

COVID-19 Setting up a group



Fact Sheet

If you are organising a group of volunteers to help others in your community it is recommended that you take the following steps:

- Firstly check that no-one else in your area is doing something. Search on local social networking pages or on the dedicated national page <https://covidmutualaid.org/local-groups/>
- Think about how far you want your group to operate. You may decide a couple of local streets or a small village is best. The further you have to reach, the more complex it becomes.
- Determine what services you will provide. You may think about shopping for basic essentials, collecting prescriptions and befriending. You could even develop a newsletter listing local services, deliveries and what GP surgeries are able to do.
- Consider how you and your volunteers will maintain communication with each other. A WhatsApp or Facebook group might be simplest.
- Decide how you will let individuals know that you are there to support them. You could post letters through letter boxes, such as our template <https://www.supportstaffordshire.org.uk/covid-19-support/be-good-neighbour> . You can also use social networking platforms to inform people.
- Let your local community leaders like churches and community centres know that you exist. Ensure that you have checked in with your Locality Officer at Support Staffordshire who can provide you with guidance to operate safely.
- Read through our simple guidance on all aspects of safety including data protection, safeguarding, food safety, supporting volunteers and handling cash which can be found here <https://www.supportstaffordshire.org.uk/covid-19-support/faqs-and-factsheets-groups-and-organisations>

