

*A nurturing inclusive learning community that enables everyone to be their best*



**CALTON**  
PRIMARY SCHOOL



**CALTON**  
PLAYGROUP

**CALTON PRIMARY SCHOOL AND PLAYGROUP  
BUSINESS CONTINUITY PLAN**

**Approved by Full Governing Board  
on 30/01/2022**

**Next renewal date: 23/24**

## **1.0 Introduction**

Calton 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 schools' fire evacuation plan (the operation of which does not necessarily activate the BCP).

## **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 and Training**

This document should be reviewed annually by the Full Governing Board.

### **3.2 Associated Documents/information**

Associated Documents include:

- Fire Evacuation Plans
- Fire risk assessment
- Site risk assessment

### **3.3 Emergency Contact Information**

The school have agreed the contents of a file (located G:\Administration\Emergency Contact Information – BCP) which would be used in the event of an emergency. The file contains:

- Business Continuity Plan
- Fire Evacuation Plan
- Details of Teachers to Parents login details for administrators to access parents, staff and Governors contact details.

Information contained in this file is also available on our website and the following administrators have access to Teachers to Parents outside of School:

- Donna Walker
- Tracey Stevens

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

## **4.0 Strategy**

If a disaster is declared by the Co-Headteacher the Business Continuity Plan will be activated.

Staff and Governor communication will be via email, text and the website. Parent communication will be via text, eschools and the school website.

## **5.0 Roles and Responsibilities**

### **5.1 Co-Headteacher**

The Co-Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the Local Authority 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, students, parents, LA, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Business Manager for updates.

The role of Co-Headteacher is determined by who is Headteacher at the time of the disaster. The role of the Deputy Headteacher will fall to the Assistant Headteacher where necessary.

### **5.2 Incident Management Team (IMT)**

Lead by the Co-Headteacher the Incident Management Team is given full authority by the Full Governing Board (FGB) to take action without reference to the FGB and, along with the Head Teacher, includes:

Chair of Governors  
Vice Chairs of Governor plus one other Governor  
Deputy Headteacher  
School Business Manager  
Playgroup Representative

To be quorate, the IMT will run with at least 1 School representative, 1 Playgroup representative and 2 Governors.

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 Co-Headteacher to restore normal conditions as soon as possible.

Delegate key areas of responsibilities to ensure smooth management:

Position	Role in an Incident
Co-Headteacher	Incident Manger
Chair of Governors Vice Chairs of Governors Additional Governor	Emergency Services Liaison
Deputy Headteacher or Assistant Headteacher	Children's Services Liaison
School Business Manager	Coordinating Liaison
Co-Headteacher	Media Liaison
Deputy Headteacher	Welfare Lead

**The incident management group is responsible for:**

- Long term strategy
- Funding issues
- Liaising with coordinating group (below)
- Providing adequate resources
- Press and media liaison – **only the Co-Headteacher will liaise directly with the media**
- Communicating with relevant bodies

**Central Liaison Point for all incidents: Co-Headteacher's Office**

Alternative Liaison point: Onyx Building

If whole building is inaccessible then Ribston Hall High School, Stroud Road, Gloucester GL1 5LE will be used.

**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 and maintain access to email/text if necessary.

**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 Co-Headteacher.
2. Notification of a school closure using the Local Authority On-line website (actioned by the School Business Manager).
3. Recording the closure on the home page of the school website (actioned by the School Business Manager).
4. Sending text messages to all parents/staff (actioned by the School Business Manager).
5. Sending emails to all staff (actioned by the Co-Headteacher and/or School Business Manager).

## **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 Co-Headteacher. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
2. Notification to the Local Authority of the school closure using the website (actioned by the School Business Manager).
3. Recording the closure on the home page of the school website (actioned by the School Business Manager).
4. Sending out text messages to all parents (actioned by the School Business Manager).
5. Sending emails to all staff (actioned by the Co-Headteacher and/or School Business Manager).

## **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 as per the Fire Evacuation Plan

## **6.4 Off-Site Place of Safety**

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of Ribston Hall High School, Stroud Road, Gloucester GL1 5LE from where they can be collected or from where they can be released to parents.

## **7.0 Business Recovery in the Event of a Loss of Buildings or site Space**

### **7.1 General**

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

## **7.2 Insurance**

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

## **7.3 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 Local Authority Insurance Team on 01452 328898.

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
- School playground

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

## **8.0 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 Head Teacher will shut the school to students using the same procedures described above.

## **9.0 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
- Service Delivery Loss of General Nature – unable to provide buildings or ICT support
- Key Supplier Failure - Catering
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

## **10.0 Welfare Considerations**

**Our welfare lead in the event of an incident is Jane Barker-Doe (Deputy Co-Headteacher).**

In the event of an incident the school is aware that actions to address associated trauma need to be taken immediately, and for this reason, our welfare lead is included in the Incident Management Team.

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.

Feeling shocked and numbed or feeling a strong urge to talk are normal reactions of those thrown into a major crisis. The school will try to ensure that adults and pupils are able to make contact with those we and they trust. Younger pupils particularly are best supported by people they know well i.e. their families and school staff. Outside agencies can provide support and advice to those directly involved with the pupils.

The following details short, medium and long-term actions which will be considered by the school in the event of an incident (where appropriate). The school will take decisions with support from welfare experts.

**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 child bereavement service.
- Arrangement 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.

**Decisions to be made may include:**

- Who will give the news and what should be said?
- Whether to provide briefing notes for teachers responsible for informing pupils, to ensure a consistent message.
- Will counselling be required, and how will this be achieved?
- What information needs to be given to parents so that they are informed of assistance and support available to them and their child?

**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 child bereavement service.

### **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 art work 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 organisation?
- 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 Co-Headteacher is responsible for leading debriefs.**

### 13.0 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	<p>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.            Loss of phones – telephone provider to be contacted to initiate restoration of services.            ICT – Broadband – contact ICT Technician to restore.            Data held on server – backed up on a daily basis via remote system.            Contact ICT Technician and SIMS team to restore data at the earliest possible opportunity.</p>	Co-Headteacher School Business Manager	SWGfL Telephone Europe Bluebuoy
Finance Process Breakdown – payments to staff & suppliers fail	<p>Assessment to be made of duration of loss of service – will it impact learning?            Contact AFO team for support.            Contact IT Technician if required.</p>	Co-Headteacher School Business Manager	Payroll
Utilities / Energy Supply failure	<p>Assessment to be made of duration of loss of service – will it impact learning?</p>	Co-Headteacher School Business Manager	

	Contact GCC Property Care Services.	Governors	
Building Loss – partial or complete (Fire, Flood etc.)	Assessment to be made of duration of loss of service – will it impact learning? Contact GCC Insurance Team Is Temporary Accommodation needed?	Co- Headteacher IMT Governors	
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 temporary buildings.	Co- Headteacher IMT Governors	
Key Supplier Failure– e.g. Catering	Caterlink are able to prepare meals off site at other kitchens.	Co- Headteacher School Business Manager	Caterlink
Evacuation due to Nearby Incident	Liaise with the Local Authority and the Police.	Co- Headteacher IMT Governors	
Lockdown due to Nearby Incident	Liaise with the Local Authority and the Police.	Co- Headteacher IMT Governors	
Fire	Evacuation as per Fire Evacuation Plan.	Co- Headteacher School Business Manager Site Manager	
Bad Weather prolonged	The situation will be assessed regularly to ascertain whether staff and children are able	Co- Headteacher Governors	

	to travel to school safely.		
Strikes that result in large staff absence	Assessment to be made of duration and impact of strike action, guidance will be followed where possible and risk assessments carried out where appropriate.	Co-Headteacher IMT Governors	
Terrorist Attack or Threat	The school will close, advice will be sought from the Police and the Local Authority.	Co-Headteacher IMT Governors	