**Current HR Information**

It is vital that we have up to date information about the ability of all staff to return to work as the Local Authority is regularly collating this information so that they have workforce data to support their planning for when schools open and how this might happen if the workforce is reduced.

I would be grateful if all staff could complete this form and return to me by Wednesday at the latest.

|  |  |
| --- | --- |
| **Employee's name** |  |
| **Date** |  |

**Current contractual days/hours**

Please complete the table below with your current contractual working days/hours

|  |  |  |
| --- | --- | --- |
|  | **Morning** | **Afternoon** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

**Current availability**

Please complete the table below with which days/hours you are available to work (if you have some flexibility with your working days that would be appreciated e.g. if you normally only work mornings but could complete your hours at any time, please add afternoons to this table below).

|  |  |  |
| --- | --- | --- |
|  | **Morning** | **Afternoon** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

If you are not available for your current working days/hours, please provide details of your situation from the following options (please add X):

|  |  |  |
| --- | --- | --- |
| **Vulnerable Persons**  following stringent social distancing measures  Further information click [here](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adultshttps:/www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) | Aged 70 or older (regardless of medical conditions) |  |
| Under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab each year on medical grounds)  •chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis  •chronic heart disease, such as heart failure  •chronic kidney disease  •chronic liver disease, such as hepatitis  •chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy  •diabetes  •a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets  •being seriously overweight (a body mass index (BMI) of 40 or above) |  |
| Pregnant women |  |
|  | | |
| **Shielding Clinically Extremely Vulnerable persons** | NHS England has written to this group of people who are to self isolate until at least the end of June 2020. Further advice click [here](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/) |  |
|  | Protecting an extremely vulnerable person that you live with so only leaving your home when it's essential. Further advice click [here](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-you-live-with-someone-at-very-high-risk-from-coronavirus/) |  |
|  | | |
| **Self isolating**  Further advice click [here](https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/) | Has symptoms, working from home during self isolation (7 days if you do not still have a high temperature) |  |
|  | Has symptoms, cannot work from home during self isolation due to role (7 days if you do not still have a high temperature) |  |
|  | Has symptoms and cannot work during self isolation due to illness (7 days if you do not still have a high temperature) |  |
|  | A family member has symptoms (14 days from the day their symptoms started) |  |
| Date self isolation started (DD/MM/YY) |  | |

**PLEASE NOTE:** if your situation changes at any point please complete a new form and email it to head@ as soon as possible.

The information on this form will be confidentially processed by the Headteacher and/or Office Manager for absence reporting and sick pay purposes. When we return to school, copies will be kept on staff personnel files.

All information about staff availability and absence reported to the Local Authority is anonymous and will not identify any members of staff.