

Headteacher Strike Action Checklist

Phase/Section	Actions/Checklist Items
Before Strike Dates Are Confirmed	<ul style="list-style-type: none"> • Monitor updates from HR, Local Authority/Trust and unions • Review staffing structure (teachers, support staff, safeguarding roles, first aiders) • Identify critical posts required to open safely • Prepare an early contingency plan (full opening / partial opening / closure) • Check capacity for remote learning if needed • Ensure up-to-date contact details for parents and staff
When Strike Dates Are Announced	<ul style="list-style-type: none"> • Notify Governing Body / Director of Education/HR • Meet with Director of Education, HR and stakeholders to plan communications and risk assessment • Ask staff voluntarily if willing to work (no pressure) • Start risk assessment for safe staffing levels • Meet with the unions to try and resolve the issues • Involve ACAS if a third party is required to help to reach an agreement
Risk Assessment	<ul style="list-style-type: none"> • Evaluate number of teachers available • Check availability of designated safeguarding lead • Confirm first aid and medication-trained staff • Assess supervision ratios (EYFS, SEND, playground, lunch cover) • Review ability to provide meals (kitchen staffing) • Ensure safe site operation (cleaning, caretaking) • Decide if school can remain: Fully open / Partially open / Closed to most pupils • Share risk assessment with HR, Director of Education and key stakeholders
Communications	<p>Staff: Issue neutral, factual information Remind staff not to disclose intention to strike unless they choose to Maintain respectful, professional tone</p> <p>Parents: Send early update about potential disruption Confirm final opening/closure arrangements Identify priority pupils for on-site provision</p> <p>Governors/Director of Education: Provide short update on disruption planning and risk assessment</p>

Phase/Section	Actions/Checklist Items
	Communicate to any other key stakeholders
Preparing for the Day of Action	<ul style="list-style-type: none"> • Confirm which staff will be onsite (voluntarily declared) • Finalise staff deployment plan • Ensure DSL is available • Arrange safe supervision groups • Prepare remote learning activities (reasonable, not excessive) • Ensure the school office is staffed • Confirm arrangements for: Lunch service, Transport (if applicable), First aid cover • Brief senior leaders on expectations and conduct
On the Strike Day	<ul style="list-style-type: none"> • Carry out registers for attending pupils • Ensure safeguarding arrangements are active • Maintain neutrality regarding industrial action • Do not direct staff to break industrial action or undermine it • Ensure any picketing is peaceful and outside the school boundary • Send completed impact on the service form to the Director of Education and HR4schools@harrow.gov.uk for schools that have HR SLA with the LA. • Communicate the services affected to relevant stakeholders such as the national employers, members, London Council etc.
After the Strike	<ul style="list-style-type: none"> • Record staff participation for payroll • Notify Payroll of the deductions • Review what worked well and what needs improving • Reassure staff and rebuild team cohesion • Update governors/Director of Education