Business Continuity Plan Policy

Reviewed on: November 2021
To be reviewed: November 2022

St George's CEP School
Wrotham
Kent

Signed by   Position held: Chair of Finance and General Purposes

Date: __/__/____

Signed by: Position held: Headteacher

Date: __/__/____

Ratified by the Full Governing Body on 18th November 2021

School Emergency Management and Business Continuity Plan

School Address	Old London Road, Wrotham, Kent, TN15 7DL
School Contact Number	01732 882401

Plan Administration	
Version number	
Date of issue	November 2020
Electronic copies of this plan are available from	Shared U Policies
Hard copies of this plan are available from	Donna Emirali
Location of emergency grab bag(s)	Headteachers Office
Date of next review	November 2021
Person responsible for review	Mrs D Emirali

Plan Distribution		
Name	**Role**	**Issue Date**

This plan is protected and confidential. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.

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SECTION 1 – INTRODUCTION

1.1 Aims and Objectives

To provide a flexible response to an emergency or disruptive incident so that St George's CE Primary School can:

- minimise the impact of an emergency or major incident,
- ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
- maintain high standards of welfare and duty of care arrangements for pupils, staff and carers,
- ensure that decision making and actions during the emergency situation are properly recorded,
- to minimise educational and administrative disruption within a school,
- to facilitate the return to normal working arrangements at the earliest time.

1.2 Scope of the Plan

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

- within the school during the school day,
- to the school outside of school hours,
- on school trips and journeys,
- to pupils on the way to or from school,
- from events immediately outside the school gates,
- from events that adversely affect an area wider that the school itself.

SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION

INCIDENT OCCURS

Headteacher or Deputy Headteacher alerted to the incident

Take immediate action to safeguard pupils, staff and visitors

Assess the scale, severity and impact of the incident

Call 999 if appropriate

Incident does not significantly threaten life and limb or the school's critical functions

Incident does not significantly threaten life and limb but does impact upon the school's critical functions

Incident does significantly threaten life and limb and the school's critical functions

SEMBCP not activated

Activate the Business Continuity section of the SEMBCP

Activate the full SEMBCP

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SECTION 3 – CONTACT DETAILS

3.1 School Emergency Management Team			
Name & Title	**24hr Telephone Contact**	**Email**	**Address**
Mrs E Rye	**01322 615346**	**headteacher@st-georges-wrotham.kent.sch.uk**	
Mr M Jones Deputy Headteacher	**01322 867966**	**teachermj@st-georges-wrotham.kent.sch.uk**	
Mrs D Emirali Office Manager/Secretary	**07596 792754**	**donna@st-georges-wrotham.kent.sch.uk**	
Mr P Manktelow Site Manager/Caretaker	**07917 881203**		
Mrs S Wood Chair of Governors	**01732 883995 / 07900 913969**		
Other			

3.2 Local Authority			
Name & Title	**24hr Telephone Contact**	**Email**	**Address**
Area Education Officer	08458 247 247		
Duty Emergency Planning Officer	01622 221 321	emergency.planning@kent.gov.uk	County Emergency Centre, 4th Floor, Invicta House, Maidstone.
Contact Centre	08458 247 247		

3.3 Stakeholders and Extended Services

Name & Title	24hr Telephone Contact	Email	Address
attached			

3.4 Other School Staff

Name & Title	24hr Telephone Contact	Email	Address
attached			

3.5 Other Organisations

Name & Title	24hr Telephone Contact	Email	Address

SECTION 4 – LOCAL AUTHORITY SUPPORT NETWORK

In the event of a school related emergency the proposed arrangement with the Local Authority is:

Incident Occurs

Headteacher is notified and School Emergency Management and Business Continuity plan is triggered

Access the Local Authority Support Network

Headteacher calls the Area Education Officer via the KCC Contact Centre 08458 247 247.

Headteacher:
- Nominates on-site co-ordinator
- Identifies on-site facilities
- Mobilises on-site team (if appropriate)
- Informs Chair of Governors

If you can not contact the AEO:

Call KCC Duty Emergency Planning Officer on 01622 221 321

LA Support Network will inform
- Director/DMT
- District Heads
- Press Office
- Educational Psychology
- Cabinet Members
- Property
- Health & Safety
- Emergency Planning Team

LA Support Network will standby or deploy SUPPORT TEAM OFFICERS

AEO/ASOO attends site to:
- Assist/advise Headteacher
- Determine support needs
- Take action accordingly

SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the School Emergency Management Team to carry out their roles and responsibilities once the SEMBCP has been activated. These checklists are a general guide, further actions may be required that are specific to the incident as it occurs.

4.1 Headteacher

Action	Completed by	Time
Activate the School Emergency Management Team.		
Commence a log of all action and decisions (see Appendix 1).		
Ensure safety/welfare of pupils and all adults in the care of the school.		
Identify any vulnerable pupils or adults needing specific support.		
Activate the Local Authority Support Network.		
Decide whether to keep pupils in classrooms and safe areas or consider evacuation (see Appendix 3).		
Consider activating school closure arrangements.		
Ensure that the SEMT are effectively carrying out their designated roles and responsibilities.		
Ensure that the school emergency grab bag has been collected.		
Liaise with the emergency services.		
Keep staff informed of the situation.		
Ensure Chair of Governors is kept informed of the situation and the response arrangements.		
Prepare information and advice to parents.		
Call meetings of the SEMT as required and ensure that the SEMT and LA receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.2 Deputy Headteacher

Action	Completed by	Time
In the absence of the Headteacher adopt their roles and responsibilities.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher about the situation.		
Commence a log of all action and decisions.		
Lead arrangements to ensure safety/welfare of pupils and all adults in the care of the school.		
Lead and direct all school staff to support decisions taken by the Headteacher.		
Seek advice from the Headteacher on whether to keep pupils in classrooms and safe areas or consider evacuation.		
If directed by the Headteacher – make arrangements for the evacuation of the school to designated evacuation points or back up location.		
If directed by the Headteacher – make arrangements to activate closure arrangements.		
Keep staff informed.		
Assist the Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.3 Office Manager/Secretary

Action	Completed by	Time
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Support the Headteacher and/or Deputy Headteacher in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP.		
Advise the Headteacher and/or Deputy Headteacher if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities.		
Ensure copies of the SEMBCP are available for the SEMT.		
Ensure that pupil records and registers are available.		
Ensure that pupil medical records are available.		
Highlight to SEMT any pupils that may need specific support.		
Ensure that parental/carer records and contact numbers are available.		
Ensure that staff records and contact details are available.		
Ensure that the visitor and pupil signing in/out book is available.		
Lead the office staff in assisting the SEMT with information needs and the emergency response.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Where possible cancel any planned visitors to the school.		
Advise service providers of the interruption to the normal arrangement for provision of goods/services to the school (catering/transport etc).		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.4 Site Manager/Caretaker

Action	Completed by	Time
Obtain as much information as possible from the office manager/secretary about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Ensure that emergency services are able to access the incident quickly and without obstruction.		
Ensure all building and gate keys are available.		
If required • Immobilise the gas supply, electricity or water supply (see Appendix 2).		
If required assist with evacuation.		
Where possible assist with ensuring the security of the school site.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.5 Chair of Governors

Action	Completed by	Time
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence log of all actions and decisions.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

SECTION 6 – BUSINESS CONTINUITY

6.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical functions are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' functions may need to be suspended at this time.

6.2   Critical Function Analysis and Recovery Resources

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3rd Party Dependencies
1	Deliver a timetable of education for Year 7	7 days	1 day	1 member of qualified staff per ? pupils with key resources	1 member of staff qualified to ? standard per ? pupils	N/A	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A
2	Maintain Attendance Records	7 Days	1 day	Maintain paper records	1 trained member of staff	N/A	N/A	Paper record sheets	N/A

6.2.1 Strategies for Continuity of Services

	Arrangements to manage a loss or shortage of Staff or skills *Please add/amend/delete as appropriate*	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Use of temporary staff e.g. Supply Teachers, Office Staff etc.	
b.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave.	
c.	Using different ways of working to allow for reduced workforce, this may include: • Larger class sizes. • Use of Teaching Assistants, Student Teachers, Learning Mentors etc. • Virtual Learning Environment opportunities. • Pre-prepared educational materials that allow for independent learning. • Team activities and sports to accommodate larger numbers of pupils at once.	
d.	Using mutual support agreements with other Schools: emergency secondments.	
e.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	
f.	As a last resort, providing a child-minding (rather than educational) service using the above volunteers and remaining staff (to less impact on local and wider economy).	
	Arrangements to manage loss of technology /	**Further Information**

	communication / data / power *Please add/amend/delete as appropriate*	(e.g. Key contacts, details of arrangements, checklists)
a.	Back–ups of key school data e.g. CD or Memory Stick back–ups, photocopies stored on and off site, mirrored servers etc.	
b.	Reverting to paper-based systems e.g. paper registers, whiteboards etc.	
c.	Flexible lesson plans.	
d.	Emergency generator e.g. Uninterruptible Power Supply (UPS).	
e.	Contact the utility company responsible or appropriate repair contractor.	
f.	Emergency lighting.	
	Arrangements to manage denial of access to your premises or loss of utilities *Please add/amend/delete as appropriate*	**Further Information** (e.g. Key contacts, details of arrangements, checklists)
a.	Using mutual support agreements with other Schools.	
b.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	
c.	Virtual Learning Environment opportunities.	
d.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	
e.	Off-site activities e.g. swimming, physical activities, school trips.	
f.	Stagger lessons across break times and lunch to maximise use of available space, and extend the school day to expand the time available in classrooms.	
	Arrangements to mitigate the loss of key suppliers,	**Further Information**

	third parties or partners *Please add/amend/delete as appropriate*	(e.g. Key contacts, details of arrangements, checklists)
a.	Pre-identified alternative suppliers.	
b.	Ensuring all external providers have business continuity plans in place as part of contract terms.	
c.	Insurance cover.	
d.	Using mutual support agreements with other schools.	

SECTION 7 – RECOVERY AND RESUMPTION

7.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the school as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

7.2 Recovery and Resumption Actions

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	☐
2.	Respond to any ongoing and long term support needs of staff and pupils.	Depending on the nature of the incident, the School Emergency Management Team may need to consider the use of Counselling Services.	☐
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the SEMBCP is no longer in effect. [Insert how this will be done e.g. website/telephone etc. Consider who needs to know that normal working practises have been resumed e.g. Parents/Carers, Local Authority etc]	☐
4.	Carry out a 'debrief' of the incident with staff (and possibly with pupils). Complete a report to document opportunities for improvement and any lessons learnt.	The incident de-brief report should be reviewed by all members of the School Emergency Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	☐
5.	Review this SEMBCP in light of lessons learnt from incident and the response to it.	Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan are read by all members of the SEMT.	☐

APPENDIX 1. SAMPLE LOG SHEET

Date	Time	Action	Initials

APPENDIX 2 - SITE INFORMATION

Utility Supplies	Location	Notes/instructions
Gas	Back of Kitchen	
Water	In the woods	
Electricity	Mulberry Room	
Heating	Boiler room	

Internal Hazards	Location	Notes/instructions
Asbestos	Throughout school see register	
Chemical Store (s)	Cleaners cupboards	

Pre-designated areas	Location	Notes/instructions
SEMT briefing area	Rose & Crown	Land line and wi-fi access
Media briefing area	Wrotham Park	

APPENDIX 3 - EVACUATION

Signals	
Signal for fire evacuation	Bell
Signal for bomb evacuation	Bell/verbal
Signal for all-clear	Verbal

Assembly points - fire evacuation	
Fire evacuation assembly point A	KS1
Fire evacuation assembly point B	KS2

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Wrotham Park
Bomb evacuation assembly point B	Wrotham Park

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school).

Pre-identified buddy school / place of safety / rest centre	
Name of premise	St Georges Church/ Village hall
Type of premise	Church /village hall
Contact name and details of key holder(s)	Rev Edward Wright
Address	Wrotham Village
Directions / map	
Est. travel time (walking, with pupils)	5 mins
Est. travel time (by coach, with pupils)	
Capacity (inc. sleeping)	
Facilities / resources	
Notes	

School Closure	www.kentclosures.co.uk
Email	headteacher@st-georges-wrotham.kent.sch.uk
Password	Dragon12

APPENDIX 4 – REST CENTRE

St George's CE Primary School is a designated rest centre.

Activation arrangements
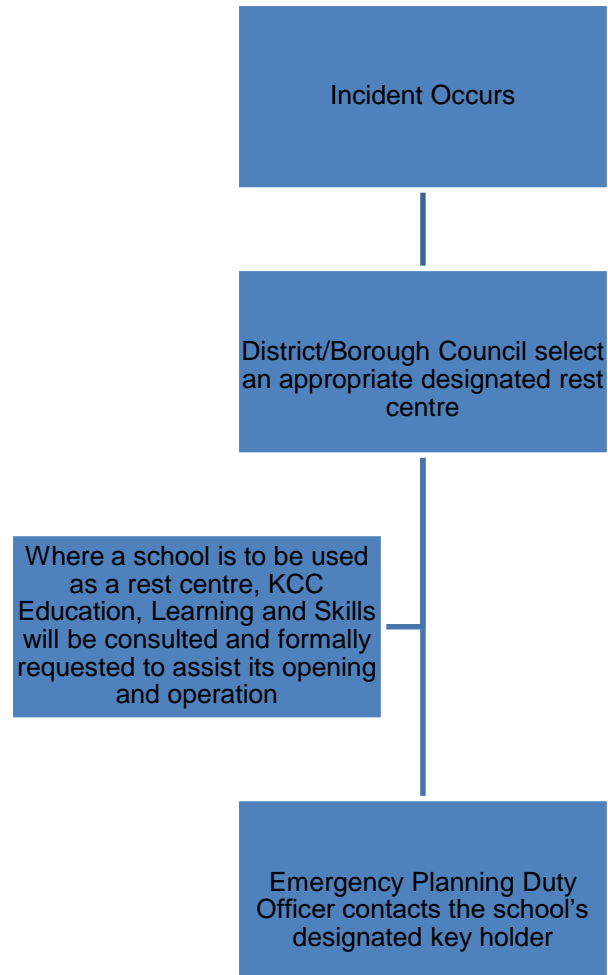
Key Holders – Contact Details

Name & Title	24hr Telephone Contact	Email	Address
Mrs Rye	**07872069755**		
P Manktelow	07917881203		
D Emirali	07596792754		
Mathew Jones	07907585080		