



**Business Continuity Plan For
Disaster Recovery in the event of a Critical Incident**

**Christ The King
Catholic Primary School**

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1.0 Introduction

The Christ The King 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 corresponding Emergency Evacuation Plans;
- The School's Fire Evacuation Plan (the operation of which does not necessarily activate the BCP);
- The Serious Incident Protocol.

1.1 Reputation

The reputation of the school is of paramount importance, and as such any decisions to implement the BCP; close the school, or other actions taken to protect pupils and staff will always be made with the welfare and safety of everyone in the school in mind.

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 SLT and LGB. Briefings will be provided to all staff at the start of the school year, will form part of the Induction Pack for staff joining the organisation mid-year and, if any significant changes are made to the plan.

3.2 Associated Documents/information

Associated Documents include:

- Emergency Evacuation Plans
- Fire Evacuation Plans
- Fire risk assessment
- Snow Procedure

These documents are held locally at the school and are available on staff noticeboards and via the school office.

3.3 Emergency Contact Information

An emergency information pack is kept in the Grab bag at the main/reception office at both sites and includes:

- Copies of this document
- All associated documents (listed above)
- Class Lists (including pupil telephone numbers)
- Site Plan
- Copy of the LAMP for each respective site.
- Additionally access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS by the Headteacher or Office Manager and a paper copy is available for the Headteacher.

4.0 Strategy

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

Staff communication will be via email and the website if this is operable, or by use of the snow plan telephone lists if not.

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 024 7697 6861
- Holy Cross MAC offices 024 7518 6555
- Buildings Team 07970744247
- Diocesan Press/Media Faye Fawcett/Caroline Bletso 01212306286
caroline.bletso@rc-birmingham.org faye.fawcett@rc-birmingham.org
- Local Radio (BBC C&W) 0345 900 5 200
- Health and Safety Executive (HSE) 0345 300 9923 (fatalities & specified injuries only)
- Insurance Advisors Solihull Council (Steven Simonds)
- Local Police 999 or 101
- NHS 111
- Local Fire Service 999 or 0121 3807500
- CSW Resilience Team 02476 832673 (Emergency only)

5.0 Roles and Responsibilities

5.1 Headteacher

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

- Immediately contacting the police 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, Holy Cross MAC, press).

5.2 Incident Management Team (IMT)

Lead by the Headteacher, the Incident Management Team would include the SLT, Site Service Officer of the school and the H&S Officer. 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 Headteacher (or their nominated Deputy) to restore normal conditions as soon as possible.

Class Teachers should ensure that all medical equipment for the children in their class is taken to place of safety.

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 Headteacher.
2. Notification of the school closure using the Local Authority On-line website (actioned by the Headteacher).
3. Implementing the school staff 'snow procedure'.
4. Recording the closure on the home page of the school website (actioned by DHT).
5. Sending out text messages via the **School Comms** system to all parents (actioned by Office 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 Headteacher on the basis that pupils with parental authorisation may make their way home by themselves. Pupils 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 of the school closure using the website (actioned by – Office Manager).
3. Recording the closure on the home page of the school website (actioned by – Office Manager). Contact local media and local authority to ensure that messages are posted/broadcast.
4. Sending out text messages to all parents via **School Comms** (actioned by – Office manager). Chair of Governors and CSEL informed by Headteacher

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, pupils will initially assemble at the primary assembly points. If these are not useable, or if the incident has made the school grounds unsafe, staff will escort pupils to the secondary assembly points.

St. Augustine's Primary School: Heathcote Street
Radford
Coventry
CV6 3BL

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to the off-site assembly point from where they can be collected or from where they can be released to make their own way home if there is approval in place to walk home alone.

7.0 Lockdown Procedure

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

If a lockdown is declared:

- The Site Services Officer or Office Manager will be advised to implement the lockdown via word-of-mouth.
- The IMT will communicate via Headteacher or site service officer mobile phone.
- The school will be advised that it is in 'lockdown' by word-of-mouth.
- All staff will remain in classrooms and keep pupils calm and away from windows.
- Where it is safe to do so, classroom windows will be closed, and blinds drawn to limit visibility into the school.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked if safe to do so ensuring no one can enter or leave the premises.
- The following doors will then be locked:
 - Main building front entrances.
 - Other exits if there is reason to believe there is a threat on the school grounds.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances via CCTV (if installed), and / or discretely from office windows (but without making themselves a potential target). The gates should only be opened by the Site Service Office or Headteacher, when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 Silent Evacuation

The normal process to trigger an evacuation is via sounding the fire alarm; however, there are certain situations where a silent signal should be used instead:

- A bomb alert has been received or a gas leak is suspected. (In such cases follow school's specific protocols for such instances).
- Where an audible alarm may further endanger risk to pupils/adults e.g. aggressive intruder.

8.1 Silent Alarm Procedure:

The Headteacher should arrange for a silent signal to be deployed in all school areas e.g. a member of staff travels around school with a visually recognised signal or verbal signal. If it is unsafe to alert the Headteacher, staff may use their judgement and undertake this.

On seeing/ hearing the alert, teachers should immediately evacuate pupils to the designated assembly points. Staff working with pupils outside the classroom should

NOT return to the classroom but immediately evacuate pupils to join their class at the designated assembly point.

9.0 Business Recovery in the Event of a Loss of Buildings or Site Space

9.1 General

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

Temporary working facilities are the responsibility of the School and Multi Academy Trust for which it holds insurance (see below).

9.2 Insurance

The school is insured through the Diocese approved Zurich agreement via Solihull Council.

9.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. All insurance queries should go to Steven Simonds at Solihull Council:

Steven Simonds Insurance Manager

Insurance Services, Resources

T 0121 704 8411, E stsimonds@solihull.gov.uk

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Possible locations that have been identified for consideration should temporary accommodation / buildings need to be sited are:

- Scot's Lane Playground

Erecting additional buildings (portacabins) on school sites will always be the preferred solution.

10.0 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, the school will shut to pupils using the same procedures described in 6.2 above.

11.0 Other Threats

The following Other Threats have been considered:

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff and suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – School are unable to provide buildings or ICT support
- Key Supplier Failure– Catering

- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat
- Biological or environmental hazard

12.0 Draft Recovery Action Plans

School Activity (statutory duties are in bold)	What may happen?	Short-term impact on the school (up to 48 hours)	Mid-long term impact on the school (48 hours+)	Mitigation and Contingency Arrangements in Place	Further actions needed to reduce impact
Early Years Teaching	Potential to impact on development of Nursery & Reception Pupils Impact on reputation Potential for complaints			Cross-skilling of staff so teaching can continue if staffing is reduced. Access to supply teaching staff.	Utilise teaching resources, including on line and from other schools within the Holy Cross MAC Arbor data back-up, off site so restore can take place.
KS1 Teaching	Potential to impact on results & attainment of Year 1 & 2 Pupils Impact on reputation Potential for complaints		Key Stage 1 SAT's in Summer Term each year	Cross-skilling of staff so teaching can continue if staffing is reduced. Access to supply teaching staff.	Utilise teaching resources, including on line and from other schools within the Holy Cross MAC Arbor data back-up off site so restore can take place.

KS2 Teaching	Potential to impact on results & attainment of Year 3, 4, 5 & 6 pupils Impact on reputation Potential for complaints		Key Stage 2 SAT's in Summer Term each year	Cross-skilling of staff so teaching can continue if staffing is reduced. Prioritise over KS1 at critical times if necessary. Pupils at KS2 have more time to catch up on any missed work Access to supply teaching staff	Utilise teaching resources, including on line and from other schools within the Holy Cross MAC Arbor data back-up, off site, so restore can take place.
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Safeguarding Children	Harm to an individual Potential culpability Damage to reputation Unable to provide Breakfast Club for children at risk.			Refer to school safeguarding policy.	Meeting between safeguarding lead and other appropriate staff to identify actions relating to children at risk. Communication with other agencies.
Catering (Specifically free school meals)	Unable to fulfil statutory obligations Hunger impacts on behaviour and performance	Packed lunch to be prepared off site and delivered to school. Food to be prepared off site and delivered to school.	Free school meals and UFSM have to be provided. If there was no access to catering in the medium to long term, we would need alternative arrangements for food preparation / free school meals / UFSM provision.		Discuss alternatives with catering staff/provider as appropriate.

Access to ICT (Impact on to GDPR)	No (or restricted) access to teaching materials Pupils unable to work online or use online resources Potential impact on performance of pupils and staff Implications of GDPR	Different key stages dependence on ICT varies. Loss would be more critical during online tests.	Different key stages dependence on ICT varies. Loss would be more critical during online tests. Breaches of GDPR in order to secure business continuity.	Teachers and Support Staff have other teaching materials available. Analysis to mitigate risk whilst enabling school to continue to function.	ICT Manager – curriculum – reinstate by using back up LA SLA – Redstore for Admin Servers
Extra-Curricular	Disappointed pupils Missed opportunity to enhance learning for pupils Damage to reputation			Existing staff to run extra-curricular activities where qualified.	Look for alternative provider
Facilities Management	Impact on cleanliness of the school. General maintenance and upkeep of the school would not happen Potential health & safety risk		The school has a Site Services Officer, who has the capacity to work across both sites to provide support where required and to liaise with contractors etc.	Leadership Team would open and close school in the short term.	Buy in external support.

12.0 Draft Recovery Action Plans

Phone and ICT Communications Loss	Contact phone/ communication providers ICT Manager for Curriculum Server ICT Services for Admin Server	ICT Support Provider Office Manager/ Business Manager	Keep Headteacher and Business Manager updated. Headteacher decides what communication is sent via School Comms to parents.
Finance Process Breakdown – payments to staff and suppliers fail	Business Manager investigates issue with School office Extent of situation is fully assessed Bank balances verified from online banking Staff and suppliers formally contacted with timescales / update	Business Manager Headteacher.	CSEL kept updated
Utilities / Energy Supply failure	Providers called to ascertain issue School may have to close Consider suitability of accessing a Generator	School SSO Headteacher	CSEL kept updated
Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes

Building Loss – partial or complete (Fire, Flood etc.)	RPA notified immediately Short-term - share pupils between other schools in the MAC and provide coach service / Mini Bus transport in the mornings and afternoons Medium Term - erect Porta Cabins on site Long term - rebuild / refurbish	Head Teacher	RPA will assign a designated Loss Adjuster.
Building Denial leading to short term lack of access. Service Delivery Loss of General Nature –Academy are unable to provide buildings or ICT support	Relocate to the other schools within the MAC providing transport morning & afternoons.		
Key Supplier Failure – e.g. Catering	Buy in prepacked lunches	Liaise with catering company	Liaise with External Providers to establish their continuity plan
Evacuation due to Nearby Incident	1. Follow instructions from HT/DH/OM to: ♦ Evacuate immediately to: St. Augustine's Primary School Heathcote Road Radford Take register on arrival and inform admin of any children or members of staff that are unaccounted for.	Headteacher or nominated deputy.	Headteacher notified as soon as possible
Lockdown due to Nearby Incident	Follow instructions from HT/DH/OM to: stay inside the building, well away from the windows and do not leave until instructed to do so by a member of SLT or the police/bomb squad	Headteacher or nominated deputy.	Headteacher notified as soon as possible

Fire	Exit the school following Fire Evacuation plan Call Emergency services Call RPA regarding any damage Review what happened and capture any lessons learnt	Headteacher Office Manager	Headteacher notified as soon as possible
Bad Weather prolonged	School to follow Snow procedure	Headteacher with COG	
Strikes	Headteacher to establish which staff will be on strike Headteacher decides if school has to close for pupils or which classes - staff not striking are deployed with suitable work and come to work as usual.	Headteacher co-ordinates the communication brief to parents and staff	If there are a minimum amount of staff, there may be a decision to allow staff to work from home if there is suitable work they can take home or deploy them to one of the other schools within the MAC (rather than heating school and incurring costs).
Terrorist Attack or Threat	Follow instructions from HT/DH/OM either to: Evacuate immediately OR Stay inside the building, well away from the windows and do not leave until instructed to do so by a member of SLT or the police/bomb squad.	Head teacher / Office Manager	CSEL kept updated
Biological or Environmental hazard /Pandemic	Follow instructions from HT/DH/OM either to: Close school building Trigger IMT & follow plan	Headteacher	Follow national guidance from HM Government and DFE.

