



Nurturing Potential within a Christian Ethos

BUSINESS CONTINUITY PLAN

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Responsible committee	Resources committee
Lead Author(s)	Ian Newton

Together we will work to enable all our children to achieve their full potential within our Christian family. Through the teachings and examples of Jesus, we nurture individuality - providing challenge, developing self-esteem and promoting care and respect for each other and God's world.

'I can do all things through Christ who strengthens me' Philippians 4:13

To achieve the vision, we:

- Enable the children to understand and follow the teachings and examples of Jesus as an outline for Christian living
- Ensure a broad and balanced curriculum for every child in a safe and stimulating environment which challenges and celebrates each child
- Equip children with the skills, knowledge and attitudes which will help them to develop into self-respecting, self-motivated adults
- Enable pupils to learn and appreciate the scale and scope of human achievement and develop their own individual creative talents
- Encourage the development of social, moral, spiritual and cultural values as well as British Values
- Strengthen children's understanding of care for the environment and develop a supportive partnership within our community

DISTRIBUTION LIST		
Copy No.	Plan Holder	Job Title
1.	Ian Newton	Headteacher
2.	Tessa Thomas	Deputy Headteacher
3.	Natalie Moulder	SLT Member
4.	Caroline Governor	Chair of the Board of Governors
5.	David Bundock	Operations Officer
6.	Judy Pope	School Administrator
7.	Jill Rae	SENCO

8.	Rachel Hollinshead	Chief operating officer, ODBST
9.	Sulina Piesse	Chief executive officer, ODBST

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.

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 Site.
- 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.

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.

Please note this plan refers only to St. Johns's 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
Ian Newton	Headteacher	Incident Manger & Media Liaison
Caroline Gulliver	Chair of Governors	Media Liaison with Executive Head
David Bundock	Site Manager	Emergency Services Liaison
Tessa Thomas	Deputy Headteacher	Pupil & Staff Welfare Leads
Judy Pope	School Business Manager	Communication and Parent Liaison
Jill Rae	Administration and Communication Officer	Parent Liaison (Vulnerable pupils)

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:

CO-ORDINATING GROUP	
NAME	POSITION
Ian Newton	Group Lead & Representative from Incident Management Team (IMT)
Tessa Thomas	Representative from Incident Management Team (IMT)
Jill Rae	Education & Social Services Department
Judy Pope	School Office Manager
Caroline Gulliver	Chair of Board of Governors
Jill Rae	SENCO

The Co-ordinating 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 key members of staff hold this.

All staff and parents are entered onto a Parentmail, which can be operated over the Internet, MIS information which will be available on a hard copy, by the Headteacher and a member of the the School administration team.

- Judy Pope – hold list of all staff and access to Bromcom

Level Three

The Operational Group (those 'on the ground') will:

Assist with recovery of the school Communicate to and from Incident Management and Co-ordinating groups

Incident Liaison Points

- Central Liaison Point for all incidents: School Office
- Alternative Liaison Point: Group Room (SENCOs Office)

Telephone Lines/ Messaging

- School Office: 01844 343521

Normal Activities			
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 headteacher to put contact cascade into action.	As soon as practical following incident	Text Service/Parentmail 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 and Chair of Governing board.	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 shelter plan	Headteacher	Yearly Review	Arrangement with St John's Church, Lacey Green
Provision of alternative numbers for dial out in an incident	All Staff members	Ongoing	Use of Staff phones available if school phones inoperable
Relocation arrangements for critical activities	Staff Members	Ongoing	Arrangement with St John's Church, Lacey Green

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 Operations Officer	Termly	Log Book Records - Smartsafe

Debrief after each evacuation – what could be improved?	Headteacher & Assistant headteachers Administrative staff Operations Officer	Termly	Log Book Records
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Promotion and curriculum activities			
Regularly review plan to ensure it remains fit for purpose			
Target			
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	Judy Pope	Ongoing	Parent Contact Updates: MIS
Ensure liaison points remain suitable	Ian Newton David Bundock	Ongoing	Review at least annually

Evacuation & Shelter Plans (Evacuation)

The Headteacher takes overall responsibility for evacuation plans and exercises.

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, and part of a building or to an internal safe area from outside.

The school's Shelter Plan (Lock Down) 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.

St. John's Church - Lacey Green.	
Contact: Rev. Canon Tony Bundock- Telephone: 01844 347741	
Site available: 1. Main Church 2. Upper Room 3. Choir Stalls 4. Vicarage Gardens	Would allow delivery of: <ul style="list-style-type: none"> • Lessons for the upper school • Small group teaching • Lessons for the Lower school • EYFS Outdoor provision / PE Space
Following the National Lockdowns in March 2020 and January 2021, the school can switch to remote learning using the infrastructure developed during the Coronavirus Pandemic	Would allow delivery of: The National curriculum delivered remotely.

Welfare Decisions

Our Welfare Leads in the event of an incident are: Natalie Moulder (SLT) and Tessa Thomas (Deputy Headteachers) & Rachel Holinshead (ODBST).

AT ALL TIMES DECISIONS WILL ULTIMATELY BE MADE BY THE HEADTEACHER, PARTICULARLY WITH REGARDS TO COMMUNICATING INFORMATION TO: STAFF, PUPILS, PARENTS AND THE MEDIA

In the event of an incident, the school is aware that actions to address associated trauma need to be taken immediately, and for this reason, our Welfare Leads are included in the Incident Management Team.

Over time, further action and support will be needed to reduce longer term effects on the emotional well being and achievements of both pupils and staff.

Feeling shocked and numbed or feeling a strong urge to talk are normal reactions of those thrown into a major crisis. The school will try to ensure that adults and pupils are able to make contact with those we and they trust.

Younger pupils particularly are best supported by people they know well i.e. their families and school staff. Outside agencies can provide support and advice to those directly involved with the pupils.

The following details short, medium and long-term actions, which will be considered by the school in the event of an incident (where appropriate). The school will take decisions with support from welfare experts:

Short-term considerations

- Organisation of pupil and parent reunions.
- Consideration of which pupils need to be briefed, how and by whom.
- Contacting outside support agencies, particularly Educational Psychology and child bereavement service.
- Arrangement a briefing meeting for staff as soon as possible.
- Arrangement of a debrief session for directly affected staff.
- Arrangement of a debriefing session for pupils, if appropriate.
- Ensuring procedures for monitoring staff and pupils are in place.
- Activation of strategies for allowing young people to express their feelings about the situation, if they wish.
- Contacting the families of those hurt or bereaved to express sympathy.

Decisions to be made may include:

- Who will give the news and what should be said?
- Whether to provide briefing notes for Class Teachers responsible for informing pupils, to ensure a consistent message.
- Will counselling be required, and how will this be achieved?
- What information needs to be given to parents so that they are informed of assistance and support available to them and their child?

Medium-term considerations

- Ensuring a member of staff makes contact with pupils at home or at hospital.
- Making sensitive arrangements for return to school.
- Arrangement of alternative methods of teaching, if necessary.
- Arrangement of support for affected staff.
- Arrangement of consultation so staff feel more able to support pupils.
- Clarification of procedures for referring pupils for individual help.
- Ensuring parents are kept informed.
- Consideration of attendance at funerals, taking the wishes of parents into account.
- Planning memorials and / or special assemblies.
- Ensuring monitoring procedures are in place and being followed.

Long-term considerations

- Introduction of strategies to continue monitoring vulnerable pupils and staff.
- Consultation and decision making over whether and how to mark anniversaries.
- Ensuring new staff are aware of the pupils affected and in what way.
- Ensuring new staff know how to obtain further help if necessary.
- Recognising that legal processes, enquiries and news stories may bring back distressing memories and cause temporary upset in the school.

- Consideration given to offering meetings for pupils and parents seriously affected by the incident. Advice and assistance can be offered through the Educational Psychology services and CHUMS.

In case of death / bereavement the school will consider:

- Providing something tangible at the school for all: book of condolence, flowers, collection, display of art-work for remembrance.
- Holding a staff meeting with support agencies to discuss appropriate strategies for incident response and those affected.
- Plans to manage distress that may be caused by ongoing police / legal proceedings and media attention.
- Pupils that may need help in discussing their thoughts and feelings: how will this be done? Through the form tutor? Outside organisation?
- Closing for the day to allow people to attend the funeral
- Arranging transport for pupils to attend the funeral
- Whether pupils should be encouraged or discouraged from attending the funeral ☐ Whether there should be a memorial service at the school. If so, when?

In addition to those directly affected or involved in the incident, children and adults who are most likely to suffer distress as a result of the incident include those who:

- Are uninjured, but were at greatest risk.
- Directly witnessed death / injury / violence of the incident.
- Are siblings of those directly involved.
- Those who blame themselves.
- Those who are being blamed by others.
- Are experiencing instability at home.
- Have learning difficulties.
- Have pre-existing behavioural difficulties.
- Have previously suffered bereavement or loss.
- Have witnessed a similar incident or event before.

Communications In The Event Of An Incident-

All Communications to Be Decided By Ian Newton (Headteacher) & Caroline Gulliver (Chair of the Governing Board)

Our Communications Lead for ensuring parents and the school community are kept informed of developments (as well as liaison between Incident Management Team and Co-ordinating Group) is the Headteacher – Ian Newton.

1. The ODBST will assist the school in the event on an incident. Our communications lead will contact the department for support on 01296 615308
2. The Co-ordinating Group will agree a message for parents, pupils and other relevant parties and ensure the Incident Management Team is happy with it.

3. Messages will be disseminated to operational group and other relevant parties through a variety of media, for instance the school website, letters home.

School Community Communication and Remote Learning

Parents are contactable through our text messaging service/Parentmail as appropriate.

Media Considerations

Our Media Lead and Spokesperson is: Ian Newton (Headteacher)

Our Deputy Media Lead and Spokespersons are: Tessa Thomas (Deputy Head) and Caroline Gulliver (Chair of the Board of Governors)

The room designated for media briefings and press personnel is The School Office. Our alternate room is The Group Room.

- **No member of Staff will talk to any member of the press or media without the consent of the Headteacher/Local Authority.**
- No member of staff will talk to journalists alone. Rather, a colleague who can note what is said will accompany them.
- Staff talking to the press will provide nothing more or less than the facts.
- Staff will provide a prepared statement rather than an interview. **This will have been checked and approved by the Headteacher/Local Authority.**
- A later time to undertake an interview / issue a further statement will be arranged and this will be honoured.
- Personal information will not be released. ☒ No blame will be apportioned.

Other than the Headteacher (or Deputy Head/Chair of the Board of Governors) the rest of the Incident Management Team will not be directly involved in media communication.

Advice: The reason for the rest of the Incident Management team getting less involved with the media is to ensure that they have time and space to take an overall strategic view of the incident as a whole.

In general, it is useful for the spokesperson to already have a good understanding of the incident and experience dealing with the media. The spokesperson role should be his or her top priority for the duration of the incident. The deputy spokespersons will also need to be briefed in case the lead is unavailable.

In the event of a major incident the school will hold media briefings in cooperation with external agencies involved to keep the media updated. These briefings will be organised by the Incident Management Team and fronted by the school spokesperson.

The Headteacher (spokesperson) may decide to prepare/issue factual news releases to support the process of informing members of the public with a direct interest in the incident.

Flooding

If a risk from flooding is imminent, advice would be taken from Wandsworth Education & Social Services Department on whether to evacuate /close the school.

Fuel/Adverse Weather Conditions

Several members of staff would be able to travel into school by alternative means in the event of a fuel shortage/adverse weather conditions. The school would remain open if a suitable number of qualified teaching staff were available.

<https://www.stjohnsce.org/emergency-closure/>

Prolonged School Closures (e.g. Local Lockdown)

If staff and pupils are required to work from home, then the school's remote learning policy will come in to force. Education will continue via the school's website and Office 365 platform.

School Trips

All school trips are Risk Assessed. The school follows the statutory guidance from the local authority and the ODBST.

Debriefing

- During and after any incident, it is vital that debriefs are held.
- Some incidents will be lengthy; therefore it is appropriate to carry out regular debriefs to discuss the issues over the period.
- The debrief will produce a number of issues requiring action or clarity. These must be acted upon as a priority.

The Headteacher is responsible for organising debriefs