



## Guidance for Organisations

### **COVID-19: guidance for employees, employers and businesses**

Guidance for employees, employers and businesses in providing advice about the novel coronavirus, COVID-19.

### **Coronavirus (COVID-19): guidance for health professionals**

Find guidance about coronavirus (COVID-19) for health professionals and other organisations.

### **COVID-19: guidance for educational settings**

Guidance for schools and other educational settings in providing advice about the novel coronavirus, COVID-19.

**Coronavirus (COVID-19) guidance for Community Interest Companies (CICs)** Guidance for Community Interest Companies (CIC's) on maintain services and protecting the welfare of employees during Coronavirus (COVID-19).

### **Companies to receive 3-month extension period to file accounts during COVID-19**

Businesses will be given an additional 3 months to file accounts with Companies House to help companies avoid penalties as they deal with the impact of COVID-19.

### **Claim a grant through the coronavirus (COVID-19) Self-employment Income Support Scheme**

Use this scheme if you're self-employed or a member of a partnership and have lost income due to coronavirus

### **Rules on carrying over annual leave to be relaxed to support key industries during COVID-19**

Workers who have not taken all of their statutory annual leave entitlement due to COVID-19 will now be able to carry it over into the next 2 leave years.

### **Check which expenses are taxable if your employee works from home due to coronavirus (COVID-19)**

Find out what equipment, services or supplies are taxable if your employees are working from home due to coronavirus (COVID-19).



## **Coronavirus: MOTs for lorries, buses and trailers**

Your lorry, bus or trailer will be exempt from needing an MOT for 3 months from 21 March 2020

## **GDPR**

### **Community groups and COVID-19: what you need to know about data protection**

The Information Commissioner has published a blog on data protection, containing FAQ, a template for a privacy notice, and security tips for community groups. A question that we have been frequently asked it about the lawful sharing of data about vulnerable people. The ICO writes:

*“In an emergency, working with partners and sharing information with them can make a real difference to public safety. In fact, it could be more harmful not to share the data than to share it.*

*For example, you might need to tell a local council about elderly residents who are housebound due to self-isolation and who need support.*

*If you can, think ahead. What kind of information are you likely to share? What do you need to do to make sure that happens securely?*

*Data protection law does not prevent you sharing personal information where it is appropriate to do so”.*

## **Volunteering**

### **Coronavirus: How to help safely**

Across the UK people are playing their part and providing essential support to their friends and family who are in isolation.

### ***\*\*Important Note\*\* Government Job Retention Scheme (furlough) and Volunteering***

Also just to make it clear you CANNOT furlough and volunteer for the charity that employs you if you are providing services or making money for your employer. You can undertake training.

## **Working with Beneficiaries**



## Animals

### **Coronavirus (COVID-19): advice for people with animals**

Advice for pet owners and livestock keepers on maintaining the welfare of their animals during the coronavirus (COVID-19) pandemic.

*See also Environment section below for advice on farms*

## Criminal Justice

### **Coronavirus (COVID-19) and prisons**

This page provides guidance for families and friends of those in prison in England and Wales during the coronavirus pandemic.

## Disability

### **Supporting disabled people through the coronavirus outbreak**

A joint statement from the Minister for Disabled People, Health and Work, the Minister for Care, and the Parliamentary Under Secretary of State for Children and Families.

## Education, Children and Young People

### **Coronavirus (COVID-19): early years and childcare closures**

Guidance for local authorities, early years settings and childminders about childcare provision following the outbreak of coronavirus (COVID-19).

### **Coronavirus (COVID-19): guidance for schools and other educational settings**

Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students.

### **Coronavirus (COVID-19): guidance on vulnerable children and young people**

Questions and answers about the provisions being made for vulnerable children and young people.

### **Closure of educational settings: information for parents and carers**

Information for parents and carers about the closure of schools and



other educational settings following the outbreak of coronavirus (COVID-19).

### **Coronavirus (COVID-19): free school meals guidance**

Guidance for schools and local authorities on free school meals arrangements during the novel coronavirus (COVID-19) outbreak.

### **Voucher scheme launches for schools providing free school meals**

Weekly shopping vouchers worth £15 to spend at supermarkets while schools are closed due to coronavirus.

### **Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**

Guidance for schools and colleges to support them keeping children safe, including online, during the coronavirus (COVID-19) pandemic.

### **COVID-19: guidance on supporting children and young people's mental health and wellbeing**

Advice for parents and carers on looking after the mental health and wellbeing of children or young people during the coronavirus (COVID-19) outbreak.

### **Coronavirus (COVID-19): travel advice for educational settings**

Advice for educational settings, and their students and staff, who are travelling or planning to travel during the coronavirus (COVID-19) outbreak.

### **COVID-19: guidance for educational settings**

Guidance for schools and other educational settings in providing advice about the novel coronavirus, COVID-19.

## **Environment**

### **Coronavirus (COVID-19): information for farmers, landowners and rural businesses**

The latest Information for farmers, landowners and rural businesses during the coronavirus (COVID-19) outbreak.

## **Faith and Religion**



## **New advice for safe funerals after discussions with faith leaders**

Public Health England has published new guidance to ensure funerals are conducted safely, consistent with social distancing principles.

## **Food Distribution**

### **\*\*FUNDING OPPORTUNITY OPEN TO CHARITIES\*\* Cash support for food redistribution during coronavirus outbreak**

The government has announced a £3 million fund for food redistribution organisations help them cut food waste during the coronavirus outbreak.

## **Housing and homelessness**

### **COVID-19 advice for accommodation providers**

Guidance and advice for those providing hotel and other accommodation in the UK.

### **COVID-19 and renting: guidance for landlords, tenants and local authorities**

Non-statutory guidance for landlords, tenants and local authorities in the private and social rented sectors in the context of Coronavirus (COVID-19).

### **COVID-19: hotel accommodation to support key workers and vulnerable people**

Letter regarding the exemption for hotels, hostels and B&Bs to open so they can offer accommodation to key workers and support rough sleepers to keep them off the streets and in suitable accommodation.

### **Coronavirus (COVID-19): letter from Minister Hall to local authorities on plans to protect rough sleepers**

Letter to all local authorities in England to update them on plans to protect rough sleepers during the COVID-19 pandemic.

## **Mental Health and Well Being**

### **New advice to support mental health during coronavirus outbreak**



People struggling with their mental health during the coronavirus (COVID-19) outbreak will be offered additional online support and practical guidance to help them cope.

### **COVID-19: guidance for the public on mental health and wellbeing**

Advice and information on how to look after your mental health and wellbeing during the coronavirus (COVID-19) outbreak.

## **Physical Health and Well Being**

### **Coronavirus (COVID-19): guidance**

Find guidance about coronavirus (COVID-19) for health professionals and other organisations.

## **Vulnerable Persons**

### **COVID-19: guidance on social distancing and for vulnerable people**

Guidance on social distancing for everyone in the UK, including children, and protecting older people and vulnerable people.

### **COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable**

Information for shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19.

### **Get coronavirus support as an extremely vulnerable person**

Register if you have a medical condition that makes you extremely vulnerable to coronavirus.

## **Charity Commission Guidance**

Coronavirus (COVID-19) guidance for the charity sector The Charity Commission has produced some very accessible and helpful guidance on key issues affecting the sector. It covers issues such as

- **Can we hold our meetings using teleconferencing?**
- **Should we postpone our AGM?**
- **Am I allowed to use my reserves and unrestricted funds?**
- **What constitutes a serious incident?**



Keep up to date with the latest [information from the Charity Commission here.](#)

## **Annual returns and accounts – Charity Commission**

Where COVID-19 impacts on the completion of annual returns and accounts, charities with an imminent filing date you can email the Charity Commission to ask for an extension.

Email us at: [filingextension@charitycommission.gov.uk](mailto:filingextension@charitycommission.gov.uk)

## **Annual returns and accounts – Companies House**

[Companies to receive 3-month extension period to file accounts during COVID-19](#)

Businesses will be given an additional 3 months to file accounts with Companies House to help companies avoid penalties as they deal with the impact of COVID-19

## **Reporting accounts and finances**

The Charity SORP has issued [updated guidance about what and how to report.](#)

\*\*If there is something that is not covered and you would like help then please ring 0300 416 8012 or email [support@smallcharities.org.uk](mailto:support@smallcharities.org.uk)

## **COVID Scams and Endorsements**

SCC is aware of a number of individuals and organisations who are posing and offering what appears to be free support to charities, and then asking them to enter into legally binding contracts, or saying they will not make a final payment or handover website passwords . Please make sure you maintain written records (even it is an email chain) confirming that the services being provided to you are completely free and that includes delivery of websites, and materials.

It has also been brought to our attention that there have been providers contacting small charities saying that they have been endorsed by us. SCC will only endorse providers and suppliers who we believe act ethically, are accessible, inclusive and affordable for



small charities. Approved providers and suppliers are featured on our website and we will shortly also announce a logo for trusted providers to hold.