



## Headteacher Strike Action Checklist

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

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