

Selsdon Primary & Nursery School

Business Continuity Plan

Approved by Full Governing Body, 11 July 2013

Business Continuity is the ability to respond to disruptive incidents and emergencies by identifying and maintaining the School's critical activities and returning to the status quo as quickly as possible.

The School is built in four separate blocks and it is unlikely that all would be affected except in a major catastrophe.

This plan is designed to guide the School to make quick, effective decisions in order to continue with the day to day education of the pupils at Selsdon Primary.

The Headteacher and Governors are responsible for reviewing the Business Continuity Plan (BCP) on a regular basis. The most up-to-date version must be shared with relevant personnel.

This Plan should be read in conjunction with the Disaster Recovery Plan.

The School Emergency Management Team is responsible for responding to an emergency, with the most senior member taking the lead in ensuring that the BCP is activated. The team will comprise:

- Senior Leadership Team
- Caretaker
- Catering Manager
- Chair of Governors

ROLES AND RESPONSIBILITIES OF SCHOOL EMERGENCY TEAM (SET)

POSITION IN SCHOOL	ROLE DURING INCIDENT
Head Teacher	Take control Assess information available to obtain overview Activate the plan, if necessary Alert SET and designate roles and responsibilities Arrange for appropriate emergency services Inform and liaise with LA
Deputy Heads	Assist Head Agree roles and responsibilities Lead staff and pupil welfare arrangements Adopt lead in Headteacher's absence
Assistant Heads	Assist Head or Deputy Head Liaise with emergency services
Business Manager	Assist Head, Deputy & Assistant Heads Contact stakeholders, including Governors via Teachers2Parents Provide records & information
Caretaker	Assist with emergency response on site Assist with security and/or evacuation
Chair of Governors	Support Headteacher/Deputy Headteachers/Assistant Headteachers

OTHER KEY CONTACTS

Director of Ed	020 8726 6000	
Harrisons Caterers	020 7498 6911	Sonia Redhead
Electricity	0800 0568866	
Gas	0800 111 999	
Water	0845 9200 800	
Police	999	
Quest Academy	020 8657 8935	

CONTACTING STAFF AND PARENTS

The Teachers2Parents texting service will initially be used to contact staff, parents and Governors.

Staff, parents and governors may also be contacted by email.

BUSINESS CONTINUITY STRATEGY AND IMPLEMENTATION

DEFINITION - Short term – up to 24 hours
 Medium term – 24 hours to one week
 Long term – one week ongoing

The following actions may be taken to maintain or restore operations:

STAFF

TYPE OF DISRUPTION	DURATION OF DISRUPTION	ACTION TO BE TAKEN	MEMBER OF STAFF TO ARRANGE
Class teacher absence due to sickness or other reason	Short term	Contact supply agency	Assistant Head if before 6.50am Otherwise, Business Manager
	Medium term	Contact supply agency	Business Manager
	Long term	As above, possible permanent recruitment	Business Manager then Headteacher
Staff absence due to heavy snow	Short term	TAs to cover Amalgamate classes	Most senior member of staff in attendance
Staff strike action	Short term	Class of teacher on strike to stay at home – letter to parents	Headteacher
TA absence	Short term	None	
	Medium term	Redistribution of TAs Supply TA for selected one-to-ones	Deputy Head
	Long term	Supply TA for selected one-to-ones then recruitment	Deputy Head
Caretaker absence	Short term	Assistant Caretaker covers	Business Manager
	Medium term	Assistant Caretaker covers	Business Manager
	Long term	Consider supply caretaker then recruitment	Business Manager, Headteacher
Head Teacher absence	Short term	Deputies act up	Deputy Heads
	Medium term	Deputies act up	Deputy Heads
	Long term	Governing Body consulted – possible interim head appointed	Governing Body

Deputies or Assistant Heads absence	Short, medium & long term	Deputies or Assistant Heads cover duties	Deputy Heads
Business Manager absence	Short term	Admin staff to cover	Deputy Heads
	Medium term	Admin staff to cover Members of SLT to cover	Deputy Heads
	Long term	As above & JCA to cover	Headteacher

TECHNOLOGY

TYPE OF DISRUPTION	DURATION OF DISRUPTION	ACTION	
Network failure	Short term	ICT Technician	ICT Technician
	Medium & Long term	ICT Technician Liaise with Credit Re-write lesson plans where necessary Use paper-based systems where necessary	ICT Technician Class teachers Admin staff
Computers/laptops stolen or destroyed	Short term	Contact LA insurance section	Business Manager
	Medium term	Arrange replacement	ICT Technician & ICT Coordinator
	Long term	Arrange replacement	ICT Technician & ICT Coordinator
Virus disables computers or computers hacked	Short term, Medium term & Long term	ICT Technician/Credit Back up available for server	ICT Technician
	Medium & Long term	ICT Technician, Credit	ICT Technician
Phone System goes down	Short term	Use school mobiles	ICT Technician
	Medium term	Contact Southern Monitoring	Business Manager/ICT Technician

UTILITIES

Power Failure	Short term	Caretaker to look at circuit boards	Caretaker
	Medium & Long term	Contact Andy Taylor Inform LA	Caretaker
Loss of Water	Short term	Caretaker to inspect tanks and pipes	If unable to rectify, call GB Services
	Medium term	If GB Services unable to rectify,	Caretaker

		call Thames Water	
Flood	Short term	If small, Caretaker to mop up If major (ie burst main) contact Thames Water	Caretaker
Gas Leak	Short term	Call National Gas Emergency Centre	0800 111 999
No Heating	Short term	Caretaker to check system	Caretaker
	Medium term	Contact Environation Provide electric heaters	Caretaker 07974 095656 Business Manager
	Long term	Close school if temperature falls below 16 degrees C	Head Teacher
Blocked Drains	Short term	Caretaker to investigate	Caretaker to clear blockage
	Medium term	Caretaker to cordon off area Call contractor	Caretaker
Broken Windows	Short term	Caretaker to make safe & contact glazier	Caretaker
Loss of one class	Short term	Class to relocate to MDS	
	Medium term	Class to relocate to MDS	Caretaker to move furniture and supplies
	Long term	Class to relocate to MDS Inform LA	Caretaker to move furniture and supplies
Loss of two or three classes	Short term Medium term Long term	Relocate to MDS & Hall	Caretaker to move furniture and supplies
Loss of four or more classes	Short term	Partial closure of school	Contact staff and parents via Teachers2parents
	Medium term	Relocate some classes to Quest Academy	Contact staff and parents via Teachers2parents Notify LA
	Long term	Contact LA	Contact staff and parents via Teachers2parents Notify LA
Loss of entire premises	Short term	Close the school	Contact staff and parents via Teachers2parents

			Notify LA
		Accommodate classes at Quest Academy (8768 3351, Ray Croxton)	Contact staff and parents via Teachers2parents Notify LA
	Long term	Contact LA	Contact staff and parents via Teachers2parents Notify LA
Loss of use of kitchen	Short term	Sandwiches & fruit to be provided for children having dinners	Liaise with Catering Manager Harrisons buy sandwiches and fruit if necessary
	Medium term	All children to bring packed lunch Sandwiches provided to FSM children	Parents informed via Teachers2parents Catering Manager to provide sandwiches
	Long term	All children to bring packed lunch Sandwiches provided to FSM children	Parents informed by letter Harrisons to provide sandwiches
Loss of use of office	Short term	Office staff to relocate to library/Head's and Deputies offices	Caretaker to move furniture & supplies
	Medium term	Office staff to relocate to library/Head's and Deputies offices	Caretaker to move furniture & supplies
	Long term	Office staff to relocate to library/Head's and Deputies offices	Caretaker to move furniture & supplies
Security gates not working	Short term	Manual operation Contact W&S Security	Admin staff
	Medium Term	Manual operation Contact W&S Security	Caretaker to erect appropriate signage
	Long term	Contact W&S Security	Caretaker to erect appropriate signage
Fallen Tree	Short term Medium term Long term	Cordon off area	Caretaker to arrange contractor to remove
Minibus breakdown or accident	Short term	Cancel trip	Inform parents by Teachers2parents
	Medium term	Investigate hire of replacement vehicles	Contact coach companies
	Long term	Use coaches	

		Inform LA insurance section Consider purchase of new vehicles	
Animal on site	Short term	Remove animal	Site staff

OUTSIDE AGENCIES

Loss of use of Catering company	Short term	Sandwiches & fruit to be provided	
	Medium term	Children to bring packed lunch Sandwiches provided to FSM children	Parents informed via Teachers2parents Harrisons to provide sandwiches
	Long term	Children to bring packed lunch Sandwiches provided to FSM children New catering contract arranged	Parents informed via Teachers2parents Harrisons to provide sandwiches
Loss of use of swimming pool	Short term	Lessons cancelled	Business Manager
	Medium term	Lessons cancelled	Business Manager
	Long term	Lessons cancelled Find new provider	Business Manager