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| **St John & St James CE Primary School**    **Business Continuity Plan**   |  |  |  |  | | --- | --- | --- | --- | | **Document Information** | | | | | **Policy Number:** |  | **Created by:** |  | | **Reviewed by:** |  | **Responsibility:** |  | | **Last Review:** |  | **Next Review:** |  | | **Review Cycle:** |  | **Ratified by FGB:** |  | | **Signature (FGB)** |  | **Signature (Head)** |  | |

|  |  |  |
| --- | --- | --- |
| DIS | | TRIBUTION LIST |
| **Copy No.** | **Plan Holder** | **Job Title** |
| 1. | Heather Knightley | Headteacher |
| 2. | Patsy Cuncarr | Deputy Headteacher |
| 3. | Gloria Powell | Chair of the Board of Governors |
| 4. | Kass Ssekjji | Vice- Chair of the Board of Governors |
| 5. | Christine Geohagen | Associate Deputy Headteacher |
| 6. | Jessica Williams | Assistant Headteacher |
| 7. | Kim Toor-Nunes | Assistant Headteacher |
| 8. | Naomi Hunt | Assistant Headteacher |
| 9. | Daniel Okeyere | Site Manager |
| 10. | Karen Rhatigan | School Office Manager |
| 11. | Jeniene Fordham | School Finance Officer |
| 12. |  | Local Authority Safeguarding Lead |
| 13. |  | Local Authority Children’s Services |

# OVERVIEW

All persons holding a plan should be aware that under the duties of the Data Protection Act 1998, this plan must be kept in a secure place, due to the personal details held within. The copy of the plan kept offsite should also be kept securely. ( Please note: new Data Protection Act due 2018).

This plan sets out our School’s Business Continuity Management and emergency response arrangements and helps us be prepared for, and recover from, unexpected disruptions. Disruptions could relate to loss of buildings or access, utilities, communications or a shortage of staff for example.

The plan will be put in place where an incident is likely to cause serious disruption to the school, or where the school may need to deal with an unusual amount of attention by the public or media. An ‘incident’ can be defined as follows:

 An inability to carry out daily activities for any reason.

 Loss of life or serious injury to school staff, pupils, or members of the public on school premises.

 Significant structural damage to the building leading to possible closure.

 Other disasters / incidents, including those leading to adverse publicity / reputational impacts.

Should an incident occur, the school will consider whether it is a ‘Critical Incident’ – whether it will involve significant personal distress to a level over and above normal responses, procedures and coping strategies.

# INTRODUCTION

**Part One:**

Provides information that can be collated in advance of an incident to improve the resilience of the school and provide useful reference in the event of a disruption to ‘normal’ school life. This includes arrangements currently in place and an action plan providing direction over time as the school publicises the plan, keeps it up to date and improves the content as time goes on.

**Part Two:**

Provides essential contact numbers, process diagrams for closure and checklists for use in the event of an incident.

The plan should be read in line with the school’s Data Protection Policy and relevant Health & Safety Policies: ( due to be up-dated March 2018).

Please note this plan refers only to St. John and St James CE Primary School. The procedures and critical activities have been discussed and agreed by the Senior Leadership Team.

## OUR CRITICAL ACTIVITIES

The school’s critical activities, as detailed below, take priority for recovery following an incident, because these activities, if not completed for any reason, would cause the greatest impact on the school community in the shortest time.

* Safeguarding of pupils and staff
* Teaching and Learning of pupil

## INCIDENT MANAGEMENT STRUCTURE

In the event of an incident these contacts make up the Incident Management Group and will be contacted as soon as possible. (Contact details are contained at the end of document).

# LEVEL ONE

|  |  |  |
| --- | --- | --- |
| **SENIOR STAFF/MANAGEMENT TEAM/KEY INCIDENT MANAGEMENT**  **TEAM** | | |
| **NAME** | **POSITION** | **ROLE IN AN INCIDENT** |
| Heather Knightley | Headteacher | Incident Manger & Media Liaison |
| Gloria Powell | Chair of Governors | Media Liaison |
| Patsy Cuncarr | Deputy Headteacher | Emergency Services Liaison |
| Jessica Williams | Assistant  Headteacher | Education Department Liaison ( LA / LDBS) |
| Christine Geohagen | Inclusion Manager | Pastoral Care & Social Services Department Liaison |
| Karen Rhatigan | School Business Manager | Welfare Lead |
|  | Safeguarding (LA) |  |

**The Incident Management Group is responsible for:**

 Long term strategy

 Funding issues

 Liaising with coordinating group (below)

 Providing adequate resources

 Press and media liaison

 Communicating with relevant bodies

# LEVEL TWO

Where necessary, the Incident Management Group (above) will create a Coordinating Group including the following:

|  |  |
| --- | --- |
| **COORD** | **DINATING GROUP** |
| **NAME** | **POSITION** |
| Heather Knightley | Group Lead & Representative from Incident Management Team (IMT) |
| Patsy Cuncarr  Christine Geohagen  Jessica Williams | Additional Representatives from IMT |
|  | Education & Social Services Department ( LA) |
|  | Education Department ( LDBS) |
| Karen Rhatigan | School Office Manager |
| Gloria Powell | Chair of Board of Governors |
| Daniel Okeyere | Site Manager |

**The Coordinating Group is responsible for:**

 General management and coordination

 Liaison with emergency services, Children’s Services

 Endorsing the approach of the operational group (below)

 Keeping a detailed log of the incident

 Presenting options to the Incident Management Group

The Operational Group includes teachers, teaching assistants, emergency services staff (if relevant).

When this plan is put in place, all staff must be notified as soon as possible.

A cascade system is in place for emergency closure etc. and this is held by key members of staff. All staff and parents are entered onto a texting system, which can be operated over the internet. RM information management system is accessible off site by the Headteacher and the School Business Manager.

Karen Rhatigan and Gina Wilkins – holds list of all staff and access to ‘Teacher to Parents’

# LEVEL THREE

**The Operational Group (those ‘on the ground’) will:**

 Assist with recovery of the school Communicate to and from Incident Management and

Coordinating groups

## INCIDENT LIAISON POINTS

* Central Liaison Point for all incidents: School Office
* Alternative Liaison Point: Finance Office

## TELEPHONE LINES/ MESSSAGING

• School Office: 020 8807 2578

**NORMAL ACTIVITIES ACTION PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective 1.** | | | |
| Ensure awareness and communication of Business Continuity Plan | | | |
| **Target** | | | |
| In the event of an incident, management and coordinating groups could be formed quickly and easily | | | |
| **Action** | **Person(s) Responsible** | **Timescale** | **Resources required** |
| Ensure all staff know details of Incident Manager/deputy | Headteacher &  Deputy Head or Assistant Heads to put contact cascade into action. | As soon as practical following incident | Text  Service/TeachertoParent  Contact List  External Phone  Line |
| Ensure members of both incident management and coordinating teams are aware of their roles and duties should the  plan be invoked | Headteacher / Governors | Review yearly | Staff meeting time Review at Governor meeting |
| Efficient processes in place to contact all staff and parents where necessary | Text servicing Staff Cascade | In place now Review termly | Text  Service/Parentmail  Contact List |

|  |  |  |  |
| --- | --- | --- | --- |
| **Promotion and curriculum activities** | | | |
| Plan shared with Staff and Governors | | | |
| **Objective** | | | |
| Robust evacuation procedures and availability of alternative infrastructure | | | |
| **Target** | | | |
| In the event of an incident the school could be safely evacuated and critical activities continued at an acceptable level | | | |
| **Action** | **Person(s) Responsible** | **Timescale** | **Resources required** |
| Create an  evacuation plan | Headteacher | Yearly review Termly practice | Meeting with Site  Manager  Staff Meeting  Practice sessions |
| Create a  ‘Critical Incident’ plan | Headteacher | Yearly Review | Reciprocal arrangement with local Primary  School ( Raynham Primary and/or Brook House) |
| Provision of alternative numbers for  dial out in an incident | Staff members | Ongoing | Use of Staff phones available if school phones inoperable |
| Relocation arrangements for critical activities | Staff Members | Ongoing | Reciprocal arrangement with local Primary  School ( Raynham Primary and/or Brook House) |

|  |
| --- |
| **Promotion and curriculum activities** |
| **Objective** |
| Build confidence in procedures through regular exercises |
| **Target** |
| In the event of an incident, staff and pupils would be clear on what to do and where to go |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Person(s) Responsible** | **Timescale** | **Resources required** |
| Regular  evacuation drills | Headteacher  Site Manager | Termly | Fire Drill Log Book |
| Debrief after each evacuation – what could be improved? | Headteacher &  Deputy Head  Staff  Site Manager | Termly | Log Book Records |

|  |  |  |  |
| --- | --- | --- | --- |
| **Promotion and curriculum activities** | | | |
| Regularly review plan to ensure it remains fit for purpose | | | |
| **Traget** | | | |
| In the event of an incident, contact numbers, procedures etc are up to date | | | |
| **Action** | **Person(s) Responsible** | **Timescale** | **Resources required** |
| Check key contact numbers remain  current | Karen Rhatigan | Ongoing | Parent Contact Updates: RM |
| Ensure liaison points remain  suitable | Headteacher | Ongoing | Review at least annually |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | |  |  |
| Other measures | |  |  |
| **Target** | |  |  |
| N/A | |  |  |
| **Action** | **Person(s) Responsible** | **Timescale** | **Resources required** |
| Regular back ups of virtual  information | Remotely by IT Support | Daily | Remote Back up System |
|  |  |  |  |

**EVACUATION & SHELTER PLANS (INVACUATION)**

**The Headteacher takes overall responsibility for evacuation plans and exercises.**

## Fire alarm sound is: continuous High Pitch Siren

Our school has **an Evacuation Plan**, kept alongside this plan, and ensures regular exercises to test and raise awareness of procedures.

The Evacuation Plan covers any requirement to evacuate the school building, the entire school site, part of a building or to an internal safe area from outside.

The school’s **Lock Down Plan** is designed for dealing with incidents such as bad weather, chemical accidents or threats from intruders. In the case of a ‘lock down’ doors will be locked as well as closed. See Appendix A for ‘Lock Down Procedures’

## 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 Headteacher takes overall responsibility for contacting appropriate locations. Our ‘Buddy’ School is: Raynham Primary School – Raynham Avenue, London N18.**

In the event of an incident, following agreement by the Incident Management Team:

|  |  |
| --- | --- |
| **Raynham Primary School – Raynham Avenue, London N18.** | |
| **Contact: -** Telephone: (020) | |
| Premises available:   1. Main Hall 2. Dining area 3. Kitchens | Would allow delivery of:   * Classroom based lessons * Physical Education |