

**BUSINESS CONTINUITY PLAN**

**for**

**St. Margaret’s C of E Primary**

**Summer 2022**

*\* Executive Head/ Head Teacher/Head of School/Associate Head (henceforth referred collectively as Head Teacher, unless specifically stated)*

**1. Aim and objectives**

The aim of this emergency response plan is to mitigate the effects of any emergency situation on the school, staff and students etc.

The supporting objectives are to:

* Prevent/minimise the loss of life, injury and ill health to pupils and staff;
* Alert and work with relevant parties as necessary to provide guidance and reassurance e.g. Emergency Services, Council, school governors and parent/carers;
* Manage the situation until the relevant support arrives;
* Minimise disruption to the normal daily routine of staff and pupils;
* Ensure appropriate working with the media; and
* Support staff, students, and parents/carers in the aftermath of the incident.

Further guidance is available on the DfE website on

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/planning/a0010615/school-emergency-management-plan>

Copies of this plan are held on the school site at the following location(s)

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| Main Reception |

Copies of this plan should be issued to relevant staff and be held at a secure place off site at

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| Site Services Officer’s home address  Head Teacher’s home address |

Staff are informed of the contents of this Emergency Response Plan and relevant updates via

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| Weekly Staff Meetings  Health & Safety Noticeboard  Staff Inset Sessions |

**2. The school Emergency Response Team**

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| Headteacher  Deputy & Assistant Headteacher(s)  Site Premises Staff  Educational Visits Co-ordinator  First Aider(s)  Work Experience Co-ordinator  Special Needs Co-ordinator  Local Governing Body  Due to GDPR all names are stored in the main office |

**3.** **Individual Roles and Responsibilities**

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| --- | --- | --- |
| Role | Responsibility | Person(s) responsible |
| Incident Manager | * Consider the need to alert other colleagues and external agencies * Establish an Emergency Response Team and allocate roles * Collate all relevant information relating to the emergency * Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services council, school governors as appropriate * Evacuate buildings/ close school as necessary * Monitor the emergency response * Provide regular staff/ team briefings * Authorise any additional expenditure | Headteacher |
| Deputy Incident Manager | * Assists Incident Manager * Co-ordinates and manages staff in the Emergency Response Team * Monitors staff welfare and organises staff roster | Deputy Headteacher |
| Parent/Carer Liaison Officer(s) | * Advises parents/ carers and provides information * Provides point of contact * Arranges on site co-ordination of visiting parents/ carers * Maintains regular contact with parents/ carers where appropriate | Headteacher |
| Administrators | * Staff the telephone lines * Help to collate information * Relay incoming and outgoing messages by phone, email, etc. in a prompt manner * Provide admin. support to the Incident Manager and Deputy Incident Manager * Maintain a log of key events and decisions, including expenses incurred | Office Manager and Admin staff |
| Communications Officer/Media Spokesperson | * Acts as point of contact for media enquiries * Works with Council’s Communications Team to prepare media statements/ interviews * Assist with internal communications | Headteacher |
| Teachers | * Maintain supervision * Ensure the safety and security of students * Provide information and offer reassurance * Take roll call where necessary * Monitor students’ physical and psychological welfare | All teachers (due to Data Protection see USB for info) |
| Facilities Manager | * Ensure site security at all times * Provide information about site facilities/ layout as necessary * Assist with access/ egress to the school | Site Services Officer |
| Liaison Officers | * Communicate with colleagues at school on regular basis during the incident & receive updates/progress reports * Relay information to & from Waltham Forest | Senior Leadership Team |

**4. Initial Response**

**In case of Major Emergency:**

The staff member witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

* Summoning help/ calling emergency services (dial 999)
* Taking charge of the scene until further support arrives
* Securing immediate welfare of students and staff e.g. through shelter or evacuation
* Alerting Headteacher, Teacher Schools, Deputy Headteachers, Assistant Headteachers and senior leadership team in their absence
* Logging relevant information e.g. location and time of emergency, details of persons involved, summary of events, etc.

|  |  |
| --- | --- |
| EMERGENCY PLANNING RESPONSE CONTACT NUMBERS | |
| Emergency Services  St. Mary’s C of E Primary  St. Saviour’s C of E Primary | 999  020 8521 1066  020 8520 0612 |

Once the initial alert has been made, consideration must be given to who else should be informed e.g. school governors, parents/carers etc. It is imperative that contact details are maintained (including out of hours) and are readily accessible.

A cascade system of alerting relevant persons should be considered as this allows information to be distributed quickly by several people.

##### Dealing with the media

###### It is very important that the Headteacher and staff consult with the Chief Executive Officer/Directors of the Board, and Local Authority before making statements direct to the media, so that advice and guidance can be given on what to say and more importantly what not to say.

**5. Emergency telephone/Mobile phone/Fax/Email /Address list or location where information is held**

|  |  |
| --- | --- |
| Title | Details |
| List of School Staff | USB – Hard copy with Office Manager in each school |
| List of Governors | USB Hard copy with HR Manager for the Trust |
| List of parents/carers | USB Hard copies with Office Manager in each school |
| Fire, Police, Ambulance | 999 |
| Bank | Lloyds Bank plc, Walthamstow Branch |
| Building Consultancy | DIOCESE OF CHELMSFORD |
| Site Services Officer | Via office |
| Chief Executive Officer | Via office |
| Chief Operations Manager | Via office |
| Family liaison officer | Via Office |
| Head Teacher | Via office |
| Systems Manager | 07526 722123 |
| Health and Safety Executive | 020 8496 3408 |
| School HR Advisor | 020 8496 4569 |
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**(Care should be taken to ensure that details are kept secure from unauthorised persons)**

**7. On-site arrangements**

ICT servers are located:

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| Ground and 1st Floor |
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ICT systems are backed up on a daily basis by:

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| ICT Consultants and held on-cloud system backup |
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Relevant back-ups of all computer data are kept securely at:

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| --- |
| ICLOUD off-site and checked on a daily basis by our ICT consultants |
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A copy of the Assets Register is kept off site

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| ICLOUD |
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Educational Visits are managed via:

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| Assistant Headteacher |
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The school manages Work Experience Placements via:

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| Trident |
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Lettings arrangements are organised and managed via:

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| There are no lettings |
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Medical information is retained via:

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| The Administration Staff |
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Procedures for dealing with inclement weather are as follows:

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| Should the school have to be closed due to bad weather, the procedures outlined in the Closedown Policy should be followed |
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The school arrangements for dealing with the threat of flooding are as follows:

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| If there is a severe flood warning issued by either the Authority or Government Agency, the procedures outlined above for inclement weather should be followed. It may be appropriate to turn off electricity supplies and take other appropriate action to protect the building as advised |
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Contractors/Cleaning/Catering etc liaison arrangements are as follows:

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| Liaise directly with the Site Services Officer of either school site and the Estates Officer |
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**8.** **Off site evacuation plan**

Although it may be unprecedented for a whole school site evacuation, Senior Managers and staff recognise the possibility and have drawn up the following contingency arrangements to implement this scenario:

* Transport details

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| Walking, supervised by staff to either Northbury or Gascoigne Primary Schools |
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* + Pupil supervision/registration arrangements

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| Registers would be taken to the appropriate locations, co-ordinated by Admin staff and students would be registered by teaching staff on arrival |
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* + SEN/Medical needs arrangements and support

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| Through TA support and First Aiders |
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* + Staff liaison with LBBD Council

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| The Senior Leadership Team |
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**9.** **Out of hour’s arrangements**

**(Please refer to other plans/documents where necessary)**

School arrangements to supervise students beyond normal school hours due to an emergency situation are as follows:

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| All staff that can will be requested to stay. All Leadership Team members will stay. |
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| Should a visit be running late, parents should be notified as soon as possible via phone and/or text message? A member of staff nominated by the School’s Visits Co-ordinator should await arrival of the students and arrangements should be made for parents to wait at the School where possible (refer to School Visits Policy) |
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**10. After the emergency – counselling**

The school recognises that the effective management of our emergency response includes the provision of support, where necessary, after the event. The recovery timeline will focus on the individual needs for continuing support.

As the initial response is completed, school senior managers will complete a debrief to allow a review of actions taken. Students, parents/carers and staff will be given the opportunity to talk through their experiences with colleagues and counsellors.

Log of action taken

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| --- | --- | --- | --- | --- |
| Date/Time (use 24 hour clock) | Action Point | Person making log entry | Further Action required | Additional comments |
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Aide - memoire – to be developed by schools

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| --- | --- | --- | --- |
| ISSUE | YES | NO | COMMENTS/ACTION |
| Does the school have an Emergency Response Team (ERT)? | ✓ |  |  |
| Has the ERT established roles and responsibilities? | ✓ |  |  |
| Has the School Emergency Response Plan been implemented after discussions with staff? | ✓ |  |  |
| Are procedures established to ensure contact details are maintained and updated for:  Parents/carers  Staff  Pupils? | ✓ |  |  |
| Do you perform daily back ups of your ICT systems? | ✓ |  |  |
| Are back-up tapes of all computer records kept off site? | n/a |  |  |
| If back-up tapes are kept on site are they held in a fireproof safe? | n/a |  |  |
| Is a copy of the assets register kept off site? | ✓ |  |  |
| Are archived school records  kept in a secure and accessible place? | ✓ |  |  |
| Is a fireproof safe used for relevant records? | ✓ |  |  |
| Are details of staff/pupils on Educational visits and work experience known to relevant staff? | ✓ |  |  |
| Have local hazards been identified e.g. Train lines, major roads, neighbouring industrial estates etc? | ✓ |  |  |
| Are there procedures for inclement weather and dealing with flooding? | ✓ |  |  |
| Have risk assessments been undertaken and control measures implemented to reduce the risk (H&S Manual)? | ✓ |  |  |
| ISSUE | YES | NO | COMMENTS/ACTION |
| Have precautions been taken to reduce the threat of arson? | ✓ |  |  |
| Does the school have suitable arrangements for out-of hour’s emergencies? | ✓ |  |  |
| Does the school have an off-site evacuation contingency plan? | ✓ |  |  |
| Are arrangements in place to introduce counselling to pupils, staff, parents and carers as necessary? | ✓ |  |  |

**Policy for Emergency School Closures**

**Rationale**

Before any decision is made to close a school a risk assessment should be undertaken and, using common sense, determine whether it is feasible for children and staff to remain in the school and if not, what subsequent risks could arise by sending them home. Before school hours start, schools are also asked to assess if the roads are safe for children to travel to school.

It may be necessary to temporarily close one of more of the schools within the Federation for a variety of reasons including:

* Severe weather including snow, flooding or storms
* Disruption to transport, for example through petrol or diesel shortages
* Accommodation problems, for example loss of power supply, heating failures or fire damage
* A major incident in the locality of the school where emergency services or the local authority have advised the school to be closed

Schools should, however, endeavour to remain open where possible. School contingency plans should be passed on to staff, parents and pupils

**Closure due to severe weather**

The decision to close a school will normally rest with the Headteacher and be confirmed with the Chair of Governors (or if he is unavailable the Vice Chair). The decision should be made where possible before 7.30am and on the basis of information received from the media about weather, supplemented by on the spot observation, either personally or from staff members better placed to make such observations and through appropriate external agencies such as the Met Office.

Factors involved in reaching the decision to close the school are likely to be:

* Access to the school, i.e. road conditions (obstructions, snow, ice, flooding etc). This will also require dialogue with school transport providers.
* Breakdown of school essential services (heating, electrical services, water, storm damage etc.)

The Headteacher will advise staff and parents or any school closure through the text service and the schools websites. During periods of possible disruption due to bad weather or premises issues, the Headteacher will advise parents and pupils to listen to any local radio station and monitor the local authority website www.barking and dagenham.gov.uk/school-closures

Closures will be considered on a daily basis and the closure list on the local authority website will be cleared at the turn of each day.

The whole school community should be made regularly aware of this procedure as incident can occur with little or no warning.

**During School Day Closure Guidance**

On occasions it may be necessary for school to close during the school day i.e if the weather is deteriorating and there is doubt as to whether children can be safely returned home later in the day. In such cases the school will ensure that children are collected from school. In these cases the school will send out a text message informing parents of the closure. Parents who are subsequently unable to collect their child and need to make alternative arrangements should telephone the school. It may be necessary to obtain verbal permission from parents for their child to be collected by another named parent.

In the event of a “during the school day” closure the same procedures of informing the Local Authority will apply.

**Staff Attendance**

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the Headteacher, then the expectation is that staff will present themselves for work. Travel to work/school is regarded by both the Police and the Local Authority’s Highways Department as an essential journey, and every effort should be made to get to work unless it is considered unsafe to do so or the Headteacher or Senior Management has specifically informed you that you cannot come in.

**Clearance of Snow**

Within the school site, the school is responsible for snow clearance and the clearing of approach paths is the specific task of the site services office.

The clearance of public roads is the responsibility of the Highways Department

**In the event of the school being closed**

If a school is closed it is the responsibility of the Headteacher to ensure that the following events happen:

* The decision is ratified with the Chair or Vice Chair of Governors
* The text service to staff and parents is implemented
* The information is passed to the Local authority as soon as possible
* Where possible, notices are placed on both school entrances advising visitors, parents and pupils that school is closed
* School is appropriately staffed to deal with any pupils who arrive at school unescorted until parents or emergency contacts can collect the pupils

The above tasks do not all have to be completed by the Headteacher, although she has the overall responsibility for ensuring each has been carried out.