

North Lanarkshire Council
Key Workers' School and ELC Support Form

To be completed by parents/carers who are employed as a key worker.

Learning cover required for child/children is based on existing school/nursery arrangements.

| NAME OF SCHOOL OR ELC ESTABLISHMENT | |
|---|----------|
| | |
| Is more than one child attending school or early learning establishment? (separate forms must be completed for each child) | YES / NO |

| CHILD/CHILDREN'S DETAILS | |
|--------------------------|--------------------------|
| Forename(s): | Surname: |
| Date of Birth: | Stage (nursery/primary): |

You may be requested to provide a letter of proof of employment. (Please see Keyworker categories 1,2 & 3 below)

| Parent/Carer 1 Details | | | |
|--|---|---------------------|--|
| Title: | Forename: | Surname: | |
| Home Address: | | | |
| Post Code: | Contact Number <i>(this number will be used to contact you):</i> | | |
| Email: | | | |
| Work Details | | | |
| Post Held | | Contact No: | |
| Employer Details | | Part-time/Full-time | |
| Address | | | |
| Job Title | | Telephone Number: | |
| Are you working from home in response to COVID-19: | | YES / NO | |

| Parent/Carer 2 Details | | | |
|--|---|---------------------|--|
| Title | Forename | Surname | |
| Home Address: | | | |
| Post Code: | Contact Number <i>(this number will be used to contact you):</i> | | |
| Email: | | | |
| Work Details | | | |
| Post Held | | Contact No: | |
| Employer Details | | Part-time/Full-time | |
| Address | | | |
| Job Title | | Telephone Number: | |
| Are you working from home in response to COVID-19: | | YES / NO | |

| SCHOOL TRANSPORT | |
|--|--------|
| Does your child/children currently use transport to get to school? | YES/NO |
| Do you wish this to continue during this period? | YES/NO |

| Medical or other information about your child | | |
|--|-----------------------------------|--|
| Please complete information below and let the school/ELC establishment know immediately if details need changed. | | |
| Please tick if your child has the following Please note that children with asthma, diabetes or any underlying condition listed in the NHS COVID 19 Guidance – should consider the advice in the NHS COVID 19 Guidance before applying for a place. | | |
| Asthma <input type="checkbox"/> | Diabetes <input type="checkbox"/> | Other underlying health Conditions in the NHS COVID 19 Guidance <input type="checkbox"/> |
| Any other relevant information (<i>is there any relevant information that would help us to help your child settle:</i> | | |

Learning cover required for child/children is based on existing arrangements as outlined below:

Primary Schools: 9am to 3pm

Secondary and Additional Support Needs schools: as per existing school times.

Early years and family learning centres: as per existing opening and closure times.

Once all sections are completed and signed below, this form should be emailed to:

keyworkerschools@northlan.gov.uk.

| | |
|--|--|
| I declare that all information contained in this form is correct. I will inform the service immediately if my circumstances change, eg If I have the option to work from home or childcare is available. | |
| Name of Parent/Carer (please print) | |
| Signature Parent/carers | |

| For office use only | |
|---------------------|--|
| Processed By | |
| Date | |

Key worker categories:

| Category 1 | |
|---|---|
| Please note that the first presumption is that this service will only be accessed when no other suitable childcare arrangements can be identified. | |
| <ul style="list-style-type: none"> • Health and care workers directly supporting COVID-19 response and associated staff. • Workers supporting life-threatening emergency work as well as critical primary and community care provision. • Staff of energy suppliers • Staff, including teachers and early years workers, providing childcare and learning for other key workers and staff who support school buildings | |
| Category 2 | Category 3 |
| Please note that the first presumption is that staff who can work from home will work from home and that this service will only be accessed when no other suitable childcare arrangements can be identified. | |
| <ul style="list-style-type: none"> • All other health and care workers including home support staff and care home staff. • Emergency services staff, including police, fire and rescue, prison officers. • Military personnel • Social workers • Those supporting critical national infrastructure including: <ul style="list-style-type: none"> • Staff keeping air, water, road and rail passenger transport operating. • Oil, gas, electricity and water and sewerage workers. • Logistics staff including drivers and transport workers. • Food and other necessary goods staff including food production, processing, distribution, sale, delivery as well as those essential to the provision of hygienic and veterinary medicines. • Staff in essential financial service provision including: banks, building societies and financial market infrastructure; IT and data infrastructure; postal services; civil nuclear, chemicals and telecommunications; payment providers; waste disposal. • Journalists and broadcasters. • Homelessness staff. • Environmental Health officers. • Trading Standards officers. | <ul style="list-style-type: none"> • Strategic-level management and support staff. • Waste services staff. • Fleet services staff. • Cemeteries staff. • Property repairs and maintenance staff including frontline workers of Mears and Saltire. • Roads and lighting maintenance staff including staff of Amey. • Facility support services including cleaning, catering, school crossing patrollers and janitorial staff. • Human resources staff including payroll and employee service centre. • IT staff. • Communications staff. • Finance staff including welfare, revenue and benefits staff and municipal bank staff. • Registration staff. • Essential legal services. • Psychological services staff. |

North Lanarkshire Council, Education and Families
GDPR Privacy Statement for Education

What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government (Scotland) Act 1994. Education Headquarters is located in Kildonan Street, Coatbridge ML5 3BT.

Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

Education uses the national IT system (SEEMIS) to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion and ethnicity. We may also record information you might wish to provide about your family circumstances. We require this information to ensure children and young people are educated appropriately, are supported and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept. This core record is mainly paper-based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of Scottish Qualifications Authority (SQA) and to support young people's access to Further Education
- to allow us to process Education Maintenance Allowance (EMA) applications
- to make appropriate transport arrangements for children and young people
- to process placing requests
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- to contact you by post, email, telephone or text, when required.

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between services within Education. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect of the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education Headquarters, Kildonan Street, Coatbridge ML5 3BT.

Your rights under data protection laws

You can:

- **Request access to your information** – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared.
- **Request a correction to your information** – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- **Request the restriction of processing** – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- **Request transfer** – you can request that your information is transferred to another party.
- **Deletion of your information** – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

Data Protection Officer

Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the DPO at

Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB or by email to AITeam@northlan.gov.uk

Information Commissioner's Office

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner's Office, who can be contacted at

Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL or by e-mail to
casework@ico.org.uk