

Dane Royd School

Key Worker Registration Form – Childcare Provision During School Closure Due To Coronavirus

**All information in this document is regarded as confidential\***

**Every child who attends must complete a registration form**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contacts: Name/Address/Telephone Number**

Contact 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of person collecting if different from above** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

Health Problem: medication/allergies/dietary needs. Problems with sight/hearing/speech etc Yes No

**\*\*In an emergency do you give permissions for staff to administer first aid?** 

In an emergency we would make every effort to contact a parent/carer/emergency contacts. If this is not possible who should we contact?

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yes No

\*\*Does your child require medication to be administered during the day?  

Please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Doctor: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Only the child’s own parent/carer may collect at the end of the session unless previously arranged with relevant notification and consent.

Dane Royd School cannot accept responsibility for the child’s possessions or valuables whilst they attend the setting.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Article 6(c) of the General Data Protection Regulation EU2016/679

\*\*These consents will remain in place until your child leaves school or you let us know that you would like to change these consents.

You can change your mind at any time; you can let us know by emailing admin@daneroyd.wakefield.sch.uk, calling the school on 01924 242917, or calling in to the school office.

**CONDITIONS OF USE – PLEASE CROSS EVERY SENTENCE TO SHOW YOU HAVE READ AND AGREED. THESE FORMS NEED TO BE RETURNED AS SOON AS POSSIBLE PLEASE.**

**Provision**

* I understand that the provision is childcare and not ‘school’.
* I appreciate that should it become impossible for Dane Royd School to staff the provision due to staff illness or self-isolation, then the childcare provision will cease with immediate effect. We will ensure that you are directed to alternative provision as greed by the Local Authority.
* My child will enter and be collected from the specified areas as follows. EYFS & Key Stage 1 from outside Nursery and Key Stage 2 from outside Extended Schools. Parents to stand 2 metres away from the door to minimise face to face contact with staff.
* I understand that no parent/carer will be allowed into the building (unless in a medical emergency)
* Children should attend with enough food appropriate for the length of time they are staying (breakfast, lunch and dinner if necessary). If they qualify for a free school meal this should be made known to us. Please provide a water bottle.
* As our first point of contact is via email, we request all parents to **OPT IN** to a group Key/Critical worker email system. ***By ticking/crossing this box, you are agreeing to this.***

**Health risks**

* I understand that the school and parents/carers need to undertake as stringent practice as possible to reduce the risk of transmission of the virus.
* I understand that the school is a childcare provision, and although the school will try their upmost to limit any contact, there is a risk that my child may have social contact with other children.
* I understand that the adults working in school will try to adhere to the Public Health England guidance and will always try to maintain social distancing, however, they are caring for children and may – at times- be working closer than 2 metres in distance from them.
* I understand that whilst the school will endeavour to regularly clean the areas used and will engage in frequent hand-washing, we are unable to guarantee a virus-free school.
* I will ensure my child has high levels of hygiene and cleanliness to reduce the risk of transmission.

**Clothing/personal wear**

* I will endeavour to ensure that my child is wearing school uniform and if attending from a different school their own uniform. If the child does not have a uniform, they should have appropriate practical clothing and foot ware. They should bring a coat and PE kit.
* Where practicable, my child will wear clean clothes to school each day (to reduce the risk of transmission)
* Any watches/jewellery are to be removed as the virus is known to live on objects for a number of hours. Guidance shows it is best practice to remove any unnecessary personal-wear.
* My child will not bring any items in from home except necessary medication (handed to a member of staff on arrival) and their packed lunch if that is their choice of lunch.

**Medication/Illness**

* I will not bring my child to the school if they have any symptoms of the coronavirus or if anyone in the household has symptoms. I will isolate my child and household for the recommended time stated by Public Health England. (14 days)
* If my child has any medication for asthma, allergies or any other conditions, I will ensure they have the correct medication with them every day with their name clearly written on. I understand that this medication iwll come home every day, (incase the school has to close). It is my responsibility to ensure the medication is in date.
* I will inform a member of staff on arrival of any medication given, (eg Calpol) before they come to school.
* Children are allowed to bring their own hand sanitiser/moisturiser in to school. All individual items must be clearly labelled with your child’s name.
* I understand that if my child displays any symptoms listed in the Public Health England guidance, (a dry, persistent cough and/or a temperature of 37.8 or above) they will be asked to sit in our ‘quiet room’ (isolation bay). Your child will then need to be collected from the Year 2 classroom door. I will be contacted and asked to collect them as soon as possible. If I cannot be reached, the other contacts given will be called. I understand that the school staff will not have to prove or justify their decision about their illness.
* I understand that if my child falls seriously ill, school staff will contact emergency services for assistance.

We are fully here to support all of our Key/Critical workers and their families in these uncertain times. Our main priority as a school is to keep children, staff and parents as safe as possible whilst on our premises,

Please note, these plans may change as the situation progresses and new/amended Government guidance is released. This information will be shared via your email address shared on the registration form.

We thank you for your continued support and wish you and your families well in the coming weeks.

Yours Sincerely

The Senior Leadership Team