

STAFFING CONTINGENCY PLAN

in the Event of a Business Continuity Issue

St Joseph's Catholic Primary School, Worcester

'following Jesus in all we do'

This contingency plan describes how the school would manage the provision of education, in the event that there is a business contingency issue e.g. too few staff for the school site to operate.

It is important that this plan is reviewed regularly and kept up to date with changes in national guidance. It is the school's responsibility to stay up to date with current, new and emerging national guidance.

Role	Who
Production of the plan	Mrs Louise Bury (Headteacher)/ and previous Deputy Headteacher
Authorisation of the plan	Helen Pretty (SIA) and Dr Vincent Brennan (Chair of Governors)
Updating the plan in the light of new guidance and situations	Mrs Louise Bury / Miss Marina Annese
Review of the plan	Mrs Louise Bury and Miss Marina Annese
Implementation of the plan	Whole Staff

LEVELS

Levels at which staffing issues might arise:

Level 1	Year Group and Pre-School
Level 2	A whole Key Stage
Level 3	More than 1 Key Stage OR school department*

*Cleaning, office, kitchen, lunchtime supervisors

ORGANISATION

Based on the levels outlines above, the following actions will take place in the event of staffing shortages at each level.

Levels 1 & 2

Action 1	Headteacher/SLT member and the Office Manager will attempt to source supply cover internally and externally
<i>In the event no cover can be put in place:</i>	
Action 2	Headteacher to contact Chair of Governors (Vincent Brennan) and SIA (Helen Pretty) to inform them of the subsequent actions to be taken and to request approval
Action 3	Headteacher to inform parents (via the school website and text message) of any Year Group or Key Stage closures
Action 4	A member of SLT will be onsite and at the gates for any arrivals in the event that parents have not picked up the closure message
Action 5	Teachers/Line Managers prepare and share 'holding activities' for the following day (refer to the Remote Learning Policy* updated for 2022-2023)
Action 6	Virtual learning commences in line with the Remote Learning Policy
Action 7	Reimplement of the Emergency Register Contact, for vulnerable families who are not accessing school site

Level 3

<i>Percentage of staff, from various school departments, has met the threshold ** at which there are implications on Safeguarding</i>	
Action 1	Headteacher/SLT member and the Office Manager will attempt to source supply cover internally and externally
<i>In the event no cover can be put in place:</i>	
Action 2	Headteacher to contact Chair of Governors (Chris Bills) and SIA (Helen Pretty**) to inform them of the subsequent actions to be taken and to request approval
Action 3	Headteacher to inform parents (via the school website, text message, and the county portal) of school closure
Action 4	A member of SLT will be onsite and at the gates for any arrivals in the event that parents have not picked up the closure message
Action 5	Teachers/Line Managers prepare and share 'holding activities' for the following day (refer to the Remote Learning policy)
Action 6	Virtual learning commences in line with the Remote Learning Policy
Action 7	Reimplement any lockdown policies or procedure (from 2020/2021) that are appropriate eg. the emergency register contact for vulnerable families

***The threshold for school departments at which safeguarding is compromised:*

YG/Preschool – 50% Cleaning - 60% Lunchtime staff – 50% kitchen - 66% office - 66%

REMOTE LEARNING

Levels 1 & 2

- Year Group close and virtual learning takes place **IF** staff are well enough to plan and deliver lessons online.
- When teaching online, staff must plan and teach in line with the remote learning policy.
- If both year group partners are ill, a member of SLT/ELT will access the online planning folder and manage the virtual learning for that Year Group.

Level 3

All of the above will apply and the whole school will be closed for a 'circuit breaker' of 3 days. The 'circuit breaker' will then be reviewed daily, from day 3, to assess when it is safe to reopen the school site. The SLT and Safeguarding Team will decide on how the vulnerable pupils will be provided for within the school setting to ensure we provide the best quality education for these pupils and to meet their safety needs.

SUPPORTING DOCUMENTS

- Remote Learning Policy

Revised November 2022 by Louise Bury (HT) and Marina Annese (Deputy Headteacher)