

Barrow CE Primary School
Business Continuity Plan

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1.0 Introduction

Barrow CE Primary School's Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with the **Critical Incident Policy**.

2.0 Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3.0 General Information

3.1 *Review This document should be reviewed annually by the Leadership Team and the Governing Body.*

3.2 *Emergency Contact Information*

The school has agreed the information necessary for a Critical Incident. (These are physically located in the main office) which would be used in the event of incident. This includes:

- Pupils' emergency contact details
- Staff members' emergency contact details
- Contact details of members of the governing board
- Emergency contact details for the **LA**
- Pupil and staff movement data, including class itinerary

Staff and pupil data (those on roll) including home phone numbers are stored on SIMS. This is to be kept up to date at all times.

4.0 Strategy

If a disaster is declared by the Head teacher, or the teacher in charge the Business Continuity Plan will be activated.

Staff communication will be via email, text and the website if this is operable.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Director of Children’s Services Office 01244 973512
- Buildings Team 01244 977465
- Press Office 01244 972216
- Health and Safety Advisors 01244 973306
- Health and Safety Executive (HSE) 03000 031647
- Insurance Advisors 07767 005479 or 07767 350816
- School closures/Incident Team 01244 972398
- Local Police 101
- Local Fire Service 01606 868700

Please refer to the ‘Useful Contact Details for Schools’

5.0 Roles and Responsibilities

5.1 *Head teacher*

The Head teacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the LA if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, pupils, parents, LA, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Business Manager for updates.

On any day when a Teacher in Charge is responsible for the school in the absence of the Head Teacher, (s)he will be responsible for the implementation and coordination of the BCP wherever the document below refers to the Head teacher.

5.2 *Incident Management Team (IMT)*

Lead by the Head teacher the Incident Management Team includes nominated staff members. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Head teacher (or the teacher in charge) to restore normal conditions as soon as possible.

Delegate key areas of responsibilities to ensure smooth management:

Senior Staff/Management Team/Key Incident Management Team		
Name	Position	Role in an Incident
Paul Hudson	Head Teacher	Incident Manager/Emergency Services Liaison
Rachael Goodwin	Head of school	Children's Services Liaison
Lynne Hughes	SBM or Admin Team/Site	Coordinating Liaison
Paul Hudson	Head teacher	Media Liaison
Paul Hudson	Head teacher	Welfare Lead

The incident management team is responsible for:

- Long term strategy
- Funding issues
- Liaising with coordinating group (below)
- Providing adequate resources
- Press and media liaison – **only the head teacher or Head of school will liaise directly with the media**
- Communicating with relevant bodies

Central Liaison Point for all incidents:

Main School Office, or if whole building is inaccessible, the alternative liaison point will be **Barrow Village Hall**

5.3 Staff

Staff are required to co-operate with the IMT in support of the BCP. In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.0 Procedure for Closing the School

6.1 Closure in advance of a school day

The school can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Head teacher and the Chair of Governors.
2. Notification of a school closure using the Local Authority On-line website (actioned by the head teacher).
3. Sending out parent text messages to all parents (actioned by the School Admin Team).

6.2 Closure during a school day

It is never a preferred option to close the school during a school day, but it can be done using the following procedures:

1. Closure authorised by the Head teacher and the Chair of Governors. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - a. Parental authorisation can be provided by text message or email from a parental phone number.
 - b. Consider use of Places of Safety (as described below).
2. Notification to the LA of the school closure using the website (actioned by the Head teacher or teacher in charge).
3. Sending out text messages to all parents (actioned by the School Admin Team).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly points.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of **the Village Hall** from where they can be collected or from where they can be released to parents.

7.0 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The Head teacher will advise on implementation of the lockdown.
- The IMT will mobilise.
- The school will be advised that it is in 'lockdown' by the IMT.
- All staff will remain in classrooms and keep students calm and away from windows.
- All students in external PE lessons will be advised to return to school.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed.
- All external doors will be locked:

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discreetly from the classroom windows. The doors should only be opened by the Head teacher or Head of School when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 Business Recovery in the Event of a Loss of Buildings or site Space

8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Local Authority.

8.2 Insurance

The school is covered under the LA business continuity insurance, this includes the installation of temporary working facilities.

8.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the LA Insurance on 07767 005479.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. One possible location that has been identified for consideration should temporary accommodation / buildings need to be sited is:

- School playing field or school playground

Erecting additional buildings on our current school site will always be the preferred solution.

8.4 Relocation Agreements

All venues have been consulted and have agreed to the use of their facilities as outlined below. In the event of a disruption to our critical activities, as detailed above, we will contact the following where appropriate to organise alternative provision.

The Head teacher takes overall responsibility for contacting appropriate locations.

9.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious. In the event of mass staff illness, and after all avenues of supply have been investigated, the IMT will shut the school to students using the same procedures described above.

10.0 Other Threats

The following other threats have been considered:

- Phone and ICT communications loss
- Finance process breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Key supplier failure
- Evacuation due to nearby incident
- Bad weather prolonged
- Strikes
- Terrorist attack or threat

11.0 Welfare Considerations

Our welfare lead in the event of an incident is Paul Hudson.

In the event of an incident the school is aware that actions to address associated trauma need to be taken immediately. Over time, further action and support will be needed to reduce longer term effects on the emotional well-being and achievements of both pupils and staff.

Short-term considerations

- Organisation of pupil and parent reunions.
- Consideration of which pupils need to be briefed, how and by whom.
- Contacting outside support agencies, particularly Educational Psychology and CHUMS (child bereavement service).
- Arrange a briefing meeting for staff as soon as possible.

- Arrangement of a debrief session for directly affected staff.
- Arrangement of a debriefing session for pupils, if appropriate.
- Ensuring procedures for monitoring staff and pupils are in place.
- Activation of strategies for allowing young people to express their feelings about the situation, if they wish.
- Contacting the families of those hurt or bereaved to express sympathy.

Medium-term considerations

- Ensuring a member of staff makes contact with pupils at home or at hospital.
- Making sensitive arrangements for return to school.
- Arrangement of alternative methods of teaching, if necessary.
- Arrangement of support for affected staff.
- Arrangement of consultation so staff feel more able to support pupils.
- Clarification of procedures for referring pupils for individual help.
- Ensuring parents are kept informed.
- Consideration of attendance at funerals, taking the wishes of parents into account.
- Planning memorials and / or special assemblies.
- Ensuring monitoring procedures are in place and being followed.

Long-term considerations

- Introduction of strategies to continue monitoring vulnerable pupils and staff.
- Consultation and decision making over whether and how to mark anniversaries.
- Ensuring new staff are aware of the pupils affected and in what way.
- Ensuring new staff know how to obtain further help if necessary.
- Recognising that legal processes, enquiries and news stories may bring back distressing memories and cause temporary upset in the school.
- Consideration given to offering meetings for pupils and parents seriously affected by the incident. Advice and assistance can be offered through the Educational Psychology services and CHUMS.

In case of death / bereavement the school will consider:

- Providing something tangible at the school for all: book of condolence, flowers, collection, and display of artwork for remembrance.
- Holding a staff meeting with support agencies to discuss appropriate strategies for incident response and those affected.
- Plans to manage distress that may be caused by ongoing police / legal proceedings and media attention.
- Pupils that may need help in discussing their thoughts and feelings: how will this be done? Through the class teacher? Outside organisations?
- Closing for the day to allow people to attend the funeral.
- Arranging transport for pupils to attend the funeral.
- Whether pupils should be encouraged or discouraged from attending the funeral.
- Whether there should be a memorial service at the school. If so, when?

In addition to those directly affected or involved in the incident, children and adults who are most likely to suffer distress as a result of the incident include those who:

- Are uninjured but were at greatest risk.
- Directly witnessed death / injury / violence of the incident.
- Are siblings of those directly involved.
- Those who blame themselves.
- Those who are being blamed by others.
- Are experiencing instability at home.
- Have learning difficulties.
- Have pre-existing behavioural difficulties.
- Have previously suffered bereavement or loss.
- Have witnessed a similar incident or event before.

12.0 Debriefing

During and after any incident, it is vital that debriefs are held. Some incidents will be lengthy, therefore it is appropriate to carry out regular debriefs to discuss the issues over the period.

Debriefing sessions will produce a number of issues requiring action or clarity. These must be acted upon as a priority. **The Head teacher or teacher in charge is responsible for organising debriefs.**

13.0 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	Assessment to be made of duration of loss of service – will it impact learning? Loss of phones – BT and phone provider to be contacted to initiate restoration of services. ICT – Broadband – contact CWAC ICT Team to restore. Data held on server – backed up on a daily basis via remote system. Contact IT Technician to restore data at the earliest possible opportunity.	Head teacher Admin team IT Technician	IT Technician –
Finance Process Breakdown – payments to staff & suppliers fail	Assessment to be made of duration of loss of service Contact IMS Team. Contact CWAC ICT Team to restore data (if necessary). Contact IT Technician.	Head teacher School Business Manager Admin team	

	Arrange to use purchase card where possible to pay suppliers.		
Utilities / Energy Supply failure	Assessment to be made of duration of loss of service – will it impact learning? Contact energy supplier.	Head teacher School Business Manager Admin team	
Building Loss – partial or complete (Fire, Flood etc.)	Assessment to be made of duration of loss of service – will it impact learning? Contact LA Insurance Department Temporary Accommodation needed? Use a nearby school to ensure lessons continue?	Head teacher IMT Governors Site Manager Admin team	
Service Delivery Loss of General Nature	Assessment to be made of duration of loss of service – will it impact learning? Long term loss – children to be taught in a nearby school.	Head teacher IMT IT Technician Governors	
Key Supplier Failure– e.g. Catering	Children to provide packed lunches until the caterer can source new supplier elsewhere	Head teacher School Admin Team	
Evacuation due to Nearby Incident	Liaise with the LA and the Police.	Head teacher IMT Governors	
Lockdown due to nearby incident	Liaise with the LA and the Police.	Head teacher IMT Governors	
Fire	Evacuation as per Fire Plan. Emergency information pack.	Head teacher Admin team /Site Manager IMT Governors	
Bad weather prolonged	School will be closed as per the snow closure procedure. The situation will be assessed regularly to ascertain whether staff and children are able to travel to school safely.	Head teacher Governors Caretaker	
Strikes	The school will close for the duration of the strike.	Head teacher Governors	
Terrorist attack or threat	The school will close, advice will be sought from the Police and the LA.	Head teacher IMT	

		Governors	
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