

St John & St James CE Primary School



Business Continuity Plan

Document Information			
Policy Number:	2	Created by:	P Cuncarr
Reviewed by:	P Cuncarr	Responsibility:	Headteacher
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Signature (FGB)		Signature (Head)	<i>P Cuncarr</i>

DISTRIBUTION LIST

	Plan Holder	Job Title
1.	Patsy Cuncarr	Headteacher
2.	Jessica Williams	Deputy Headteacher
3.	Jo Nagle	Deputy Headteacher
4	Mercedes Ambris	School Business Manager
5	Carmel Fox	Chair of the Board of Governors
6	Kas Sekji	Vice Chair of the Board of Governors
7	Daniel Okyere	Site Manager
8	Maria Anastasia	Local Authority Safeguarding Lead
9	Tony Theodoulou	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: ([up-dated March 2019](#)).

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
Patricia Cuncarr	Headteacher	Incident Manager & Media Liaison
Carmel Fox	Chair of Governors	Media Liaison
Jo Nagle	Deputy Headteacher	Emergency Services Liaison
Jessica Williams	Deputy Headteacher	Education Department Liaison (LA / LDBS)
Holly Brown	Assistant Headteacher	Pastoral Care & Social Services Department Liaison
Mercedes Ambris	School Business Manager	Welfare Lead

Maria Anastasia	Safeguarding (LA)	
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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:

COORDINATING GROUP	
NAME	POSITION
Patsy Cuncarr	Group Lead & Representative from Incident Management Team (IMT)
Jo Nagle	Additional Representatives from IMT Liaise with Social Services Department
Gina Wilkins	Liaise with Education (LA) Peter Nathan
Jessica Williams	Additional Representatives from IMT Liaise with LDBS (Sally Moore)
Mercedes Ambris	Manage school admin staff
Carmel Fox	Chair of Board of Governors
Daniel Okyere	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. Scholarpack information management system is accessible off site by the Headteacher, School Business Manager and Senior Leadership Team.

Mercedes Ambris and Gina Wilkins – hold lists of all staff and access to Comms system.

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/ MESSAGING

- School Office: 020 8807 2578;

Office@stjohnandjames.enfeld.sch.uk

Finance@stjohnandjames.enfeld.sch.uk

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	Headteacher & Deputy Heads to keep staff updated daily on Whatsapp, email and phone calls where necessary.	As soon as practical following information being available	Text Service/whatsapp/scholarpack Contact List on SP 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 or as an incident arises	Governing Body meeting

Efficient processes in place to contact all staff and parents where necessary	SLT;SBM;Admin Text servicing: Whatsapp/Scholarpack Email Service	In place now Review termly	Text Service/Parentmail Contact List
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Objective 2

Actions in event of complete or partial school closure

Target

In the event of an incident the school should remain open to the most vulnerable children and the children of key workers

Action	Person(s) Responsible	Timescale	Resources required
Create a continuity plan	Headteacher/SLT	As required	Meeting with Site Manager Staff Meeting And coordinating group
Create risk assessment to ensure safeguarding and safety	Headteacher/SLT	As required	Government, LA and PHE guidance Information on families and contact details
Provision for emergency care of reduced number of children	Headteacher/SLT	Ongoing	Use of scholarpack Website
Complete DFE register and update information daily on Secure Access Site	Gina Wilkins Headteacher	Daily	Secure access log in
Monitor daily capacity to safely meet need Liaise with CoG and LA to meet need of most vulnerable	Headteacher/SLT	Daily in the event of an incident	Emergency contacts Daily information
Home learning arrangements for children off site	Staff Members	Ongoing	Updated curriculum access for all learners, through website, online learning platforms and paper based resources.

Objective 3			
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)

Objective 4			
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 Lockdown procedures	Headteacher Fire Wardens SBM Site Manager	Termly	Fire Drill Log Book

Debrief after each evacuation – what could be improved?	Headteacher & Deputy Head SBM Staff Site Manager	Termly	Log Book Records
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Promotion and curriculum activities			
Regularly review plan to ensure it remains fit for purpose			
Objective 5			
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	Mercedes Ambris Gina Wilkins Cara King	Ongoing	Parent Contact Updates: Scholarpack
Ensure liaison points remain suitable	Headteacher Site Manager	Ongoing	Review at least annually
Update in response to new threats	Headteacher/SLT	Ongoing	Review as and when necessary

Objective 6			
Other measures			
Action	Person(s) Responsible	Timescale	Resources required
Regular back ups of virtual information	Remotely by IT Support	Daily	Remote Back up System Wande/Cloud storage/Scholarpack/ My Concern
Updated GDPR procedures to protect emergency information	Headteacher Mercedes Ambris	Annually	Remote Back up System Wande/Cloud storage/Scholarpack/ My Concern

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** 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.

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: Anna Trott - Telephone: [020 8807 4726](tel:02088074726)