

Childcare

I am a key worker and have been given access to the school provision for children of key workers, I have chosen not to use this. What arrangements will be in place for my pay?

Unless it is possible to work from home, key workers are required to attend the workplace to ensure essential services can continue to be delivered. If you are unable to work because you have chosen not to send your children to school you can request to take annual leave or unpaid leave to cover the period.

If you have any concerns about the safety of your children at school please contact the Head Teacher for more information on the safety measures in place.

Schools are closed, I have no childcare, what can I do?

We appreciate that this is a difficult situation and your children need cared for. At the same time, we also need to maintain our critical services and support our community.

If you have not been identified as a Key Worker and normal care arrangements are disrupted, either as a result of school or early years setting closures or because the person who normally provides child care is shielding, you should discuss with your line manager whether it is possible for you to work from home. The council has suspended the flexi system to enable you to work more flexibly from home and to support you in meeting your caring responsibilities. You should discuss with your line manager any amendments that you may need to your work arrangements. This may include a change to your working pattern, hours or alternative duties.

To further support homeworking, or where homeworking is not possible, we ask that you explore all options for caring responsibilities. Consider whether caring responsibilities could be shared with someone in your household or what other informal childcare arrangements could be put in place in accordance with [Scottish Government regulations](#). Further information on permitted childcare arrangements can be found on the [parent club website](#)

If you are a Key Worker whose children attend a West Lothian school and you are required to attend the workplace, with no alternative arrangements to care for your children during school hours, then you can apply for your children to attend their normal school. If you have not already been allocated a place and you would like to request a place you should email: keyworkers@westlothian.gov.uk

If, having considered and exhausted all options for alternative or shared childcare arrangements, and it is not possible to make amendments to your working arrangements to allow you to work from home, paid leave will be granted on a case by case basis.

Shielding

I am on the shielding list and have received a letter from the Chief Medical Officer, what should I do?

On 4 January 2021, the First Minister announced that people at highest clinical risk from COVID-19 ('shielding') should work from home, and if they cannot do so, they should NOT attend work until at least the end of January.

If you have received a letter from the Chief Medical Officer, you should contact your line manager to discuss what arrangements can be made to enable you to work from home. Where it is not possible for you to work from home, you will be granted paid special leave for the period that the additional protection measures are in place for people at highest clinical risk from COVID-19.

Someone in my household has received a letter from the Chief Medical Officer, what should I do?

If someone in your household is at highest clinical risk from COVID-19 ('shielding') you should strictly follow [physical distancing](#) and hygiene measures to protect them.

The current advice for everyone is to work from home where possible. If you are not already working from home you should discuss with your line manager what arrangements could be put in place to enable you to work from home.

Where it is not possible for you to work from home, you should continue to attend the workplace. The council has conducted workplace risk assessments in all council buildings and has taken appropriate measures to minimise risk and enable physical distancing. Your line manager will be able to provide you with further information on the specific control measures in place at your workplace.

My child has received a letter from the Chief Medical Officer and will not be attending school, what should I do?

Only vulnerable children and the children of key workers can access onsite school provision.

If you are a key worker and your child will not be accessing the onsite school provision because they are shielding, you should discuss with your line manager whether it is possible to make arrangements for you to work from home. Where this is not possible, we ask that you explore all options for caring responsibilities. Consider whether caring responsibilities could be shared with someone in your household or what other informal childcare arrangements could be put in place in accordance with [Scottish Government regulations](#). Further information on permitted childcare arrangements can be found on the [parent club website](#)

If, having considered and exhausted all options for alternative or shared childcare arrangements, and it is not possible to make amendments to your working arrangements to allow you to work from home, paid leave will be granted on a case by case basis.