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East Dunbartonshire Council

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People Matter

Education, People & Business

Education Procedure Manual 2/17

INDUSTRIAL ACTION BY TEACHERS

For

**Teachers and Employees on Scottish Negotiating Committee
for Teachers (SNCT) Conditions of Service**

Effective from: APRIL 2025

Education, People & Business



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本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
	Oct 1998	<ul style="list-style-type: none"> Transferred to new template Updated job title terminology Attached form removed to be stand-alone form. 	28/03/25	1.0

GDPR Statement

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Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

1.0 Purpose

- 1.1 This procedure manual offers advice and guidance to all head teachers on occasions where the school is affected by industrial action.

2.0 Scope

- 2.1 This procedure applies to all Heads of Educational Establishments across East Dunbartonshire Council in the circumstances when industrial action is taken by teachers.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
- SNCT Handbook
 - Equalities Act 2010
 - PM2/17/F01: School Record of Reports on Industrial Action by Teachers.

4.0 Procedure

- 4.1 The guiding principle which should constantly be borne in mind when faced with industrial action is that the service should be maintained at as high a level as possible in the circumstances. Every step should therefore be taken to ensure that the provision made is commensurate with the staffing resources available, however depleted they might be by withdrawal of service.
- 4.2 If a Head Teacher intends to take industrial action and withdraw their services the Chief Education Officer must be advised, and they will act on behalf of the absent Head Teacher.
- 4.3 When industrial action is proposed, or is taken without prior warning, the Head Teacher may be able to ascertain which teachers are involved as well as the nature and likely duration of such action as delegated by the Chief Education Officer. In the light of this information the Head Teacher should decide how the highest level of education provision can be achieved with the resources available, ensuring the safety of staff and pupils at all times. In formulating alternative arrangements care should be taken to avoid unnecessarily exacerbating matters.

The Head Teacher may wish to consider the following points on reaching a decision:

(a) Primary Schools

Head teachers and depute head teachers who do not normally have a regular teaching responsibility would only be expected to teach the classes of teachers who withdraw their services in circumstances where children might otherwise require to be sent home without notice.

(b) Secondary Schools

Consideration should be given to:

- (i) Instructing certain class/year groups to attend and arranging for them to be taught the subjects timetabled by any of their own teachers who are present: care should be taken to observe national agreements with regard to class size and preparation/correction time for the teachers concerned. With such an arrangement it would be possible for limited educational provision available to be shared by all the pupils and no one group would be more disadvantaged than another.
- (ii) Arranging for pupils to follow their normal timetables as far as possible or instructing to attend only those class groups some or all of whose teachers have indicated their intention to work. At a period when no teacher was available the pupils could have supervised/unsupervised study/recreation or they could be asked to attend only at the times their teachers are available.

4.4 When a decision has been made on a course of action, the Head Teacher should:

- a) Discuss with the Chief Education Officer to apprise them of the situation and of your proposed action to deal with it. You must not close the school without the agreement of the Chief Education Officer.
- b) Inform parents, in writing, of any industrial action which will affect the school and the action the school/Council propose to take. The letter should be structured in positive terms and should stress the requirement for the pupils to attend for who provision has been made. It should also indicate if school meals will be available or alternative arrangements for the provision of the catering service.
- c) Inform non-teaching staff and any external agencies likely to be affected (catering service, transport, police, crossing patrols *etc.*).

4.5 Each subsequent day on which industrial action continues to affect the normal running of the school the Head Teacher should report the position in their school to the Chief Education Officer by telephone before 1030 hours. If the Head Teacher is participating in industrial action, they must inform the Chief Education Officer, as section 4.2. Where teachers' action disrupts the direct provision of education to pupils the Head Teacher should state:

- a) school roll,
- b) number and year groups of pupils instructed NOT to attend,
- c) number and year groups of pupils sent home in the course of the day,
- d) b + c as a percentage of a,
- e) an indication of the extent to which the education of pupils in attendance throughout the day was disrupted,
- f) number of teachers on establishment (actual number of people, not the FTE),
- g) number of teachers taking action (actual number of people, not the FTE),
- h) g as a percentage of f,

- i) the nature of the action taken by teachers,
- j) the reason for the teachers' action.

A written record of these telephone reports should be maintained by you on form PM2/17/F01: School Record of Reports on Industrial Action by Teachers.

It is recognised that head teachers may from time-to-time face situations which are particularly confusing and where the precise number of teachers taking action and number of pupils affected cannot quickly be determined. Such circumstance should not inhibit the submission of an early report to the education office giving a broad outline of the situation, backed up by a further report as soon as matters are clarified later in the day.

- 4.6 Salary may be deducted by the Council in accordance with the Scottish Teachers' Salaries Memorandum where teachers take action which places them in breach of contract.

The Head Teacher should therefore submit in writing to the Chief Education Officer the name of any teacher who withdrew their services or who failed to carry out the duties prescribed. A list of such teachers should be compiled daily during any period of industrial action affecting the school and submitted to the Chief Education Officer by the following day. It should state the teacher's full name and employee number to avoid possible confusion and should indicate the nature and duration of the action taken by the teacher.

- 4.7 The Head Teacher should take all reasonable steps to ensure the safety and welfare of the pupils and staff for whom they have an overall responsibility.