

Our Ref: Covid19(5)/HS/MS/CS

20<sup>th</sup> March 2020

Dear Colleague,

The Government published the Key Workers list through the night. We have sent the direct link to you all as I appreciate many of you were working without this and have already done some work on this. As a Local Authority; we wanted to provide some more direction and assistance to support you all.

The announcement has also advised that the Local Authority will co-ordinate provision for children who cannot attend their setting due to it being closed and schools will be required to support pupils from other settings.

Many schools have already identified clusters arrangements so that child care can still be provided if your own setting gets into difficulties. ***We will need to formalise this more as we move forward and I will be in touch with further details on this later today.***

**The Key Workers are those defined as working in the following areas:**

- Health and social care
- Education and childcare
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport
- Utilities, communication and financial services

As we go forward this list may change or be prioritised. Please be appropriate and reasonable in how you evidence key worker status – this should be through employment ID or a letter from the employer. We advise that you consider each parental request as best you can with the descriptors. Further information can be found at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

### **Guidance for parents**

Children with at least one parent or carer who are identified as critical workers by the government can send their children to school if required. For information of what has been published for parents please: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

**Vulnerable Children are defined as:**

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans.

Please also note that the expectation of presenting symptoms and self-isolation still are enforce with those attending the setting.

**Next steps and actions:**

- Estimate how many learners of your school will be attending from Monday and use this to inform catering arrangements and organisation
- Plan for all available staff to be in from Monday to stabilise coverage and organisation of activities. This can then be reviewed later and a rota can be established based on need
- Ensure that those staff working on site are able to provide first aid cover and DSL cover
- Complete the spreadsheet sent to you yesterday and return to [educationteam@lincolnshire.gov.uk](mailto:educationteam@lincolnshire.gov.uk) (we will extend the deadline to 12.00pm to enable you to get as much information as possible)
- If you need clarification, please talk to your Education Locality Lead around your own questions and issues – they can then follow this up with senior management in the Local Authority
- Currently, all transport arrangements are remaining in place
- If you have school transport issues, please email [schooltransportapplications@lincolnshire.gov.uk](mailto:schooltransportapplications@lincolnshire.gov.uk)
- If you have catering issues, please email [foodeducationteam@lincolnshire.gov.uk](mailto:foodeducationteam@lincolnshire.gov.uk)

I appreciate that navigating this is causing a huge additional workload when anxieties are high. Please be assured that we are supportive and recognise we are all doing the best that we can in short timeframes. However, the last few days have proven that there is huge ambition and commitment to do whatever is needed. The Local Authority is grateful for your continued support.

Yours faithfully,



Heather Sandy  
Executive Director for Children's Services  
Lincolnshire County Council