



## **Withy Arts Contingency Policy**

Withy Arts recognises that in certain exceptional circumstances, project workers may not be able to deliver a session, due to illness, family crisis or attendance at a funeral. Withy Arts project workers will make every effort to mitigate the effects of such an event, especially if they have prior knowledge that they will not be able to make a session.

In the event of a project worker misses a session, the other project worker will deliver it on their behalf or alone (depending on whether the session was to be delivered by both workers or not).

The project worker who has missed a delivery session will then seek to offer alternative sessions to the project or additional input which compensates for the amount of time lost.

Withy Arts will recruit sessional workers who can be called upon to deliver a session at short notice.

Policy date: 28/09/16

Date of ratification by Withy Arts Trustees: 25/10/16

Review date: 28/09/17