1st Elgin Scout Group

Remembrance Day Commemoration 2020

**Date:** Sunday 8 November 2020

**Time**: 14:00

**Location:** New Elgin War Memorial, Milnfield Avenue, New Elgin

**Official Attendees**: Scout Leaders Andre Govier – GSL

 Paul Gray

 2 x Scouts: Roll Call Readers

 2 x Cubs: Flag Bearers

 2 x Beavers: Wreath Layers

Parents, Guardians or Carers for those on the official party will be reminded of the need to maintain Social Distancing during the Ceremony.

All attendees will be volunteers and will be suitably briefed on the actions they are to take.

Any other Scout, Cub or Beaver attending along with their parent, guardian or carer do so as individuals and are not part of the official party.

**Positioning**

The Memorial Party will assemble at the War Memorial for 13:45.

The Flag Bearers will be positioned on either side of the memorial.

The Roll Call Readers will be positioned on either side of the memorial gateway.

The Wreath Layers will be positioned outside the memorial on the footpath either alongside the official wreath laying party or with the GSL who will ensure they know when to lay the Wreath.

The other Leader will be positioned outside the memorial walls to give the Benedictions and assist with the timing of the Act of Remembrance.

**Risk Assessment**

| Risk | Mitigation | Responsible |
| --- | --- | --- |
| Spread of Covid-19 | Social Distancing to be observedLeaders and Scouts will ensure 2 metre distancing at all timesCubs and Beavers do not need to meet the 2 metre distancing rulesGSL will need to ensure that he is close enough to the Beavers to guide them to the memorial when Wreath Laying is to take place | AllGSL |
| Records | GSL will retain contact details of those on the official party for at least 2 weeks in case of COVID-19 related illness | GSL |