

# “Returning to Work” crib sheet

## Resources and guidance for VCS groups

This is an iterative document that will be updated regularly in response to feedback from those using it. New resources identified will also be added to the list.

**Is anything missing and/or have any feedback? Please get in touch**

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<b>Risk Management, H&amp;S and Working Safely During Covid-19</b>	
Resources	<p>List of resources compiled on Hackney CVS website. You can find it on the link below: <a href="https://hcvs.org.uk/returning-to-work-after-covid-19/">https://hcvs.org.uk/returning-to-work-after-covid-19/</a></p> <p>London Plus, in partnership with the GLA and colleagues from the London Strategic Coordination Group, hosted a briefing session on how to deliver under Covid-19. Webinar and resources can be found <a href="#">here</a>.</p> <p><i>‘Helping adult day centres to ‘unlock lockdown’</i> is a free of charge resource developed by King’s College London, can be easily downloaded and printed off. Can be found <a href="#">here</a>.</p> <p>Governmental guidance:-</p> <ul style="list-style-type: none"><li>• The five steps to working safely during Covid-19. Click <a href="#">here</a></li><li>• Guidance for several types of places to reopen safely from 4 July. This includes food and drink businesses. Guidance is forthcoming for community centres (date not confirmed). Can be found <a href="#">here</a>.</li><li>• Guidance on social distancing after 4 July is useful to understand, as it relates to people working in smaller spaces. Can be found <a href="#">here</a>.</li></ul>
Training	<p>We’re putting together a number of workshops and training sessions on risk management and health and safety to help you become ready to secure funding. You can find the list <a href="#">here</a>.</p>

<b>Finance and Fundraising</b>	
Funding opportunities	Hackney CVS have set up a dedicated page with information about funding that is available for organisations responding to the crisis. You can find it <a href="#">here</a> .
Training	We're putting together a number of workshops and training sessions on fundraising to help you become ready to secure funding. You can find the list <a href="#">here</a> .
Advice and Support	<p>Fundraising Support: The organisational development team at Hackney CVS continue to offer and provide support to organisations and community groups with fundraising; this support will vary to accommodate the needs of organisations (individually/partnership) during this pandemic period. In the form of a critical friend – a member of our OD team will be able to:</p> <ul style="list-style-type: none"> <li>• Help you identify existing and/or emergency funding opportunities suitable for your organisation.</li> <li>• Help you develop your project idea into a funding application.</li> <li>• Support organisations coming together as a partnership to bid for funding.</li> <li>• Proof-read applications and their supporting documents;</li> <li>• Provide you with comments on how to make your applications meet the guidelines and criteria of funders.</li> </ul>

<b>Leadership, Strategy and Management</b>	
Resources	<p>NCVO/TrustLaw Webinar: Easing of lockdown: Legal and practical considerations for returning to work. You can watch it <a href="#">here</a></p> <p>A detailed Business Restoration Plan: you can find it <a href="#">here</a></p> <p>Free Tool and Advice from St. John's Ambulance about working safely during Covid-19. You can find it <a href="#">here</a></p>
Training	Tailored training sessions will be available to support groups with planning for post-lockdown and the near future . You can find the list <a href="#">here</a> . Alternatively, contact <a href="mailto:zebina@hcv.org.uk">zebina@hcv.org.uk</a> if there's any specific training you would like us to offer.
Advice and Support	Organisations who need advice on other business and project planning can get in touch with us directly on <a href="mailto:advice@hcv.org.uk">advice@hcv.org.uk</a> and will then be connected with the right person/team.

<b>Safeguarding</b>	
Resources	<ul style="list-style-type: none"> <li>• Service User Needs Assessment: we developed this tool to help you monitor and manage the high risk and usually forgotten medium risk service users during the period of the pandemic. Download the template <a href="#">here</a>.</li> <li>• Safeguarding Awareness for Volunteers: 3-minute video produced by Waltham Forest Council to equip volunteers with the required safeguarding awareness during the pandemic. Watch the video <a href="#">here</a>.</li> <li>• Digital Safeguarding awareness for Young people: Visit the <a href="#">INEQE Safeguarding Group resources hub</a>.</li> <li>• NSPCC Introduction to child protection training: An online introductory course for anyone who works with children and young people, for more information go <a href="#">here</a>.</li> </ul>
Training	Tailored safeguarding training sessions will be available to support groups with planning for post-lockdown and the near future . You can find the list <a href="#">here</a> . Alternatively, contact <a href="mailto:zebina@hcv.org.uk">zebina@hcv.org.uk</a> if there's any specific training you would like us to offer.
Advice and Support	Organisations who need advice on safeguarding can contact us directly on <a href="mailto:helpline@hcv.org.uk">helpline@hcv.org.uk</a> .

<b>Developing and Managing People</b>	
Resources	<p><b>MHFA Mental Health Aware- Training for Frontline Professionals in Hackney:</b> Mind in the City, Hackney and Waltham Forest, in partnership with Hackney Council, are pleased to offer this free course to frontline professionals working within East London.</p> <p>Multiple dates on <a href="#">eventsbrite</a></p> <p>PLEASE NOTE that this course is for frontline professionals working in Hackney ONLY. If you have any further queries, please email: <a href="mailto:training@mindchwf.org.uk">training@mindchwf.org.uk</a></p> <p>A list of resources to support you embedding wellbeing at work. <a href="#">Embedding staff wellbeing at work - Hackney CVS</a></p> <p>Thrive LDN Communications Toolkits for Public Mental Health messaging is now uploaded to the Thrive LDN <a href="#">website</a>.</p>
Advice and Support	Organisations who need advice on other business and project planning can get in touch with us directly on <a href="mailto:advice@hcv.org.uk">advice@hcv.org.uk</a> and will then be connected with the right person/team.

<b>Adopting remote-working</b>	
Resources	<p><b>Creating a digital presence:</b> This guide is a collection of self-help tutorials, templates and resources geared to creating, expanding or improving your organisation’s online presence..  <a href="https://hackney.gov.uk/creating-a-digital-presence">https://hackney.gov.uk/creating-a-digital-presence</a></p> <p><b>Designing and Delivering Online Sessions:</b> This toolkit will support you to deliver sessions online that are engaging and designed with your audience in mind.  <a href="https://www.lloydsbankfoundation.org.uk/we-develop/useful-resources/designing-and-delivering-online-sessions">https://www.lloydsbankfoundation.org.uk/we-develop/useful-resources/designing-and-delivering-online-sessions</a></p> <p><b>External technical guides and resources:</b>            Tools for remoting working: London Catalyst, together with the Small Charities Coalition, have provided useful guides to online tools that'll help you stay connected in these difficult times.</p> <p><a href="#">How to choose the right video calling tool for your charity</a>  <a href="#">Getting started with Zoom</a>  <a href="#">Getting started with Google Hangouts</a>  <a href="#">Getting started with Skype Video</a>  <a href="#">Getting started with Microsoft 365 Teams</a></p> <p>And here is a useful post on <a href="#">How to Facilitate online meetings</a>. If you have not organised one before, you'll find there's more to it than sharing an agenda and getting everyone connected!</p>
Training	<p>Healthwatch Hackney is running a series of digital skills training workshops. You can find more details <a href="#">here</a>.</p> <p>Tailored training sessions will be available shortly to support groups with planning for post-lockdown and the near future . You can find the list <a href="#">here</a>.</p>
Advice and Support	<p>One-Hour Free expert digital advice: Digital Candle, a crowd-sourced advice platform for charities, is offering charities an hour’s free advice with a volunteer digital expert on all things digital. Charities needing urgent help to ensure business continuity – remote working, tools to support their communities and so on will be prioritised. For more info visit <a href="#">Digital Candle</a>.</p> <p>At Hackney CVS; we are able to provide some technical support to the VCS organisations on certain days; providing advice on the adoption of video conferencing and remote working. Charities needing urgent help to ensure business continuity – remote</p>

	<p>working, tools to support their communities and so on will be prioritised.</p>
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	<p>Organisations who need advice on other organisational issues can get in touch with us directly on <a href="mailto:advice@hcv.org.uk">advice@hcv.org.uk</a> and will then be connected with the right person/team.</p>
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