pens, Parents should bring their own face masks and wear them in accordance with current government guidelines. Example letter in appendix.
- Prepare any physical objects that parents handle in individual bags.
- Laminate any handout/items used for demonstration or pairs work– so they can be wiped clean pre and post set up and use.
- Have three trays available for the group session, one for rewards, one for giving and collecting items and one for drinks pouring.
- Use the interactive handouts from the FLASH online guidelines- these links can be emailed to parents see <https://theministryofparenting.com/self-harmtalk/flash/flashprogramme-online-guidelines> .If giving paper handouts put the week's handouts in a clear punched pocket. This is not a requirement of the Covid-19 guidelines, but it makes people feel safer.
- Arrange a stand in, or backup group leader in case one of the group leaders has to self-isolate.

Evaluation forms

- Weekly evaluation forms. Ask parents to access the weekly evaluation form online by going to <https://theministryofparenting.com/resourceform/flash-weeklyevaluation-form> . They need to put the group leaders' email on the form, so the form goes to the group leader (the form does not come to the Ministry of Parenting). The reason the access to the form is via the Ministry of parenting website is so parents can access it via their phones and no printer is required.
- Pre evaluation forms. If doing the Adolescent Wellbeing form, ask the parents to complete the form online before starting the group see <https://theministryofparenting.com/resourceform/adolescentwellbeing-scale-a-form> They need to put the group leaders email on the form so the form goes to the group leader (the form does not come to the Ministry of Parenting).

- Post evaluation forms. If doing the Adolescent Wellbeing form, ask the parents to complete the form online before starting session 10, see <https://theministryofparenting.com/resourceform/adolescentwellbeing-scale-a-form> .They need to put the group leaders email on the form so the form goes to the group leader (the form does not come to the Ministry of Parenting).
- Group overall evaluation form. Ask the parents to complete the form online see <https://theministryofparenting.com/resourceform/overallgroup-evaluation-form> . They need to put the group leaders' email on the form, so the form goes to the group leader (the form does not come to the Ministry of Parenting).

If using paper forms:

- Put a paper copy of the weekly evaluation form in the parents' weekly handout pack and ask them to complete the form. Forms to be placed on a tray at the end of the session. Group leaders to read the forms wearing disposable gloves.

Set up

Arrival and departure

Have a group leader by the doors to manage the arrival and departure of the parents, this should reduce the pressure at exits and entrances. It may be necessary to introduce socially distanced queuing systems

Have the government QR tracking code poster on display

On arrival all parents to have their temperature checked via a no touch infrared forehead thermometer.



Room lay out

- Chairs set up- currently a minimum of two meters apart (inside)
- Place any items needed for the session by each parent's chair
- Place the session's handouts by each chair before the session
- Have some paper face masks in case a parent forgets to bring their mask.

Refreshments to be presented to enable social distancing.

- Tables to be wiped down before and after session.
- Parents and group leaders to bring their own drinking cups/mugs. Have some paper cups in case a parent forgets to bring their cup.
- Food items should be bought individually wrapped I.e., biscuits cakes etc
- Paper plates to be used
- If lunch is provided, this should be delivered to each parent in individual lunch boxes/bags to avoid plate sharing.
- Put out the tea bags, coffee, and sugar in bowls. Each attendee to have their own plastic/wooden spoon. Attendee to use their own spoon to put the tea/coffee/sugar in their cup. Attendee to put their cup on a tray and group leader to pour the hot water into the parent's cup.
- Spoons put in waste bin after their single use.



Handouts, laminates, and items required for the session

- Must be prepared in advance (at least 72 hours beforehand is recommended)
- Must be wiped with an antibacterial wipe after handled by group leader and/or parents.

Optional - Reward surprise

Instead of a bag place a selection of the reward treats on a tray. When giving a reward treat, group leaders to then ask a parent to pick an individual treat from the tray.



Group leader's presentation

- Model calm, regardless of how a group leader may feel at the start of the session, parents need someone to look to for reassurance. A motivating group leader will remain calm, communicating a clear plan for the session, even as they acknowledge changes to the “new normal”.
- Make safety a priority, it's hard for people to feel confident when they don't feel safe. Parents need to ensure that the group venue is compliance with government guidelines.

Covid-19 tracking and disclaimer form.

At the start of the first group session/introduction session ensure that all the parents have signed a contact and disclaimer form. This form will contain the person's name and home address, this is for Covid-19 tracking requirements. The form will also ask the attendee to sign that they are to their best of knowledge do not have any Covid-19 virus symptoms. Example form in appendix.



Group rules

Current social distancing regulations to be a rule alongside regular use of hand sanitizer and hand washing facilities, avoid contact, including handshakes, with all other attendees' while at venue.

Feedback section

Given that we are all in an unprecedented situation, it is important that group leaders remain empathetic. During the feedback section to inquire how the parents and their families are managing with the Covid-19 restrictions

Break time

Group leaders to remind parents to use hand sanitizer and hand washing facilities

Post group

Wipe down any hard surfaces that are touched regularly during the session such as doors, tables, and chairs.

Session 1

- When putting parents into 2 groups, remind parents of social distancing. If in the group work a parent writes on the flip chart, give wipes to the parent who writes on the flip chart so they can wipe the flipchart pen pre and post use.

Session 2

- When putting parents into 2 groups, remind parents of social distancing. If in the group work a parent writes on the flip chart, give wipes to the parent who writes on the flip chart so they can wipe the flipchart pen pre and post use.
- Brain puzzles- Prepare the brain puzzles in individual bags i.e. a small zip freezer bag. Give the puzzle bag to one of the pairs and explain that only one of the pair can touch the puzzle. The parent not touching the puzzle still helps by offering suggestions on how to put the puzzle together.

Session 3

- Give each parent 3 laminated signed – True, False, unsure. When reading out the statements ask the parents to stay seated but to hold up the sign they agree with according to the statement.

- Personal self-harm spectrum task – to be given as a home task. Ask parents to complete this online see <https://theministryofparenting.com/resource-form/personal-selfharmspectrum-form>. Parent can put their own email address instead of the group leaders' email, so the form goes only to the parent. The parents then discuss their reflection in the feedback section in session 4.
- When putting parents into 2 groups for the protective factors task, remind parents of social distancing. If in the group work a parent writes on the flip chart, give wipes to the parent who writes on the flip chart so they can wipe the flipchart pen pre and post use.
- Do not share the good enough parent flip chart with the parents to tear up.

Session 4

- Remind parents to social distance in the listening skills tasks.
- Put the Lego in plastic bags/boxes. Group leaders to wipe the tables, chairs, folders, and bags/boxes after the setting up of this task and when the task is completed. Parent may be required (or wish to) wear masks during this task.
- Listening or not in pairs. Laminate the listening challenges cards, the use and not but handout and the messages given handout – so they can be wiped clean
- Donuts. To be bought as single donuts so in individual boxes/bags. Make sure parents are 2 meters apart. The parent not eating the donut may want to wear a mask during this task.



Session 5

- Remind parents to social distance when in pairs praise task

Session 6

- When putting parents into 2 groups for the “how to do it differently” task, remind parents of social distancing. If in the group work a parent writes on the flip chart, give wipes to the parent who writes on the flip chart so they can wipe the flipchart pen pre and post use
- Parents to be encouraged to complete the messages from the past online see <https://theministryofparenting.com/resourceform/messagesfrom-past-and-future>. Parent can put their own email address instead of the group leaders’ email, so the form goes only to the parent. The parents then discuss their reflection in the feedback section in session 7

Session 7

- If not giving out paper handouts explain they will have a handout explaining the processes (Consequence flow chart)

Session 8

- Laminate the room pictures – so they can be wiped down
- In the skills practice remind parents to be mindful of social distancing (group leaders to model this)
- Instead of giving out face masks to the parents, put a laminated picture of a face mask under each parent’s chair before the start of the session. Ask the parent to hold their individual laminated mask picture when they practice the consultant parent role in the parent’s skills practice.
- Drawing bodies: Have the body outline drawing already prepared. From the parents sitting position, split the group in half. One half is going to explore the effects of the body when “stressed” and the other are going to explore the effects of the body when “calm and happy”. Explain that as group leaders will be the “hands” the “stressed” body and the other will be the hands for the “calm and happy body”. The parents to take turns in calling out words and descriptions which the group leaders then write/draws on the bodies. If parents wish they can take on the role as the “hands” as long as they keep to the social distance rule.



Session 9

- When putting parents into groups for the “parent roles” and “how does it feel for the family” task, remind parents of social distancing. If in the group work a parent writes on the flip chart, give wipes to the parent who writes on the flip chart so they can wipe the flipchart pen pre and post use. **Session 10**
- In the medicine bundle pairs task, inform parents that the interviewee writes down the answers to the interviewer’s questions. Remind parent to social distance.
- Do not do the postcard evaluation task unless parents are able to take the postcard away with them. Postcards to be in plastic punched pockets so they can be wiped
- Certificates. To be put in a plastic wallet and put under parents’ chairs before the session starts. When time to give the certificates ask each parent in turn to pick up the certificate from under their chairs and hold it up so the group can clap.
- Gift. To be put in a wipeable and put under parents’ chairs before the session starts. After the parents holds up their certificates tell the parent they can pick up their ending gift from under their chair.

Pre group confirmation letter example

Dear

Re; The FLASH (Families learning about self-harm) group

I am writing to confirm your place on the FLASH group.

The first session will be on XXXXXX and then apart from the half term, it will run weekly till the xxxxxx. (Dates attached)

Each session will start at xxxxxx but the kettle is on from xxxx so please come in as soon as you arrive. The session finishes at xxxxxx.

The sessions will be held at xxxxxxxx. There is lots of free parking at the venue. Please see directions attached.

We are expecting about xxxx parents, all are friendly and open to learning/sharing parenting and coping strategies.

Your safety and comfort in the Incredible Years ADHD sessions is important to us.

- If you have been advised by Public Health England to remain in lockdown at home, then you are not permitted to attend the group session. This includes all individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.
- On arrival we will ask you to have their temperature checked. This will be via a no touch infrared forehead thermometer.
- We have set up the government QR tracking code system for when you arrive at the workshop. You need to download the NHS Covid-19 app and then scan the QR code (which will be in the form of a poster) when you arrive at the workshop. The app is available to download (free) on the Apple Store and Google Play straight onto your smartphone. To download it, search for 'NHS Covid-19' in Google Play or the Apple App Store. If you do not wish to use the App, that is your choice, and we respect that.
- On arrival at the first session, you will be asked to sign a contact and disclaimer form. This form will contain your name and current home address, this is for covid-19 tracking requirements. The form will also ask you to sign that to your best of knowledge you do not have any Covid virus symptoms
- Please be reassured that the venue has undertaken the government Covid-19 hygiene regulations and there will be hand gel available.
- During the sessions we will be very mindful of social distancing and even though it can feel awkward at times we all need to avoid physical contact i.e., handshakes whilst at the venue

- The rule around wearing masks is changeable so we ask that you do bring a face mask to each session. Currently you must wear a mask when moving about the room/building but can remove your mask when sitting in your allocated seat.
- We will provide refreshments, but we must make some changes to our normal way of doing things due to Covid-19. So please bring your own drinking cup/mug to each of the sessions.
- Please can you bring a pen. Some parents like to take notes during the session others do not. We do ask you to fill in a very short tick box evaluation of the session weekly.

Summary of what you need to bring to the sessions.

- Face mask
- A drinking cup/mug
- A pen

Please feel free to call or email either myself or xxxxx if you have any questions or concerns

We look forward to seeing you on the xxxx



THE MINISTRY OF PARENTING

COVID-19 Tracking and Disclaimer Form

Contact Information (please print)

Attendees Name

.....

Attendees Address

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.....

Attendees Contact Number

.....

Disclaimer statement

- *I confirm that I am not infected with COVID-19 and I am not presenting any of the following symptoms: fever, shortness of breath, loss of sense of taste or smell, have a dry cough, runny nose, or sore throat.*
- *I confirm that to the best of my knowledge I have not been around anyone with any of the above symptoms within the past 14 days*
- *I confirm that I am not living with anyone who is diagnosed with COVID-19 or who is quarantined.*

Signature

Date