**KEY WORKER INFORMATION GATHERING FORM**

**GOVERNMENT GUIDANCE STATES: “IF CHILDREN CAN STAY AT HOME THEY SHOULD, TO LIMIT THE CHANCE OF SPREADING THE VIRUS”.**

**“PARENTS SHOULD KEEP THEIR CHILDREN AT HOME WHEREVER THIS IS POSSIBLE”. “Schools are remaining open ONLY for those children who ABSOLUTELY NEED TO ATTEND!”**

**If workers think they fall within the critical categories below they should confirm with their employer before completing this form that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service.**

Name(s) of Child(ren):

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Please identify which key worker group your job falls under:

|  |  |  |
| --- | --- | --- |
|  | Health and social care | This includes doctors, nurses, midwives, paramedics, social workers, care workers and other frontline health and social care staff including volunteers: the support and specialist staff required to maintain the UK’s health and social care sector, those working as part of the health and social care supply chain, including producers and distributers of medicines and medical and personal protective equipment. |
|  | Education and childcare | This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach. |
|  | Local and national government | This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies. |
|  | Key public services | This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting. |
|  | Food and other necessary goods | This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines). |
|  | Public safety and national security | This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines). |
|  | Transport | This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass. |
|  | Utilities, communication and financial services | This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors. |

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| Please provide details of your employer and place of work for all persons living in your household who can care for children during this period of closure; excluding any person who is classed as elderly and/or has an underlying medical condition (and therefore should be self-isolating); |
| **1st Parent/Carer’s Details:** |
| Name |  |
| Job Title |  |
| Place of Work |  |
| Workplace address (including postcode). |  |
|  |
|  |
| Workplace telephone number  |  |
| **2nd Parent/Carer’s Details:** |
| Name |  |
| Job Title |  |
| Place of Work |  |
| Workplace address (including postcode). |  |
|  |
|  |
| Workplace telephone number  |  |

***If you do qualify as detailed above AND have checked with your employer that you meet their critical categories under their business continuity arrangements, can you please give us an indication of the approximate days and hours that you will require childcare for?***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Breakfast 8am – 9am | Morning9am – 12 noon | Afternoon12noon – 3pm | After School Care 3pm – 6pm |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

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| --- |
| From what date will you require this care to commence (please consider any period of self-isolation you may currently be in)? |

|  |  |
| --- | --- |
| 1st Parent/Carer signature: |  |
| 2nd Parent/Carer signature: |  |
| Date: |  |

Please be aware that we are working to provide the best possible care and support for those children who need to be in settings during this period of National school closures. However, what this looks like and where this care will be provided from, is uncertain at present, but we will keep you up to date as soon as we know.

We would also like to let parents know that due to the situations we face, the care provided to children who come into settings, is likely to be less consistent (with different staffing and children in their setting) and that we may not be able to follow the same structure or formats as we have previously.

We would request that this form be **returned URGENTLY** to us and by no later than **5pm today**, to enable us to plan over the weekend for the upcoming weeks.

Stay safe and well everyone.

Central@RLK