



An ambitious school at the heart of the community

Business Continuity Plan Policy

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Contents

Business Continuity	2
Scope.....	2
Policy Statement	2
Definitions	2
Emergency plan.....	2
Roles and responsibilities	2
Headteacher.....	2
Incident Management Team.....	3
Resource Requirements.....	3
School trips.....	4
Continuing to provide education	4
Closing the School – In advance of a school day.....	4
Closing the School – During the school day.....	5
Immediate places of safety	5
Replacement Site Facilities	5
Pandemic Threat / Mass Staff Unavailability.....	5
Shortage of staff.....	5
Remote education.....	6
Evacuation/Invacuation	6
Invacuation.....	6
Evacuation.....	6
Other threats	6
Safeguarding	6
School reopening	7
Health and Safety.....	7
Wellbeing and support.....	7
Exam and Assessment Disruption.....	7
Practice runs	7
Record keeping	7
Insurance.....	8
Review.....	8
Associated Documents/Policies	8
Appendix 1: Critical Function Analysis	0

Business Continuity

A copy of this policy and the associated documents is available on the Staff Intranet and a hard copy kept in the main reception office and in the Headteacher's Personal Assistant's Office.

Scope

Tytherington School seeks to keep all students, staff, visitors and users of its services safe and free from danger. This policy sets out how Tytherington School will respond to critical incidents, emergencies and disasters. These incidents may occur on the school site or on excursions.

While dealing with a critical incident, the school will aim to work normally with minimal disruption to its operations, with the aim to ensure that students are able to continue to receive a high quality education. The Headteacher and Senior Leadership Team will manage the school's response in proportion to the magnitude of the incident.

Policy Statement

The purpose of this policy is to:

- Understand the critical functions and activities of the school;
- Identify the key roles, responsibilities and contacts required to respond to an emergency, incident or disaster.
- Provide guidance on staff training to rehearse different kinds of critical incident so that those involved know their roles and what to do in such an event.
- Detail the minimum acceptable levels of service
- Provide guidance on how to analyse and respond to a range of risks
- Deal with incidents effectively and efficiently in order to maintain the health, safety and wellbeing of students, staff and other users of the school

If an emergency or disaster is declared by the Headteacher, the Business Continuity Plan will be activated.

The Incident Management Team is responsible for acting under the direction of the Headteacher to manage the critical incident and restore normal conditions as soon as possible.

Any decisions to implement the BCP, or other actions taken to protect students and staff will always be made with welfare and safety as the foremost consideration.

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.

Emergency plan

Accompanying this policy is an emergency plan. This details checklists, procedures and site information that can be referred to in preparation of, during, and after an incident.

Roles and responsibilities

Headteacher

- The Headteacher is responsible for the implementation and coordination of the BCP, including:
 - o Immediately contacting the emergency services, if appropriate

- Contacting the Local Authority's Critical Incident Response Team (CIRT)
- Coordination of status reports/communication/debriefs for the benefit of all audiences (including staff, students, parents, the DfE, the media).
- Commencing a log of all actions and decisions
- Contacting the Incident Management Team who will be asked to carry out key roles.

Incident Management Team

- Dependent upon the nature of the emergency/disaster, in addition to the Headteacher this team will likely include:
 - Deputy Headteacher
 - The Senior Leadership Team
 - Coordinating Safeguarding, support for HUB provision and any trainee teachers on site
 - Operational Designated Safeguarding Lead
 - Co-Chairs of Trustees
 - Site Manager
 - Coordinating the closure of the site
 - Business Director
 - For business and finance operations
 - Strategic ICT Manager
 - For ICT and network infrastructure concerns
 - Business Manager
 - Coordinating contractors
 - Head of Administration
 - Coordinating visitors to the school and arranging transport for students
 - The HR team
 - Providing contact information for staff and conducting staff welfare checks
- Additional members of the team will be engaged to match the specific needs of the incident
- Contact information for the IMT is held on The Staff Hub. The Incident Management team is also contactable via incident@tytheringtonschool.co.uk
- Depending upon the circumstances, other staff will be contacted via a staff briefing, email, or phone numbers which can be provided to the IMT by the HR team. The Extreme Weather telephone tree may also be used.
- The Headteacher may choose to appoint a member of the IMT as a point of contact for the Media, Local Authority, Emergency Services etc.
- Students and parent/carer data can be provided by the Head of Administration
- The IMT will ensure that additional communication and media will be displayed via the school website, if this is in operation.

Any appropriate emergency services required will be informed at the earliest possible opportunity. They will be told the location and the nature of the incident, the assistance required, whether there are any casualties and the details of the relevant contact person. In a critical situation, the person present at the time of the incident should take charge until the Headteacher or member of the IMT arrive to carry out the relevant actions as laid out in the Emergency plan. Staff and students at risk must be alerted to the danger in a speedy and prompt manner without causing panic or alarm.

Resource Requirements

In an incident or emergency, essential resources are needed to recover the school's functions to a minimum service level. These areas must be considered and include:

- Staff
 - o Numbers per student and the skills and knowledge needed
 - o Including First Aid provision
- Data/Systems
 - o Databases and systems needed
 - o Alternatives (such as paper based)
- Premises
 - o If the school site is required and, if so, which buildings/areas
 - o If the provision can be provided in another way (such as online)
- Equipment
 - o What essential equipment is needed (such as furniture, computers/tablets)
- 3rd Party Dependencies
 - o For example, catering contractors
- Grab Bag
 - o A 'grab bag' is held in the Headteacher's Personal Assistant's office. This contains supplies and information that may be of use during an emergency. A list of contents of the grab bag is contained within the Emergency plan.

School trips

As part of school trip organisation, contingency and incident planning is addressed. Risk assessments are completed by the Visit Leader and submitted to the school's Educational Visits Coordinator. The EVC ensures that appropriate staffing ratios and first aid is in place before submitting it to the relevant member of the Senior Leadership team for approval. For overseas trips, the relevant member of SLT will authorise the visit and submit to the Local Authority for approval.

Two designated members of the Senior Leadership Team not on the trip are contactable during trips should the need for support arise. The Educational Trips Policy contains a Critical Incident plan which is to be referred to in the event of an emergency.

Further information can be obtained from the Educational Visits Coordinator.

Continuing to provide education

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home or unable to access the school site, they should remain available during normal working hours to assist with necessary tasks. In this event the school will implement the appropriate Remote/Home Working Policies. Staff should refrain from using social media to report or discuss any incident where the BCP has been activated.

Closing the School – In advance of a school day

The school may be closed in advance of a normal school day

- Closure authorised by the Headteacher
- Implementing the school's Remote Learning procedure (E-Learning) (actioned by the School's Senior Leadership team)
- Informing Co-chairs of Trustees
- Informing staff
- Recording the closure on the homepage of the school's website
- Informing students/parents/carers

Closing the School – During the school day

Provided the site is safe to still remain at until students have been collected:

- Closure authorised by the Headteacher
- Informing Co-chairs of Trustees
- Recording the closure on the homepage of the school's website
- Students with parental/carer authorisation to make their way home by themselves
- The Administration team will seek authorisation from parents/carers using the contact information contained within SIMS
 - o Students will continue to be supervised by staff until parents/carers authorise them to leave or they are collected
- Contacting Local Authority and Local Media as appropriate
- Informing parents/carers of any updates

Immediate places of safety

In the event of a major incident on site which requires the school to be closed immediately, students will initially assemble at identified assembly points as per the school's emergency evacuation station plan. If these are not useable, or if the incident has made the school grounds unsafe, staff will escort students to the secondary assembly point where they can be released to make their own way home if there is approval in place to walk home alone.

Alternative assembly points will be as directed by the Emergency Services.

Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact will be made with the Department For Education Risk Protection Arrangement underwriters. The IMT will support this process.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time.

Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a 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 follow Local Authority, DfE, and Public Health England guidance and shut /partially shut the school to students if necessary.

Shortage of staff

The Attendance process for covering absences should be followed by staff when reporting their absence from school. The Cover Manager (Head of Administration) will alert the Headteacher if the number of, or reasons for, staff absences becomes a cause for concern.

If the Headteacher deems it to be appropriate, the Business Continuity plan may be activated, or other action may take place such as:

- E-Learning: Remote Education
- Multi-skilling and cross-training
 - o Ensuring staff are capable of undertaking different roles and responsibilities; this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence, for example, maternity leave.
- Temporary larger class sizes (if appropriate venues are available)

Remote education

Where possible, Tytherington School will provide remote education (e-learning) to allow students to keep pace with their education when in-person attendance in school is either not possible or contrary to Government/Health and Safety guidance. The school will continue to be prepared to implement high-quality remote education for any student to access, should they be well enough to learn from home but unable to attend school in person.

Some vulnerable students or those with SEND may not be able to access remote education and therefore the school will work collaboratively with families to put in place reasonable adjustments so that students can access education appropriate for their level of need.

Staff will be provided with appropriate support, information and resources to enable remote/home working.

Evacuation/Invacuation

An Evacuation or Invacuation may be appropriate depending upon the nature of the incident. The school's fire bell may be used, as well as alerts on all screens/PCs connected to the network which will give guidance on the specific action to be taken.

Invacuation

The Bomb Threat and Invacuation policy/procedure outlines the actions that should be undertaken in the event of a bomb threat or any other incidents in which it is safer to remain inside a classroom or the school (for example, in the school's main hall), rather than evacuate the school's buildings or leave the school premises.

Evacuation

If an incident/emergency should occur inside the school buildings, it may be necessary to follow the evacuation process.

Further information can be obtained within the Bomb Threat and Invacuation policy and the school's Health and Safety policy.

Other threats

Other threats include but are not limited to the below:

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff and suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – the school is unable to provide buildings or ICT support
- Key Supplier Failure, for example, Catering ceasing trading
- Evacuation due to a nearby incident
- Prolonged bad weather
- Strikes
- Terrorist Attack or Threat
- Biological or environmental hazard

The Headteacher and IMT will apply the accompanying emergency plans appropriately in order to plan for and address these threats.

Safeguarding

The School will continue to have regard to the Keeping Children Safe in Education guidance and the Safeguarding Policy during any emergency or disaster. The school's Safeguarding team will continue

to work with the Local Authority and children's social care providers to ensure continuity and consistency of support, including support for the mental health of looked after children and care leavers. The school will consider the appropriate provision to be provided to vulnerable students or those who attend more than one setting.

School reopening

Provided that the site has been deemed safe to return to, the Site Manager in conjunction with the Headteacher, Business Director and Business Manager will coordinate the school's reopening. In order for school operations to return to normal as quickly as possible, this may include:

- Cleaning (which may require specialist contractors)
- Using designated areas of the school
- Using multiple sites (for example, those with which the school has an agreement in place)
- Staggering students return to site

Health and Safety

Tytherington School will follow instructions and guidance provided by the emergency services, Department for Education, Local Authority and HSE when determining whether the school site is safe.

The school will refer to its Health and Safety policy; undertake appropriate site risk assessments which may determine whether there are immediate issues that need to be addressed; and conduct individual risk assessments with staff and students who may be deemed at-risk, vulnerable or have disabilities.

The school's Pastoral Team will ensure that all medical equipment for relevant students is taken to an appropriate place of safety.

Wellbeing and support

Some students and staff may experience a variety of emotions in response to an emergency or disaster situation. The school will access appropriate resources which can be provided to students and staff. These may include whole school briefings and assemblies or individual counselling and support.

Exam and Assessment Disruption

The school's exam team will liaise with awarding bodies if disruption to exams or assessment is unavoidable. The exam team have an exams contingency plan which contains alternative venue arrangements and staff cover, information on special consideration and sitting exams at a later date.

Practice runs

The school will run two annual tests of the Business Continuity plan. The first is conducted through the Senior Planning Group as a paper exercise. The second will be a practical run which will take place across the site and involve the full school.

A fire drill and evacuation exercise will be held at least once each term.

Record keeping

Records should be kept of all actions undertaken as part of a response to any emergency/incident. These include:

- Keeping accurate records of anyone admitted to hospital or treated by the emergency services/first aiders
- Recording details of any expenditure incurred by the school

- Collating all incident logs, making copies if necessary
- Archiving records related to the incident securely, which can be made available to authorised staff for future reference (for example, in the event of a debrief or enquiry)

Insurance

Tytherington School is insured directly through an insurance company who will cover a range of risks. More information is available from the Insurer via the Finance team.

Review

Contact information from this document/the emergency plan should be reviewed annually by the Business Services team and a full review every three years by the Headteacher and Board of Trustees.

Briefings will be provided to all staff at the start of each academic year and will form part of the Induction Pack for all staff joining the school.

Associated Documents/Policies

- Emergency plans
- Health and Safety policy
- Fire Evacuations Plans
- Fire Risk Assessments
- Bomb Threat and Invacuation policy
- Site plan
- Attendance policy and procedure
- Educational Visits policy
- Exam contingency plan
- E-Learning Support
- ICT Disaster Recovery plan
- Home Working policy

Appendix 1: Critical Function Analysis

The below includes examples of possible areas of concern and actions. This list is not exhaustive:

Activity	What may happen	Resources required	Mitigation and contingency arrangements in place
Staff shortages (e.g. through illness, strikes or severe weather)	<p>Potential to impact on development and attainment of students</p> <p>Impact on school reputation</p>	SIMS (remote access available)/Firefly/Email Access	Follow remote learning (E-Learning) plan
Public Health incidents (e.g. health pandemic)	<p>Potential to impact on development, attainment and health of students</p> <p>Potential to impact on health of staff</p>	SIMS (remote access available)/Firefly/Email Access; Specific risk assessment for school closures/opening – HSE no longer expects every business to consider COVID-19 in their risk assessment or to have specific measures in place. COVID-19 will remain a public health issue, and guidance for workplaces has been replaced with public health advice. There is a requirement to protect those who will come into contact with the virus due to their work activity.	Follow remote learning (E-Learning) plan; home working policies
Inability to deliver ICT support functions	<p>Impact on access to teaching materials</p> <p>Potential to impact on development and attainment of students</p>	<p>SIMS (remote access available)/Firefly/Email Access/network/telephone access</p> <p>Teaching materials</p>	<p>Staff to have flexible lessons plans including having other teaching materials available</p> <p>Back-ups available</p> <p>Staff and students can work off-site</p> <p>Reverting to paper-based systems</p>

	Unable to contact school/parents/carers		Disaster recovery document
Finance/ Payment Process breakdown - payment	Failure to pay staff and suppliers	Network/telephone access	Staff can log into the cloud based finance system from any location and complete payment processes remotely
Evacuation due to nearby incident or on site (e.g. fire)	Safety of students and staff	Safeguarding	Follow Evacuation plans and H&S policy
Invacuation due to nearby incident or on site (e.g. bomb threat)	Safety of students and staff	Safeguarding	Follow Bomb Threat and Invacuation Policy
Supply concerns (e.g. catering)	Affecting access to meals (particularly for children who are eligible for free school meals)		Alternative suppliers Lunch parcels could be provided but in the event of this not being an option staff can log in remotely to Wonde, create grocery vouchers from preferred supermarkets and deliver vouchers electronically direct to parents
Building loss (partial or complete) due to fire/flood/ other severe weather etc	Safety of students and staff	Provision for teaching; short-term: contacting other schools with whom there is a mutual agreement, or online learning; Mid-term: alternative onsite/off-site provision (e.g. Porta Cabins); Long-term – rebuild/refurbish	Online learning Risk Protection Arrangement
Utilities/Energy Supply failure	Safety of students and staff	Providers ascertaining issue Closing school Suitability of accessing a generator	