

Contingency and Adverse Effects Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



This is a controlled document and, as such, will be kept read only. Any changes must be approved by the Author.

Author	Version No	Date Approved	Review Date
Adam Smyth	V1.0	November 2024	November 2025
Adam Smyth	V1.1	September 2025	September 2026

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CONTINGENCY AND ADVERSE EFFECTS POLICY

1. INTRODUCTION

Hatfield Wick Education (HWE) is committed to maintaining continuity of education, safeguarding, and assessment delivery during disruptive events. This policy sets out how HWE will respond to contingencies or adverse effects that may impact teaching, learning, assessment, qualification delivery, or learner welfare.

Disruptions may include (but are not limited to) severe weather, public health incidents, IT failure, staffing shortages, safeguarding incidents, or centre closure.

Actions taken under this policy will align with current guidance from Ofqual, awarding organisations (including NCFE), the Department for Education, and local safeguarding partners

2. POLICY OBJECTIVES

This policy aims to:

- Ensure the continuity of education and assessments.
- Maintain compliance with **NCFE** and other regulatory requirements.
- Protect the safety and welfare of learners in line with **KCSIE**.
- Ensure fairness, equality, and reasonable adjustments under the **Equality Act 2010**.
- Support learners with SEND in line with the **SEND Code of Practice**.

3. SCOPE

This policy applies to all HWE staff, learners, and stakeholders involved in the delivery, assessment, and administration of provision.

4. KEY PRINCIPLES

Safeguarding and Learner Welfare: Learners' safety and well-being are prioritised during all contingency actions.

Equity and Inclusion: Reasonable adjustments and alternative arrangements are provided for learners with SEND or other vulnerabilities.

Transparency and Communication: Stakeholders are promptly informed of disruptions and actions.

5. COMMUNICATION FRAMEWORK

Localised Disruptions:

Communication with learners, parents/carers, staff, and commissioning schools is coordinated by the administration team in consultation with senior leaders.

Widespread or National Disruptions:

HWE aligns with Ofqual, DfE and awarding organisations. All changes affecting qualification delivery or assessment will be communicated promptly and documented.

6. KEY RISKS AND ASSOCIATED ACTIONS

Unavailability of Qualified Personnel

Risk: Insufficient staffing to deliver or assess courses.

Actions:

- Confirm staffing arrangements two weeks prior to course commencement.
- Assign substitute staff where necessary, ensuring qualifications and safeguarding requirements are met.

IT System Failures

Risk: Loss of access to digital resources, assessment materials, or communication platforms.

Actions:

- Maintain secure, encrypted backups of all assessments and learner data.
- Provide printable course materials and offline submission options.
- Consult NCFE for additional support and guidance.

Extended Centre Closure

Risk: Inaccessibility to physical premises due to severe weather, public health crises, or other emergencies.

Actions:

- Transition to remote learning platforms, ensuring accessibility for learners with SEND.
- Maintain regular communication with learners and staff via email, text, and online portals.
- Facilitate online submission and grading of assignments.

Inaccessible Assessment Evidence

Risk: Loss or damage of stored assessment evidence.

Actions:

- Store assessment evidence securely in both digital and physical formats.
- Implement regular audits of storage protocols.

Results Distribution Issues

Risk: Delayed or disrupted distribution of assessment results.

Actions:

- Liaise with awarding bodies to implement alternative distribution methods.
- Inform learners promptly of any changes or delays.

Withdrawal of Qualifications

Risk: NCFE or other awarding bodies withdraw a qualification or unit.

Actions:

- Identify alternative qualifications or pathways for affected learners.
- Facilitate transitions to new programmes or awarding bodies, prioritising learner outcomes.

7. SAFEGUARDING AND SEND CONSIDERATIONS

Safeguarding:

- The **Designated Safeguarding Lead (DSL)** oversees all contingency measures to ensure compliance with **KCSIE**.
- Vulnerable learners are given additional support during disruptions, including mental health and well-being resources.

SEND Support:

- Adjustments, such as extended deadlines or alternative assessment formats, are provided for learners with special educational needs.
- The SEND Coordinator ensures accessibility of remote learning platforms.
- No learner will be disadvantaged due to disability, vulnerability, or protected characteristics.

8. MONITORING AND REVIEW

Policy Review:

- This policy is reviewed annually or following significant disruptions, incorporating feedback from learners, staff, and regulators.

Compliance Monitoring:

- Regular audits ensure adherence to NCFE, Ofsted, and statutory requirements.

9. TRAINING AND AWARENESS

Staff Training:

- Staff receive regular training on implementing contingency measures and safeguarding learners during disruptions.

Learner Awareness:

- Information about contingency measures is shared during induction and through accessible communication channels.

By implementing this policy, Hatfield Wick Education ensures continuity, equity, and compliance during adverse events, safeguarding the welfare and educational outcomes of all learners.