

### COVID-19: Workload Checklist

The COVID-19 pandemic has required schools to make significant changes to their working practices in order to remain safe and to secure and provide continuity of learning for pupils.<sup>1</sup> The demands facing teachers and school leaders are unprecedented and mean that employers must take all possible steps within their control to ensure that all staff are supported as effectively as possible.

The NASUWT has published an extensive suite of guidance and support materials on managing COVID-19 in schools. However, given the rapidly changing circumstances during the pandemic, it is important that members continue to stay updated on latest developments and advice via the NASUWT website.

The NASUWT's Frequently Asked Questions on the website [www.nasuwt.org.uk/CoronavirusFAQs](http://www.nasuwt.org.uk/CoronavirusFAQs) are available in the first instance where members have questions or concerns about practices in their workplaces.

Where concerns raised by members relate to whole-school or employer-wide policies and practices, it is important that members alert the NASUWT as soon as possible.

The NASUWT coronavirus checklist provides a list of questions that will enable members to continue to work safely and effectively during the pandemic.

Members can use the NASUWT coronavirus checklist to:

- (i) protect and safeguard their health and safety and ensure that their workload and working practices are manageable and sustainable;
- (ii) assess whether their employer's practices are appropriate and acceptable;
- (iii) raise any concerns with their line manager/headteacher/principal; and
- (iv) alert the NASUWT to specific issues affecting the maintenance of safe and sustainable working practices in their schools.

*(continued overleaf)*

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<sup>1</sup> Reference throughout to schools also includes members in Sixth Form Colleges, Further Education Colleges, Early Years and Alternative Provision.

## CORONAVIRUS WORKLOAD CHECKLIST

**1. Are you required to carry out activities that are not related to the teaching and learning of pupils?**

It is good practice for schools to audit the full range of their activities to ensure that they are only asking teachers to carry out those that are necessary to ensure the continuity of learning, the safety of children and young people, and that COVID-19 security can be carried out in a sustainable way.

**2. Are you regularly or routinely expected to carry out activities that have not been workload impact assessed, including the conduct of marking, planning, assessment and remote education?**

Schools should not be carrying out practices that contribute towards excessive and unnecessary workload, particularly those related to marking, planning, and the use of data and assessment.

**3. Are you routinely required to undertake cover for absent colleagues?**

Other than for teachers who are employed wholly or mainly to cover (including supply teachers), teachers should not routinely be expected to cover for absent colleagues. Cover is not an effective use of a teacher's time. Teachers at a school should be expected only to cover for absence in circumstances that are not foreseeable. Given the ongoing nature of the pandemic, teacher absence as a result of COVID-19 is foreseeable.

**4. Are you required to carry out remote or blended learning activities where:**

- a) these activities have not been workload impact assessed in consultation with staff or the NASUWT?;**
- b) remote or blended learning activities do not reflect the NASUWT's principles of good practice on remote or blended learning?;**
- c) teachers have not been given timetabled time to plan, prepare and assess remote or blended learning activities?**

The NASUWT expects that schools implement approaches to remote and blended learning that have been workload impact assessed and that reflect the principles of good practice published by the Union.

**5. Are you required inappropriately to undertake livestreaming of lessons?**

Where livestreaming of lessons takes place, it is essential that it is based on the professional judgement of classroom teachers and that data protection and child safeguarding considerations are addressed fully, as advised in the NASUWT's live learning checklists.

**6. Are you expected routinely to contact pupils on a one-to-one basis in their homes?**

It is important that schools put in place appropriate systems to maintain contact with pupils who are not in school, ensuring that safeguarding and data protection requirements are followed at all times.

**7. Are you required to participate in drop-ins, learning walks or lesson observations?**

The NASUWT strongly encourages schools to discontinue the practice of lesson observations during the pandemic. Where lesson observations are required by statutory processes such as those for induction, probation or early professional development of new teachers, they should be underpinned by a competent risk assessment. Learning walks and drop-ins should also be discontinued.

**8. Have you been set inappropriate performance management/appraisal objectives that could be impacted as a result of the coronavirus pandemic?**

Schools should not undertake performance management/appraisal (including the setting of performance objectives/targets) in a way that fails to take into account the impact of the workload and availability of teachers and school leaders during the pandemic.

**9. Are you expected to participate in activities relating to 2021 examinations, assessments and qualifications series that are outwith the official guidance issued by the Government, awarding bodies or the qualifications regulator, or that seek to pre-empt official arrangements and guidance?**

With the continuing uncertainty surrounding the arrangements for examinations, assessment and qualifications in 2021, schools should not be seeking to undertake assessment activities that are not necessary to meet statutory assessment requirements or the requirements set for the awarding of qualifications in 2021.

**10. Are you expected to participate in mock inspection activities?**

Mock inspection activities, book looks and deep dives are not a requirement of the inspection framework. The NASUWT expects that these activities should be discontinued.

Members should seek advice from the NASUWT if they have concerns about any whole-school or employer-wide practice that is impacting adversely on their workload and working conditions.



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