



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

Omicron variant – SCRA contingency planning 17.12.21

Risks	Mitigation	Impact/action
Staffing		
Footfall and density in offices Travel to and from offices	Immediate increase in staff WFH. Staff to come into offices only for essential purposes	Adapt operating model to accommodate minimal numbers in offices including : <ul style="list-style-type: none">○ Print hubs○ Increased use of electronic papers○ Reduction in F2F hearings○ Virtual court hearings
Person to person transmission	Follow Health Protection Scotland guidance to ensure safety in offices	<ul style="list-style-type: none">○ Reinstate 2M physical distance○ Mask wearing when moving around○ Regular surface cleaning○ Regular hand washing and use of hand sanitiser○ Good ventilation
Person to person transmission	Follow FM advice to avoid work Christmas parties	Postpone all Christmas celebrations to the new year. <ul style="list-style-type: none">○ Ring fence wellbeing spending○ Protect flexi credit

Impact on staff health and wellbeing of home working	Full implementation of policies to ensure wellbeing	<ul style="list-style-type: none"> ○ Managers to ensure regular check ins and team meetings ○ Particular focus on staff with known mental health issues ○ Particular focus on staff with challenging home environments including domestic violence ○ Ensure staff have the appropriate kit to enable them to WFH ○ Managers to regular maintain contact with SOMs and each other for support ○ Support from HR Team as required
Impact on staff with caring responsibilities availability if children unwell or isolating at home	Regular communications to identify staff who have children who are unwell or isolating at home requiring whole household isolation	Managers to make appropriate adjustments to work load/working hours to accommodate caring responsibilities while self isolating.
Safety of offices which are under occupied	Ensure safety of office by carrying out regular checks	Follow guidance from Property Team to ensure safety of office including water systems.
Significant staff absence/unavailable for work as a result of sickness/self isolating	<p>Avoid transmission within teams by avoiding person to person contact</p> <p>Prepare to implement BC measures</p>	<ul style="list-style-type: none"> ○ WFH ○ Low density in offices ○ Avoid travel to offices ○ FACTS in offices ○ Be prepared to implement BC measures if staff numbers fall to critical levels ○ Cross locality support if available ○ Revisit Covid Prioritisation guidance ○ Reinstate Corona Virus Act
Hearings		
Footfall and density in hearing centres	Rebalance hearings diaries to increase virtual hearings	<p>Confirm VH model which accommodates increased capacity</p> <ul style="list-style-type: none"> ○ Fully virtual hearing

Travel to and from hearing centres	Reduce hearings in January to minimum to accommodate disruption and changes	<ul style="list-style-type: none"> ○ Virtual hearing with in person attendance where required for participation (CYPF only) <p>Confirm level of service wrap available to accommodate increased capacity</p>
Concern about F2F hearings from staff, panel members and all participants	Enable localities to make ad hoc arrangements to allow virtual participation	<ul style="list-style-type: none"> ○ VH Team to identify trainer/mentor for each locality ○ Localities to identify 3 members of support team to be trained in virtual hearing role ○ VH Team to provide guidance on ad hoc arrangements and when appropriate (consider excluding ND cases)
Person to person transmission in Hearing Centres	Follow Health Protection Scotland guidance to ensure safety in Hearing Centres	<ul style="list-style-type: none"> ○ Reinstate 2M physical distance ○ Regular surface cleaning ○ Regular hand washing and use of hand sanitiser ○ Good ventilation ○ Revisit capacity limits in all rooms ○ Minimise participants at F2F hearings ○ Reinstate mask wearing at all times ○ Ensure contact details are collected for all participants
Practice and Policy		
Expiry of CVA has removed flexibility on hearing scheduling and increased work volumes which may become unsustainable if staff absence is high.	Reinstatement of CVA	<ul style="list-style-type: none"> ○ Practice to raised urgently with Sponsor Team ○ Revisit and re-issue guidance on prioritisation
Business Continuity		
Staff absence or staff impacted by caring	Implementation of business continuity measures	<ul style="list-style-type: none"> ○ Managers to refresh selves on BC measures in event of critical staffing levels

responsibilities may result in staffing levels becoming critical		<ul style="list-style-type: none"> ○ Localities to refresh local BC arrangements including BC leads, Whats App and other out of hour communication methods ○ Cross locality support if available ○ Reinstate regular Covid Response calls ○ Regular updates from EMT ○ Guidance on Connect updated including FAQs
Communications		
Staff uncertain about impact of updated guidance	Regular communications across multiple channels	<ul style="list-style-type: none"> ○ Regular updates from EMT – by email and on Connect ○ Messaging from PR ○ Guidance on Connect updated including FAQs – increase prominence on home page ○ Reinstate regular Covid Response calls ○ Operational and HO managers to be updated by SOMs and EMT Heads. ○ Locality managers to maintain regular contact with teams ○ Update external communications including website ○ Regular communications with key partners using existing routes – CHS/SCRA update, CHCRG, CHIP website