



## EVERSLEY PRIMARY SCHOOL

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### Operation of SPS Model Policies and Procedures in Exceptional Circumstances

During any periods of exceptional local or national circumstances, for example, where social distancing is a requirement, it may be necessary and appropriate to temporarily operate and progress individual cases using adopted policies and procedures, or aspects of them, by alternative means. This could include, for example:

- Utilising telephone and video-conferencing for investigations, meetings and hearings via electronic methods such as Skype, Microsoft Teams or similar
- Where meetings are able to be held in physical form, observing any requirements for travel and social distancing that may be in place
- Putting in place any other changes or adjustments that may be prudent and practical in the prevailing circumstances, e.g. adjustments to timescales set out in policy and procedure documents.

It should be noted that, in such exceptional circumstances, each case will be assessed individually by Headteachers/Governors and the Schools Personnel Service (or HR Provider), in consultation with the relevant Professional Association/Trade Union, in terms of the appropriateness of progressing it and any adjustments that may be required. When considering each case, factors that will need to be taken into account when deciding to proceed, or otherwise, may include, for example:

- The type of case
- The nature of the case
- Whether it is a safeguarding matter
- Whether it involves potential gross misconduct
- Stage of the process already reached, if it is a pre-existing case
- The impact of any delay
- Whether the matter is employee or employer led
- The need to resolve matters for the benefit of all concerned, inc. the employee
- The practicalities of proceeding or otherwise
- The views of all parties involved in the case."

Dated: April 2022

Next Review Date: April 2024

