

MACCA

Sports Academies

'Using sport as a foundation to develop great people'

Operational Contingency Plan (OCP)

Scenario	Trigger	Response	Who to inform?	Key Responsibilities		Timeline	
				Who	What	What	When
S1. Head of Programme (HOP) absence	HOP is unavailable	Regional HOP or Director to fill setting position	Regional HOP	Regional HOP	Attend setting and take on position of HOP for the day/Provide remote guidance and support to replacement HOP for period of support	Alert Regional HOP	Immediately after receiving notification of the HOPs absence
			Director	Director	Contact HOP and confirm any special arrangements for the period of absence,	Check safeguarding/first aid log and support where needed	ASAP and prior to the start of the day
			Setting Team Members	Setting Team Members	Oversee setting / Take on responsibility of HOP for period of absence	Redistribute responsibilities and implement provision	In line with daily timings

Scenario	Trigger	Response	Who to inform?	Key Responsibilities		Timeline	
				Who	What	What	When
S2. Programme assistant (PA) absence	PA is unavailable	HOP to confirm whether a replacement PA is required (If YES)	Regional HOP/Director	HOP	Attend setting and take on position of PA or reassign a PA to the setting ASAP	Alert Regional HOP	Immediately after receiving notification of the HOPs absence
			Setting Team Members	Setting Team Members	Redistribute responsibilities	Feedback on any element of provision that may not be able to be delivered due to PA's knowledge/experience	ASAP

Scenario	Trigger	Response	Who to inform?	Key Responsibilities		Timeline	
				Who	What	What	When
S3. Programme assistant (PA) absence	PA is unavailable	HOP to confirm whether a replacement PA is required (If NO)	Regional HOP/Director	HOP	Inform team and reassign responsibilities where required	Alert Regional HOP	Immediately after receiving notification of the HOPs absence
			Setting Team Members	Setting Team Members	Take on reassigned responsibilities	Feedback on any element of provision that may not be able to be delivered due to PA's knowledge/experience	ASAP

Scenario	Trigger	Response	Who to inform?	Key Responsibilities		Timeline	
				Who	What	What	When
S4. Setting unavailability due to emergency (eg fire, water leak, etc)	HOP/Director notified of setting being unavailable	HOP/Director to confirm a new venue (where time allows) or cancel the days' provision	Setting Team	HOP	Inform team and reassign potential remote responsibilities	Alert Regional HOP who may need to offer remote capacity for the provision and/or administration support with contacting parents/carers	Immediately after receiving notification of the setting being unavailable and any cancellation

Scenario	Trigger	Response	Who to inform?	Key Responsibilities		Timeline	
				Who	What	What	When
S5. Damaged equipment	Equipment check on setup/take down identifies damage to equipment	HOP to confirm whether repair to 'make good' or replacement is required	HOP	HOP	Attend setting and take on position of PA or reassign a PA to the setting ASAP	Alert Regional HOP	Immediately after receiving notification of the HOPs absence
			Setting Team Members	Setting Team Members	To be alerted to the equipment that has been repaired and monitor condition	Feedback on any element of provision that may not be able to be delivered due to PA's knowledge/experience	ASAP