

**COVID 19**

**Frequently Asked Questions (FAQs)**

**12 June 2020**

**Please note – these questions are based on the latest information available at the time, and we reserve the right to change and update our position, depending on the latest advice available and also based on service needs**

**Schools FAQs – No 2**

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| **Q1.** | **What support is Derby City Council recommending to schools be provided for BAME (Black, Asian and Minority Ethnic) colleagues?**  As you will have seen in the media, there is emerging UK and international information suggesting that some people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately impacted by Covid-19. Whilst we know there are factors emerging that can put certain populations at higher risk, we understand that given this disproportionate impact for our BAME colleagues, this can be an even more uncertain and concerning time.  Derby City Council has written to its BAME colleagues to offer support and offer a COVID-19 BAME risk assessment. We’ve put together a tool kit for our managers, including a risk assessment form and also guidance about having a sensitive conversation. We’ve attached the toolkit here, as well as a copy of the letter we’ve sent to our BAME colleagues.  We know that many schools will already have abeen offering appropriate support to your BAME colleagues. The Council advises its schools to engage with their BAME colleagues, and have a supportive conversation, offering a COVID 19 BAME risk assessment. |
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| **Q2.** | **Should a school offer a BAME Risk Assessment to (Black, Asian and Minority Ethnic) Agency/Supply workers?**  The Council is offering the supportive conversation and risk assessment to BAME agency workers currently working with us, and we would advise that schools should also offer this to any BAME agency/supply workers working with you. |
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| **Q3.** | Who are Derby City Council defining as vulnerable people? Schools should refer to the following [COVID 19 Who are we defining as Vulnerable People Guidance](https://iderby.derby.gov.uk/coronavirus/latest-advice/managing-absence/) to understand who the Council is defining as vulnerable people. |
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| **Q4.** | **Has the advice been revised for shielding and protecting people who are clinically extremely vulnerable from COVID-19?**  On the 31 May 2020 revised [government guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) was updated for people who are shielding.  The advice Derby City Council is providing is that colleagues who are shielding remain vulnerable and should continue to take precautions. Colleagues can now leave their home if they wish, as long as they are able to maintain strict social distancing.  If a colleague does go out they should take extra care to minimise contact with others by keeping 2 meters apart. This guidance will be kept under regular review by the government.  Schools may find that colleagues who are not in the extremely vulnerable group who have been shielding are now looking at returning to work. Derby City Council are advising that in this circumstance that a [risk assessment](https://iderby.derby.gov.uk/media/intranet/documents/healthandsafety/policiesandguidance/risk-asessment-blank-form-Sept-2012.doc) is completed.    Schools should ensure they offer any support available to colleagues returning to work and look to address the concerns raised.  Colleagues can also get support from our AXA Employee Assistance Programme and discuss how you are feeling. Please obtain contact information from your Head. |
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| **Q5.** | **Derby City Council has received a number of queries from schools about colleagues who are working from home or concerned about returning to work. We thought it would be helpful to set out below the approach the Council has taken in the following circumstances.**  **Will a colleague be classed as working from home if they look after a child who needs to self-isolate or is at home due to their nursery being closed?**  The Council recognises that a colleague may need to be at home if their child is at home due to school or nursery closures or if the child is self-isolating, either because they or another member of the household has symptoms.  If a colleague is symptom free and they are able to work from home, the advice is that the colleague should be encouraged to talk to their School and discuss how best they can effectively work with a child/children at home for example by adopting a different working pattern.  If it is not feasible for a colleague to work whilst their child is off nursery, and you have explored all other alternative work arrangements, the approach for Derby City Council colleagues is that for pay and salary to remain in place all contractual provisions should be explored, including other leave provisions if alternative work cannot be provided.  If a colleague or child care self-isolating, they you need to [follow the government advice regarding self-isolation](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).  **If a colleague is working from home because of COVID 19, and their child’s school/nursery has closed, if they are struggling to complete their daily contracted hours as part of their homeworking arrangements, will they be required to take leave in this circumstance?**  Derby City Council expects all colleagues to perform their duties and be flexible to ensure they fulfil their contractual requirements. Colleagues should be flexible and work together with their partners and care providers to maximise the time they are able to work. It is advised that Schools may need to look at flexibility of the duties that can be carried out where possible. Schools should also consider contacting colleagues and discuss any concerns they may have and agree alternative arrangements.  If a solution cannot be agreed the School may need to accept that there may be a reduction in work output. In this situation, it may be necessary to record any balance of hours of work that you have not been able to complete as authorised. Any work that has been completed should be recorded and a record kept.  **If a School colleague has caring responsibilities for a vulnerable adult who usually accesses support from a service which is now closed due to COVID-19. What can the school do?**  Derby City Council recognises that a colleague may need to be at home temporarily if they have caring responsibilities for a vulnerable person who is now at home and we would advise schools to do the same.  We would suggest that the School discusses with the colleague if they can work from home, including how best a colleague can effectively work with a vulnerable adult at home for example by adopting a different working pattern.  If it is not feasible for the colleague to work whilst the vulnerable adult is home and all other alternative work arrangements have been explored, the school may need to accept this. The message for all Derby City Council colleagues is that for pay and salary to remain in place all contractual provisions should be explored, including other leave provisions if alternative work cannot be provided. |
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