# UCT EDUCARE INDUSTRIAL ACTION PLAN

## OVERVIEW

The purpose of the Industrial Action Plan is to ensure that UCT Educare has measures in place to manage activities, including emergencies, during industrial action. The plan outlines and identifies the process to follow and the role players and their duties.

The plan covers the UCT Educare and will assist management, teachers, assistants, cleaners and parents when making decisions and with reporting during strike, picketing or protest action. The term, industrial action, will include picketing, strike and protest action.

The Educare is part of the University of Cape Town and as such will align with any decisions made by the University. This document gives clarity on how the Educare will synchronise its activities if the University deems it safe to do so for the duration of the industrial action.

## ROLES AND RESPONSIBILITIES

| ROLE | RESPONSIBILITIES |
|---|---|
| Head of school | • Inform parents of strike action<br>• Informs parent committee that they are needed to supervise classes if majority of staff participate in strike<br>• Informs director by relating information gathered on strike by 10:00<br>• If necessary, asks permission to close school to ensure safety of children, parents and staff |
| Operations Coordinator | • Determine how many staff are on strike<br>• Gather and summarise information related to situation and informs Head before 10:00<br>• Keeps record of acts of intimidation and misconduct<br>• Reports damage to facilities and intimidation of non-strikers |
| Secretary | • Assists EMT |
| Curriculum Coordinator | • Group classes together under teachers not striking<br>• Plans lessons and activities |
| Teachers and Assistant Teachers | • Assists where needed if not on strike |
| Non-teaching Staff | • Does cleaning where assistants cannot clean due to no teacher |
| Parent Committee | • Supervise classes where there are no teachers |
| Parents | • Send updated information to class teacher and/secretary<br>• Inform the Educare of absence so that it will not be assumed that industrial action is the cause<br>• Inform Educare of intimidation or misconduct |

## MANAGEMENT & OPERATION PLAN

As soon as the University is alerted of industrial action, the school will communicate the plan of action to parents, guardians, and stakeholders. All staff need to be notified of their right to strike and the right of the employer to apply the 'no work no pay policy'. The strike must be legal for it to be recognized.

**NON-STRIKING STAFF**

All non-striking staff need to be at work to continue the service they are responsible for. If there is danger in getting to Educare then the line manager should be contacted to inform them of absence. Leave will be taken if a staff member cannot attend work.

**TEACHING**

Teaching needs to continue with staff who are present. Curriculum Coordinator needs to prepare work sheets and activities that can be done by learners who will be supervised by parent strike action committee and teaching staff who are present. Depending on the severity and length of strike, online lessons can be done depending on teacher availability.

**PARENTS**

Parents need to advise Educare if they experience any intimidation or difficulty when dropping off or collecting their children. Up to date contact information needs to be provided to Educare in the event of an emergency. Where a child will be absent, parents are to communicate this to prevent assumptions of difficulties entering the University due to industrial action.

**EXTRA MURAL**

Extra murals can continue unless the safety of the vendor or child is threatened.