

BUSINESS CONTINUITY PLAN



**PLEASE MAINTAIN A LOG AFTER ANY
INVOCATION**

INTRODUCTION

This plan provides actions that should be considered by the Headteacher, his/her nominated deputy, and the school in case of any disruption or interruption to school activities.

Date of issue:	Date of next review:
Copies of this Plan are kept at:	
<ul style="list-style-type: none"> • School Office • School Business Manager's House • North Somerset Audit Office 	
Person/s responsible for reviewing plan: Headteacher and School Business Manager	

Version control

Amendment N°	Date	Amendment Page Title	Page N°	Initials	Testing dates
01	28.02.2014	Version 01 released	NA	SD	
02	31.03.2014	Version 02 sent to Steve		MC	
03	2.12.14	Version 03 sent to Steve	See amendments	MC	
04	8/12/15	Version 04 sent to Steve	See amendments	MC	

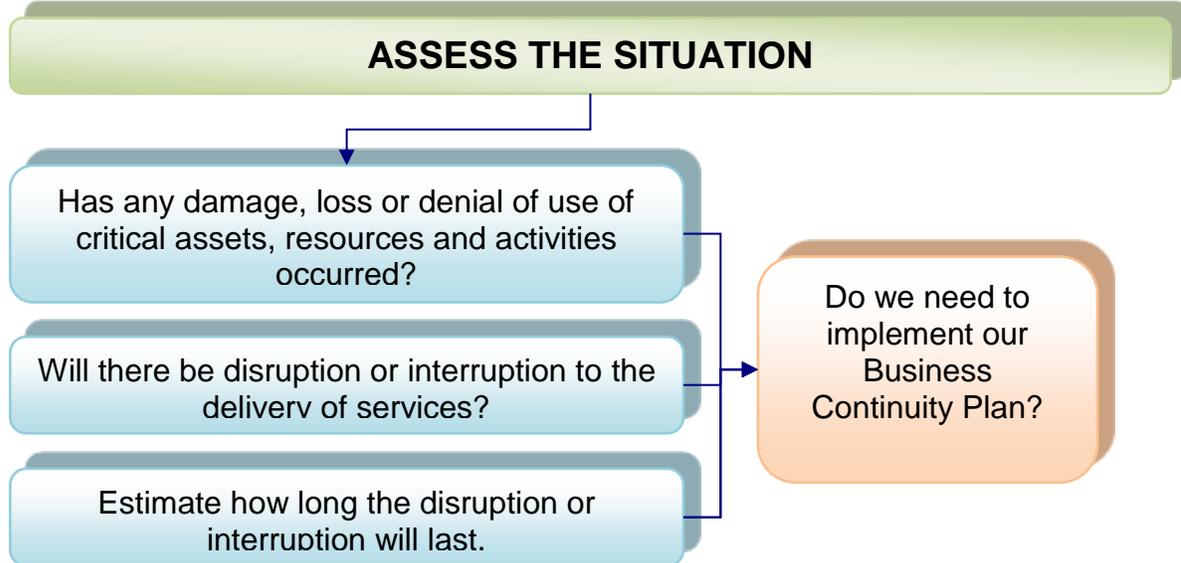
05	21/1/16	Business Continuity audit carried out by Steve De-Bruin and final plan agreed		MC
06				
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Responsibility chart:

Please refer to schools Emergency contact lists for contact details.

Position	Responsibilities
Headteacher	Decision maker on invocation of the plan. Financial (expenditure) control. Strategic viewpoint to request tactical response to bring services back on line. Review Business Continuity Plan (Assisted by NSC where required) Monitor response; deal with press (Through Marketing and Communication, NSC). In case of Emergency response handing over the Business Continuity response to the School Business Manager.
Deputy Headteacher	To assist Headteacher in the initial responses and work between Headteacher and Tactical staff for updates and to assist in above.
School Business Manager, Office staff.	To react to the invocation of the plan. Lead the tactical response from School Office. Contact suppliers for assistance, North Somerset Council Insurance team and Property and Asset Management Team as required. Working with the Headteacher and North Somerset's Marketing and Communications Team on the press response in larger disruption likely to affect families.
Teaching Staff/Support Staff	To assist the School Business Manager and Office staff in relaying single message to parents where required and to aid in the provision of education material to pupils.

PHASE I: ASSESS THE SITUATION



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school based services:

Critical Function	Description
Examinations	Providing staff and facilities to enable pupils to sit examinations. Phone NCA 0300 303 3013 immediately to let them know what has happened. NCA will then work with the school to enable the exams to take place within the timeframe set by the DfE by either couriering replacement exam papers or arranging for photocopies of papers to be sent to the school.
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Foundation to Key Stage 2)
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services including extended services/Children's centres etc
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements as per 'in loco parentis', health & safety legislation etc
Catering facilities and staff	The provision of suitable catering facilities to enable the preparation of school meals including free school meals. The provision of suitably trained catering staff to prepare school meals to national standards
Utilities-gas	The supply of gas to enable the heating of premises and preparation of school meals etc
Utilities-water	The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing etc
Utilities-electric	The supply of electricity to enable ICT systems to run, lighting of premises, etc
Provision of ICT education	The provision of ICT to deliver education
Provision of ICT administrative	The provision of ICT to enable the establishment to run effectively
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment
Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal

The 'Maximum Tolerable Period of disruption' is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function.

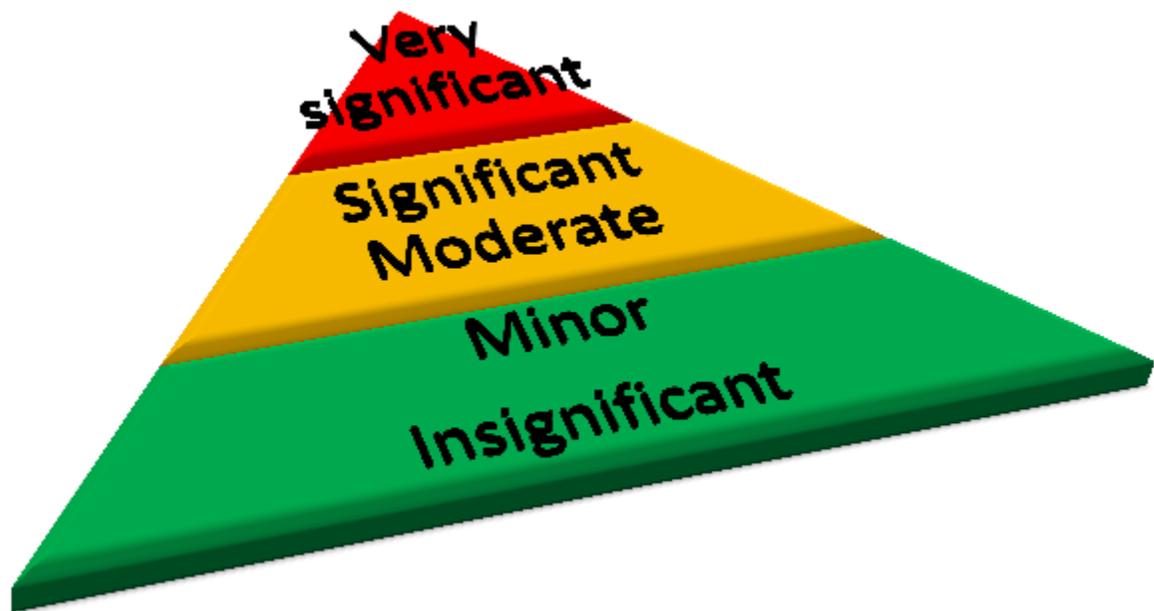
CRITICAL FUNCTION	MTPD	NOTES
Examinations	5 days	Edexcel state that 5 working days is the maximum period allowable to sit papers if time missed through major disruption.
Teaching Staff	1 week	It is felt that loss of staff for 1 week would have a significant impact.
Support Staff	1 week	It is felt that loss of staff for 1 week would have a significant impact.
Premises	1 week	Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 1 week.
Catering	1 day	Loss of normal catering arrangements would mean the delivery of alternative cold meals. Our current catering contractor, Edwards & Ward have an understanding with North Somerset Council is that in the event that a kitchen is deemed inoperable then Edwards and Ward will seek another production kitchen to produce the meals and transport in. Although this isn't a common occurrence it is something that they are used to organising with great success.
Utilities	1 week	Loss of utilities, depending on circumstances may result in immediate school closure, depending on circumstances and seasonal factors (e.g summer or winter). Such closure will have a significant impact after 1 week similar to loss of use/denial of access to premises.
ICT Administrative	4 days	It is thought that the Office staff should be brought back on line first for management purposes.
ICT Education	2 weeks	It is thought that servers can be rebuilt in 3 days and full IT restore within 2 weeks.
Cleaning	1 week	Cleaning contractor used has enough staff in the company to cover absence/sickness/disruption.

Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Example Descriptor
Education	Impacts on education may include loss of large number of days of teaching, disruption to education, loss of coursework etc.
Child welfare/well-being	Impacts on a child may include physical impacts (eg hunger, cold etc), psychological impacts (e.g. loss of course work, having to move school), future prospects and educational abilities.
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment and North Somerset Council.
Statutory Compliance	Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc.
Reputation	Reputation may be the reputation to the establishment AND North Somerset Council.

Extended Services	Extended services may include Breakfast Clubs, After School Clubs, Children's Centres, hiring of rooms/halls etc.
Staff	Impacts on staff can be financial, physical, psychological.

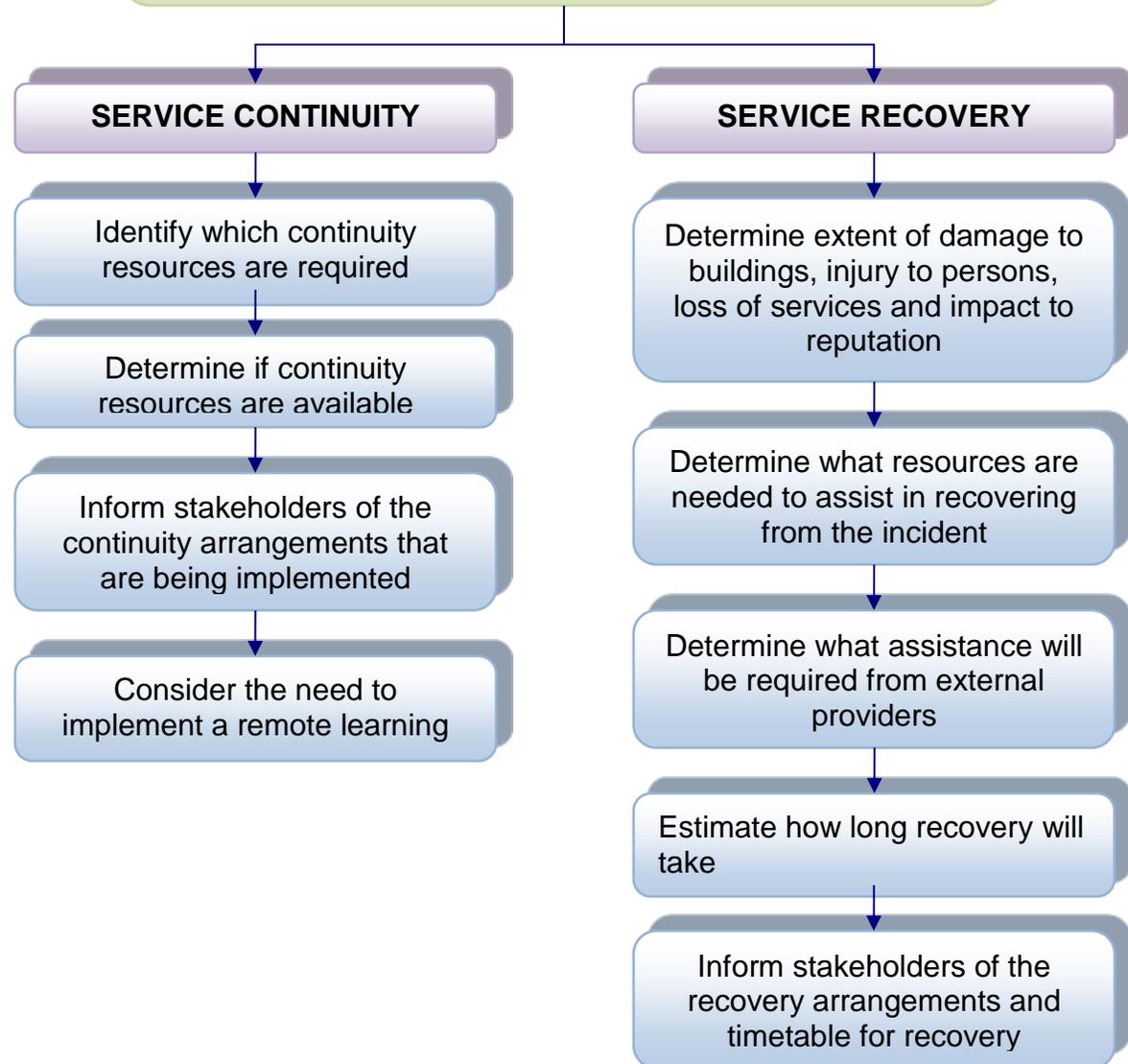
Below are some guidelines as to the impact levels



Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP
Moderate	There is thought to be some impact on some areas. This may require the implementation of BCP if the impact is considered to affect critical areas such as education or child well-being
Significant	A significant impact in a number of areas that warrants the implementation of the BCP
Very Significant	The impact is severe with major detrimental impact on education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment, Children's Services and Council. Immediate implementation of BCP

PHASE II: IMPLEMENT BUSINESS CONTINUITY PLAN

HEADTEACHER AND BUSINESS MANAGER TO IMPLEMENT CONTINUITY AND RECOVERY ARRANGEMENTS



SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Senior manager (e.g. Headteacher/School Business Manager)	Deputy Headteacher to assume role primarily. Travelling Bursar to be employed.
	Teaching staff	North Somerset Council Supply List. Other Agencies local to the school, details held in office/senior staff have supply staff telephone numbers.
	Teaching assistants	North Somerset Council Supply List. Other Agencies local to the school, details held in office.
	SEN support staff	Other Agencies local to the school, details held in office.
	Administrative support staff	Other Agencies local to the school details held in office. Parents' assistance.
	Technical support staff	Contracted out/ would look for assistance from other contractors where required.
	Site care and cleaning	Chantry Property Services
	Catering	Contractor for Catering Edwards and Ward.
	Other staff	Agency as required.
Premises	Damage/denial of use of classroom and/or associated contents	Use of Hall, double up classrooms temporarily, arrange for portable units on site.
	Damage/denial of use of building and/or associated contents	Primarily send children home safely, maintain contact with parents through the website. Consider remote learning plan whilst planning for alternative site/portable unit installation after contacting Property and Asset Management Team at NSC. Portakabin have inspected and have plans of our site. Depending on circumstance, portakin would suggest what would happen if one or more classrooms or the whole school had to be temporarily set-up either on our grounds or other North Somerset premises such as Hutton Moor or another premises to be discussed with North Somerset at the time. A temporary 210 school building can be functioning within 48 hours.
	Damage/denial of use of administrative areas and/or associated contents	SIMS & FMS6 software now hosted by Scomis who are our SIMS support provider. SIMS and FMS6 can be logged on through the internet so data will be available from any computer with internet access.

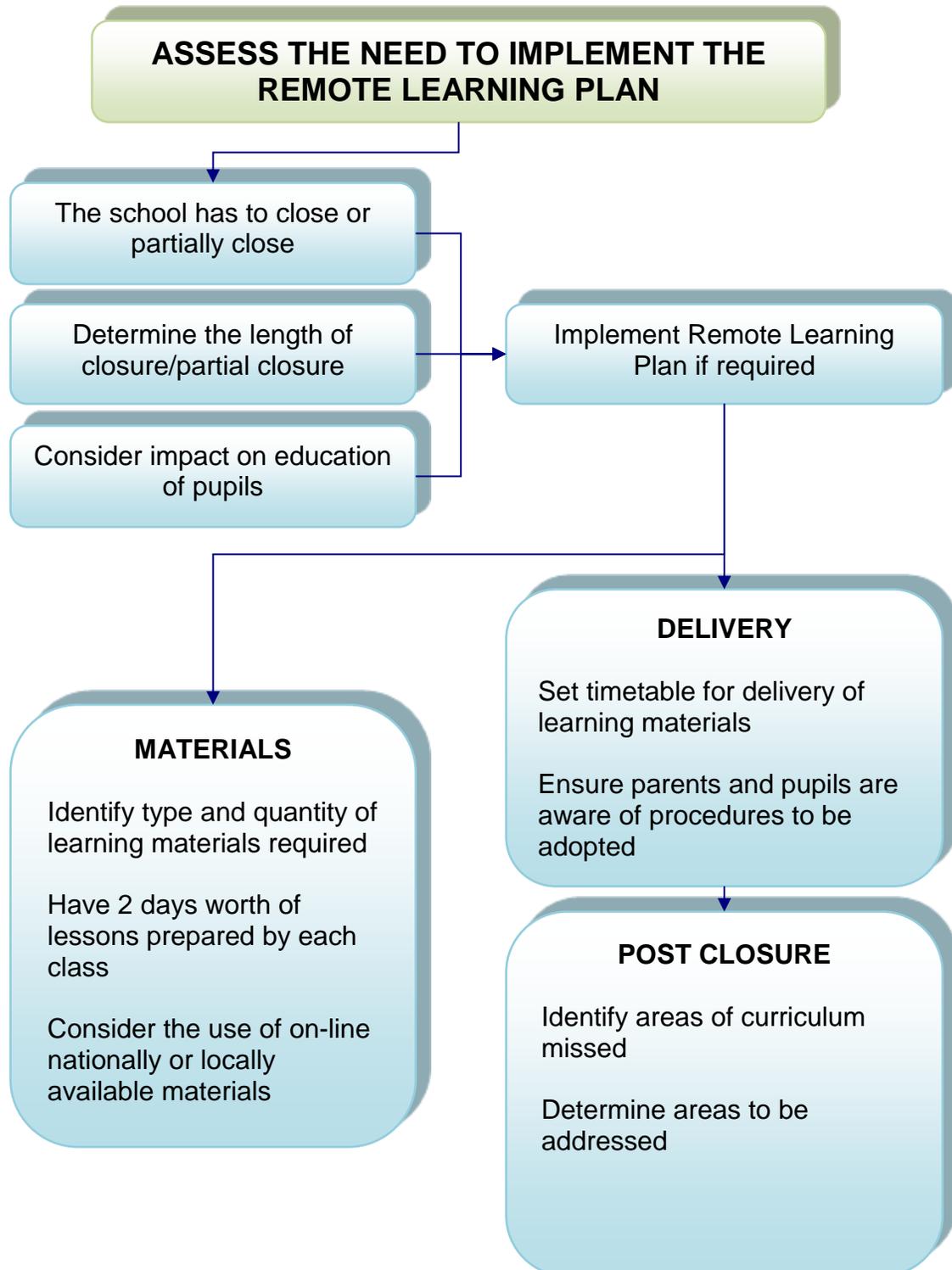
	Damage/denial of use of some commons parts (e.g. hall for examinations)	Pupils will eat in classrooms. Individual Worship in classrooms.
	Loss of utilities (gas, electric, water)	Ascertain the issue by contacting the contractor or supplier as required. No water supply will require a decision into possible closure for sanitary reasons etc.
Catering	Damage/denial of use of catering facilities	Edwards and Ward would be contacted early in response to use alternative site for preparation.
	No catering staff	Edwards and Ward would be contacted early in response to use already employed staff.
ICT	Loss of telephony system	School Mobiles would be used. Landlines would be forwarded after contacting supplier.
	Loss of I.T servers/software	Education contracted to 2IT. Admin contracted to 2IT. Communicate with contractor to discuss rebuild of servers/education and administrative software. SIMS available over the internet.
	Loss of I.T hardware	Source hardware through normal processes including discussions with contractor 2IT to find value for money.
Cleaning	No cleaning staff available	Cleaning contractor used has enough staff in the company to cover absence/sickness/disruption.
Records	Loss or damage to administrative records	Currently bringing disc home once a month – other backup daily into safe in office Have looked into a cloud based back up and this is too expensive at the moment. Will consider again if prices reduce.

CONTACT LIST

CONTACT	NAME	TELEPHONE NUMBER/S
Property and Asset Management (NSC)	North Somerset Council	01934 888888 01275 882920
Catering	Edwards and Ward	01934 615616
Cleaning	Chantry Property & Facility Services - Martin Williams	01934 220201 07725 905 143
Building Technical Services	Grahams Dave Cousins	0845 6005 400 07880 406095
Electrical contractor	Grahams Dave Cousins	0845 6005 400 07880 406095
Gas: British Gas	British Gas	Emergency 0800 111 999 General Enq' 0800 048 0202
Gas contractor	Grahams Dave Cousins	0845 6005 400 07880 406095
Business Continuity Manager (NSC)	Steve de-Bruin (North Somerset Council)	01275 884283 01275 888888
Water: Wessex Water	Wessex Water	0845 600 4 600
Site care and facilities (caretaker)	Chantry Property & Facility Services - Martin Williams	01934 220201 07725 905 143

Landline phone provider	British Telecom	0800 800 151
Marketing and Communications (NSC)	North Somerset Council	01275 888888 01275 888 728
Out of Hours (NSC)	North Somerset Council	01934 622669
Temporary safe location/alternative information pickup site	Worlebury Golf Club	01934 625789

PHASE III: REMOTE LEARNING PLAN

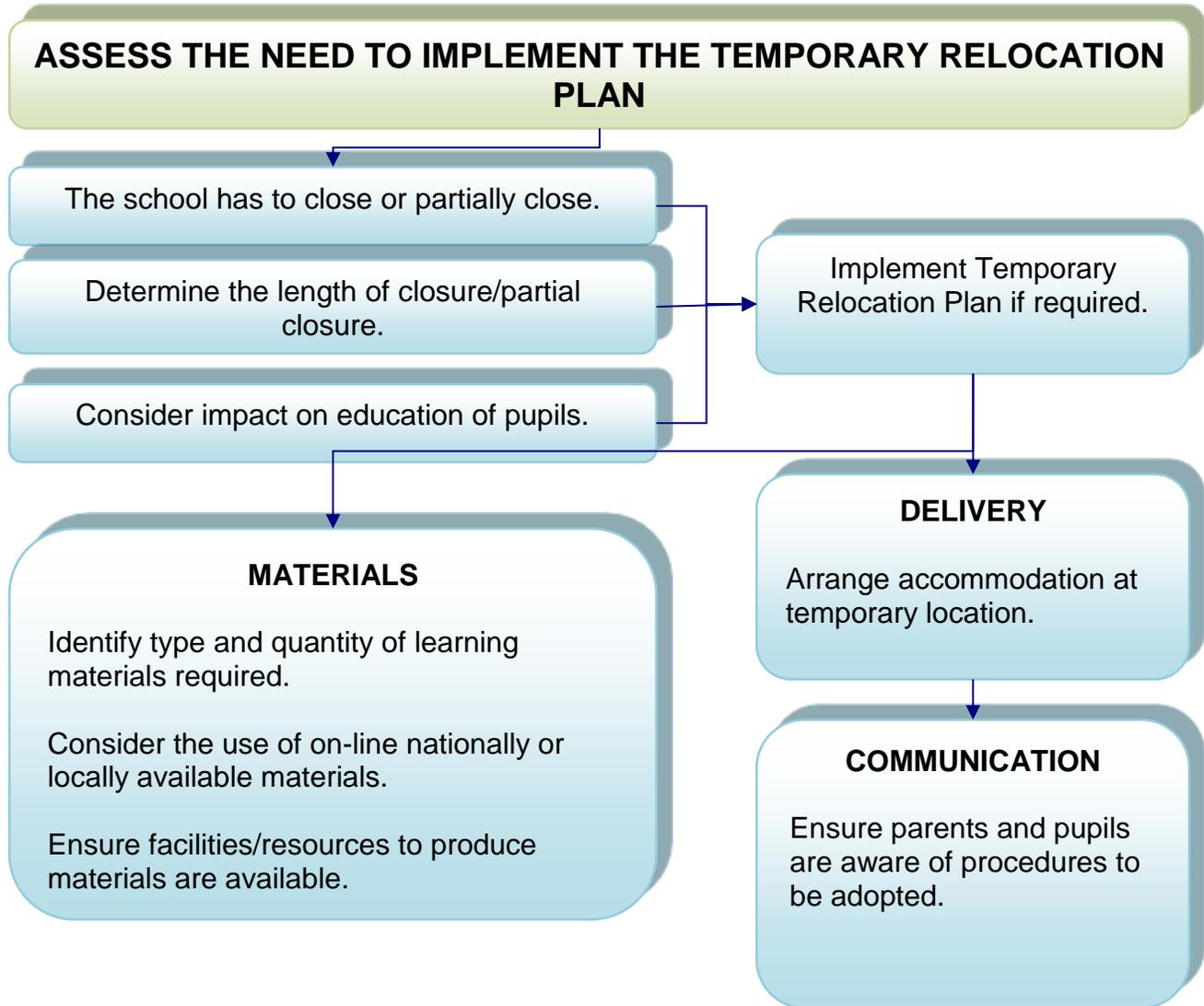


REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ELECTRONIC LEARNING ONLY	Determine how many pupils have access to I.T facilities (laptops etc) and the internet/e-mail.
	Consider the option of loaning IT equipment to pupils.
	Can pupils with no laptops gain access through other means? Paper copies of work distributed from school (if safe) or Worlebury Golf Club if school premises unsafe to enter
	Each teacher to produce 2 days plan of work for their class and put ready on the website for parents/pupils to access and to work at home until the school is re-opened. This will be updated on the 3rd day if premises are not available for children to attend by either updating the website or making available paper copies of the work for collection as above.
MATERIAL PREPARATION	2 days of work for each class has been added to the website.
	If required, further material to be prepared to enable enough work to continue the education of the children. In the event of remote learning being required, teacher to produce a plan of work (either at school or at home) for their class at the time depending on the curriculum being taught at that time. This will then be sent to the Business Manager to either upload onto the website or school blog or to arrange for an appropriate collection point for pupils with no internet access.

	Identify the person/s responsible for developing learning materials now and during any period of closure. Each class teacher to produce materials for their pupils
DELIVERY AND COLLECTION METHODS	Detail below the method of delivery and collection of remote learning materials (hard copy or electronic) Parents will be asked to attend Worlebury Golf Course if access to site fully denied. If access to classroom only denied then any material to be collected from school.
REMOTE SUPPORT AND MARKING	Detail system for providing remote learning support, marking and feedback Two days learning (general materials) will be posted onto the website in advance. Subsequent learning will be added to the website or school blog as and when appropriate.
ALTERNATIVE SITE	Identify an alternative site where the remote learning requirements (e.g. material preparation, delivery and support) can be delivered from in case access to the school is denied. Worlebury Golf Course.

PHASE IV: TEMPORARY ACCOMMODATION / RELOCATION PLAN



Loss of school

School	Temporary location
Worlebury, St Paul's Primary School	Dependent on scenario in contact with Property and Asset management and Insurance Manager at North Somerset Council consider suitability of: On site portable classrooms, Off site location to be organized with school and North Somerset Council, either Hutton Moor or another school site

Appendix A – Letter to Parents Template

Insert Address Here

Dear.....

You will all be aware of the recent incident that has affected our school.

We are currently working closely with North Somerset Council Peoples and Communities Directorate to ensure that disruption to school life is kept to the minimum possible. However, as you will appreciate, it may/will be sometime before we are back on an even keel.

We will be monitoring the well being of all pupils closely in the coming weeks to ensure that any ongoing problems as a result of the incident are identified.

For the immediate future we have made the following arrangements, which will come into effect from

As from today we will be using as the school office. We hope to have temporary buildings available for all students to continue with their education from

Please note that our new contact numbers are listed below. However I would ask you to keep calls to the school to a minimum so that we are not overwhelmed.

(Tel and Fax Nos.)

The process of recovery is moving very fast as more and more decisions are made about the best ways to proceed. We will provide updated information as frequently as possible both on the board at the entrance to the school and in a weekly update letter to be sent to all parents.

Thank you for your support and understanding in what is a difficult time for all of us.

Yours Sincerely,

Headteacher

