

**St. Francis Church of England
Primary School and Nursery**



School Continuity and Business Plan

Written by: ...Jo Pickup.....

Committee Responsible: ...Trust.....

Date Proposed:.....7/06/18.....

Date Accepted:19.6.18.....

Review Date:June 2019.....

Signed by Chair of Trust

*Fi*retti Trust*

1. Plan Control

1.1. Plan Remit

The following academy functions are covered by this plan:

Teaching

Fledglings

School meals service

ICT access

The following school premises are covered by this plan:

Main school building

The Lodge

Fred

1.2. Plan Owner

Jo Pickup is this plan's owner and responsible for ensuring that it is maintained and updated in accordance with School Policy for reviewing business continuity response plans.

1.3. Plan Distribution

This Business Continuity Management Plan is distributed as follows:

Name	Role	Issue Date	Plan Ref No.
Jo Pickup	Acting Head of School		
Emma Jones	Acting Deputy Headteacher		
Giles Allen	Chair of Trust		
Matt tite	Vice Chair of Governors		
Emma Curtis	School Office Manager		

1.4. Plan Storage

All parties on the distribution list are required to safely and confidentially store a copy of this plan at their regular place of work and off-site.

1.5. Plan Review

This Plan will be updated as required and formally reviewed in line with the school's timetable. This plan is scheduled for review annually in the summer term.

2. Critical Activities

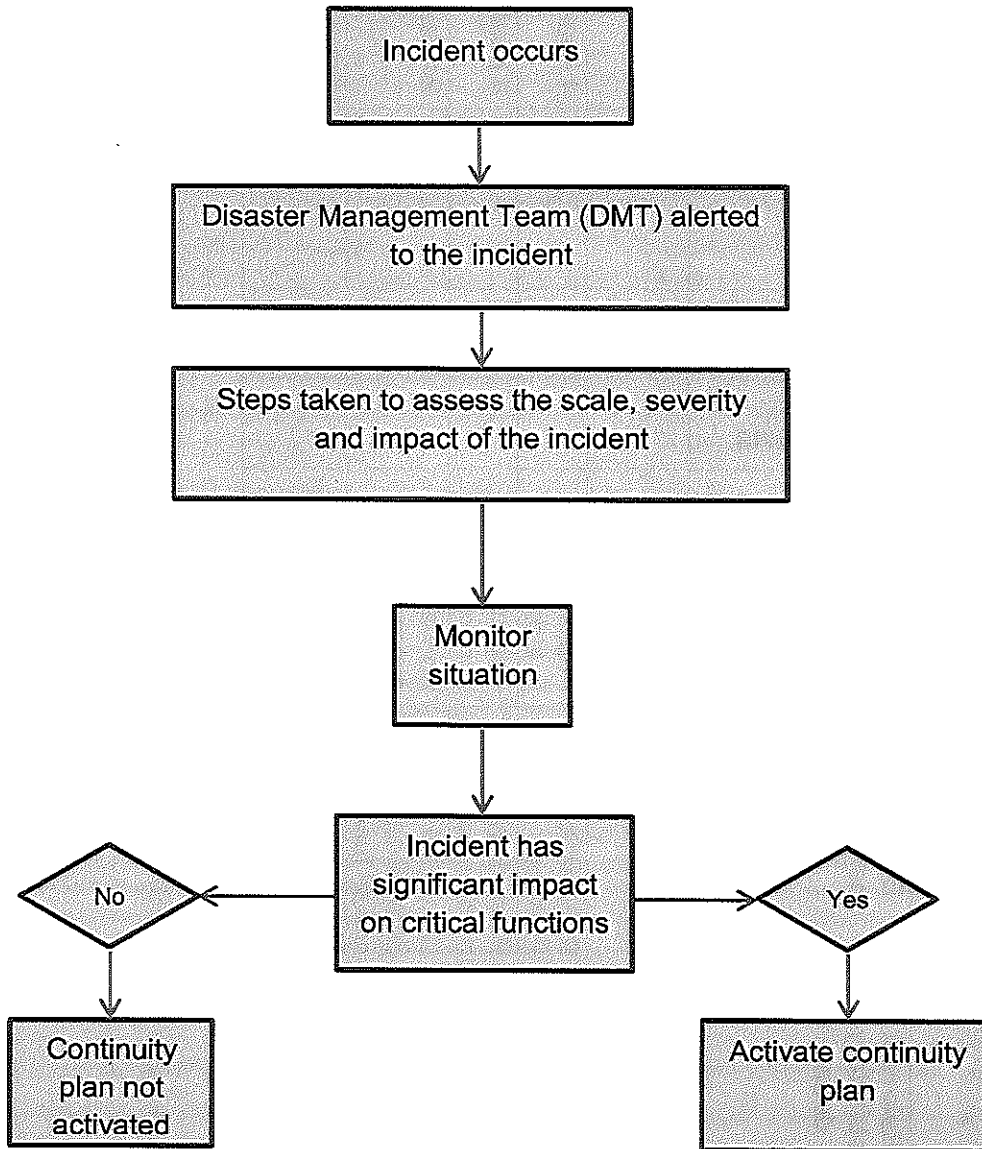
This list can be used during an emergency to assist your decision making when compiling an Action Plan as to which functions need to be reinstated first.

No	CRITICAL School Activity	Relevant statutory duties	Existing measures	Implications / Impact	Resource requirements for the critical activity				When required						
					Staff	Equipment			4hrs.	24hrs.	48 hrs.	1 week	2 weeks	1 month	
1.	Safeguarding staff members and pupils	DSP, Health and Safety	Annual risk assessments	Injury or death	✓				4 hours						
2.	Teaching		Rowheath Pavillion	Pupils not able to learn					4 hours						
3.	Catering	Provision of free school meals	Pizza delivery to be arranged.	Children go hungry	✓				4 hours						
4.	Access to ICT		Daily back up of data off-site for critical functions. Move into main school building	No way of accessing records Classes not able to set up for next day			✓		24 hours						
5.	Fledglings				✓		✓		24 hours						

Our I.T systems are backed up off-site by Progresso, SPTO and are accessible by All Staff remotely.

3. Plan Activation

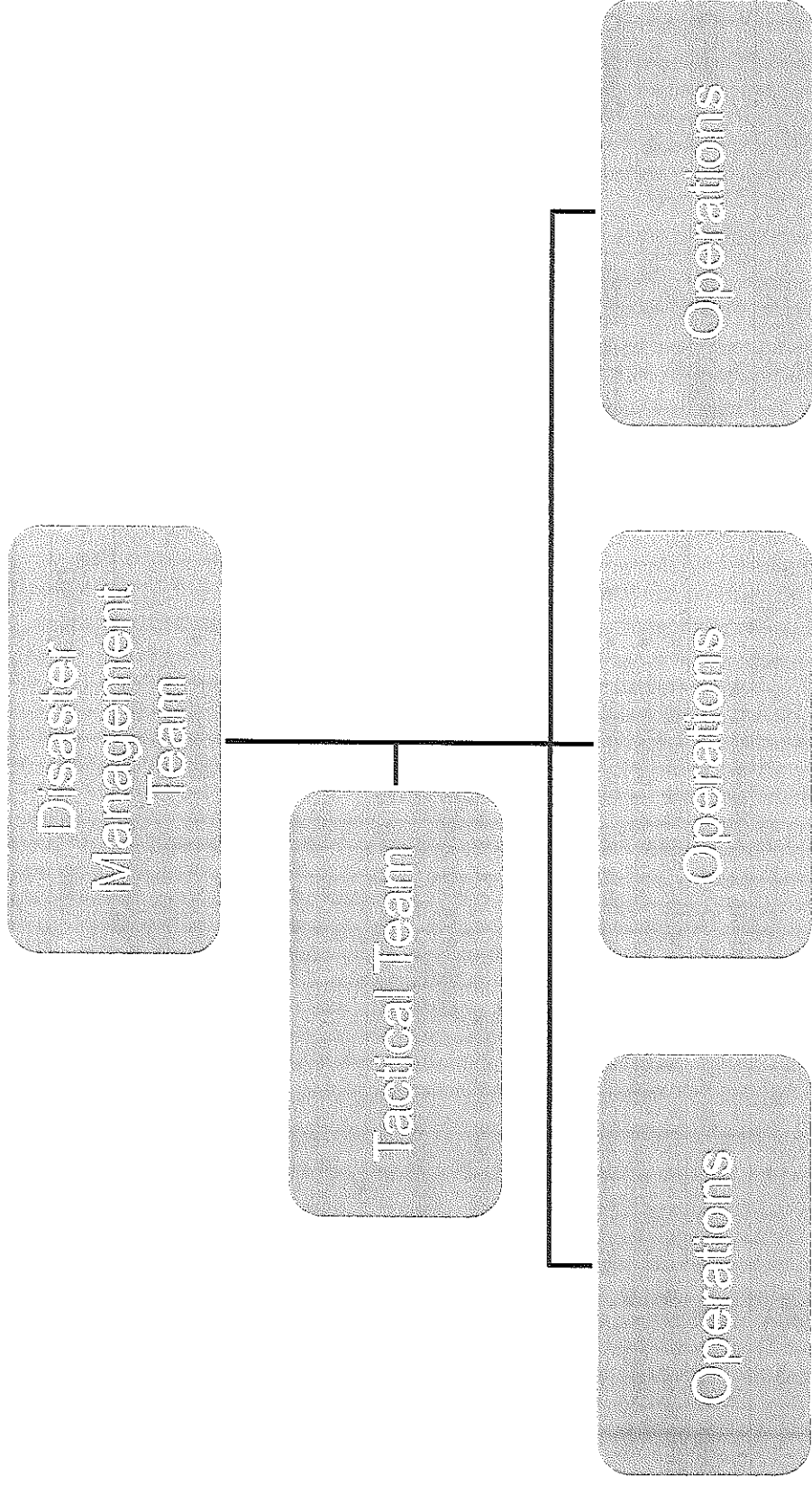
Use this flowchart to help ascertain whether or not to activate the school business continuity plan.



Responsibility for Plan Activation

A member of the Disaster Management Team will activate and stand down this Plan.

4. Incident Management Structure



4.1. Strategic

A Disaster Management Team will be established at the onset of an incident to assist the Headteacher in managing the response.

Disaster Management Team		
Name	Position	Responsibilities
Jo Pickup	Acting Head of School	<ul style="list-style-type: none"> Overall responsibility for the day-to-day management of the School, including principal decision-maker in times of crisis. Ensuring that the school has sufficient capacity to respond to crisis. Determining the School's overall response and recovery strategy.
Emma Jones	Acting Deputy Headteacher	<ul style="list-style-type: none"> Supports the Headteacher in the day-to-day management of the school, including in times of crisis. Managing the risks which may result in the plan being actioned
Giles Allen	Chair of Trust	<ul style="list-style-type: none"> Liaises with the Headteacher in response to a crisis Coordinates with the Headteacher to provide strategic direction in planning for and responding to a crisis. Supports the school's crisis response and subsequent recovery. Ensures that the School Business Continuity Plan remains fit-for-purpose. Reporting to parents on the resilience of the School Business Continuity Plan.
Deidre Leeming	Chair of LGB	<ul style="list-style-type: none"> Liaises with the Headteacher in response to a crisis Supports the school's crisis response and subsequent recovery. Ensures that the School Business Continuity Plan remains fit-for-purpose.
Emma Curtis	School Office Manager	<ul style="list-style-type: none"> Inform rest of team of any known or reported events which may affect the implementation of the plan

4.2. Tactical

The DMT will create a tactical group to help coordinate the crisis response.

Tactical Team		
Name	Position	Responsibilities
Jo Pickup	Representative from the DMT	<ul style="list-style-type: none">• To lead the tactical group informing them of decisions from the DMT• To act as link between DMT and tactical group
Emma Jones	Assistant Headteacher	<ul style="list-style-type: none">• To support JP in liaison with the rest of the staff team•
John Needham	Safeguarding Lead Birmingham	<ul style="list-style-type: none">• To support the school in decisions regarding the safeguarding of all involved
Emma Curtis	Incident Recorder	

4.3. Operational Support

Other teachers, staff members and grounds workers may be utilised to support the tactical team with the response.

5. Incident Management

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended.

	Action	Details	Responsibility	Actioned?
1.	<ul style="list-style-type: none"> Initial assessment 	<ul style="list-style-type: none"> Survey the incident scene and disseminate information. 		<input type="checkbox"/>
2.	<ul style="list-style-type: none"> Call the emergency services (as appropriate) 	<ul style="list-style-type: none"> Provide as much information about the incident as possible. 		<input type="checkbox"/>
3.	<ul style="list-style-type: none"> Evacuate the school building if necessary. Ascertain whether pupils should remain within the school grounds at a relative place of safety indoors. If it is safe, consider the recovery of vital assets to sustain critical school activities. Inform relevant stakeholders of site evacuation. 	<ul style="list-style-type: none"> Use standard fire evacuation procedures. Consider staff members and pupils with special needs and/or disabilities. If remaining within the school grounds, ensure that the assembly point is safe Take advice from emergency services as appropriate. 		<input type="checkbox"/>
4.	<ul style="list-style-type: none"> Ensure that all pupils, staff members and school visitors report to the identified assembly point. 	<ul style="list-style-type: none"> The normal assembly point is: on the school playground. The alternative assembly point is: Rowheath Pavilion. 		<input type="checkbox"/>
5.	<ul style="list-style-type: none"> Check that all pupils, staff members and visitors have been evacuated. Consider the safety of all pupils, staff members and visitors as a priority. 	<ul style="list-style-type: none"> Undertake a roll call using the pupil attendance register, staff lists and the visitors signing in book. 		<input type="checkbox"/>
6.	<ul style="list-style-type: none"> Ensure that the emergency service vehicles have access to the incident site. 	<ul style="list-style-type: none"> Ensure any required actions are safe by undertaking a risk assessment. 		<input type="checkbox"/>
7.	<ul style="list-style-type: none"> Establish a contact point for all supporting personnel. 	<ul style="list-style-type: none"> Consider the availability of staff members and who may be best placed to communicate information. 		<input type="checkbox"/>

9.	<ul style="list-style-type: none"> • Ensure a log of key decisions and actions is started and maintained throughout the incident. 	<ul style="list-style-type: none"> • Use the template in the appendix. 		<input type="checkbox"/>
10.	<ul style="list-style-type: none"> • Where appropriate, record names and details of any staff members or visitors who may have been injured or affected by the incident. 	<p>This information should be held securely as it may be required by emergency services or other agencies either during or following the incident.</p>		<input type="checkbox"/>
11.	<ul style="list-style-type: none"> • Assess the impact of the incident. • Identify and agree next steps. 	<ul style="list-style-type: none"> • Continue to record key decisions and actions in the incident log. 		<input type="checkbox"/>
12.	<ul style="list-style-type: none"> • Log details of all items lost by pupils, staff members and visitors as a result of the incident, if appropriate, 			<input type="checkbox"/>
13.	<ul style="list-style-type: none"> • Consider the involvement of other teams, services or organisations that may be required to support the management of the incident. 	<ul style="list-style-type: none"> • See attached key contacts list 		<input type="checkbox"/>
15.	<ul style="list-style-type: none"> • Assess the key priorities for the remainder of the working day and take relevant action. 	<ul style="list-style-type: none"> • Consider actions to ensure the health, safety and well-being of the school community at all times. • Consider your business continuity strategies to ensure that the impact of the disruption is minimised. • Consider the school's legal duty to provide free school meals and how this will be facilitated. 		<input type="checkbox"/>
16.	<ul style="list-style-type: none"> • Ensure staff members are kept informed about what is required of them. 			<input type="checkbox"/>
17.	<ul style="list-style-type: none"> • Ensure parents and pupils are kept informed as appropriate to the circumstances of the incident. 	<ul style="list-style-type: none"> • Consider communication strategies and additional support for pupils with special needs. • Agree arrangements for parents collecting pupils at an appropriate time. • Consider the notification of pupils not currently in school. 		<input type="checkbox"/>

19.	<ul style="list-style-type: none"> Ensure Governors are kept informed as appropriate to the circumstances of the incident. 	<ul style="list-style-type: none"> JP will notify CC & GA at earliest possible convenience by phone then maintain updates by text or phone whichever is appropriate 		<input type="checkbox"/>
20.	<ul style="list-style-type: none"> Consider the wider notification process and the key messages to communicate. 	<ul style="list-style-type: none"> Local radios may be useful in broadcasting key messages. 		<input type="checkbox"/>
21.	<ul style="list-style-type: none"> Communicate the interim arrangements for delivery of critical school activities. 	<ul style="list-style-type: none"> Ensure all stakeholders are kept informed of any contingency arrangements. School text system, website, facebook and twitter will be used to communicate ongoing arrangements. 		<input type="checkbox"/>
22.	<ul style="list-style-type: none"> Log all expenditure incurred as a result of the incident 	<ul style="list-style-type: none"> Record all incident-related costs incurred in the attached financial expenditure log. 		<input type="checkbox"/>
23.	<ul style="list-style-type: none"> Seek specific advice/inform your insurance company. 	<ul style="list-style-type: none"> Insurance policy details can be found in folder in School office. Copies in Emergency pack at CC and JP home addresses. 		<input type="checkbox"/>
24.	<ul style="list-style-type: none"> Ensure recording process is in place for staff members and pupils leaving the site. 	<ul style="list-style-type: none"> Ensure the safety of staff members and pupils before they leave site and identify suitable support and risk control measures. 		<input type="checkbox"/>

6. Continuity

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended.

No.	Action	Details	Responsibility	Actioned?
1.	Identify any other stakeholders required to be involved in the business continuity response.	<ul style="list-style-type: none"> Depending on the incident, you may need additional/specific input in order to facilitate the recovery of critical activities. This may require the involvement of external partners. 		<input type="checkbox"/>
2.	Evaluate the impact of the incident	<ul style="list-style-type: none"> Take time to understand the impact of the incident on the normal operations of the school. 		<input type="checkbox"/>
3.	Log all decisions and actions, including what you decide not to do and include your decision making rationale.	<ul style="list-style-type: none"> See the attached activity log. 		<input type="checkbox"/>
4.	Log all financial expenditure incurred.	<ul style="list-style-type: none"> See the attached financial expenditure log. 		<input type="checkbox"/>
5.	Allocate specific roles as necessary.	<ul style="list-style-type: none"> Roles allocated will depend on the nature of the incident and the availability of staff members. 		<input type="checkbox"/>
6.	Secure resources to enable critical activities to continue or be recovered.			<input type="checkbox"/>
7.	Deliver appropriate communication actions as required.	<ul style="list-style-type: none"> Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders 		<input type="checkbox"/>

8.4. Contents of Emergency Box

Section	Details	Checklist
Business continuity	• Business Continuity Plan	<input type="checkbox"/>
		<input type="checkbox"/>
Organisational	• Staff handbook (policies and procedures)	<input type="checkbox"/>
	• School branding material	<input type="checkbox"/>
	• School logo	<input type="checkbox"/>
	• Other key documents	<input type="checkbox"/>
Financial	• Bank, insurance details, payroll	<input type="checkbox"/>
	• Invoices, purchase orders	<input type="checkbox"/>
	• Financial procedures	<input type="checkbox"/>
	• Assets register and insurance policy	<input type="checkbox"/>
Staff	• Staff contact details	<input type="checkbox"/>
	• Staff emergency contact details	<input type="checkbox"/>
Equipment	• ipad with wireless connection	<input type="checkbox"/>
	• Internet Dongle	<input type="checkbox"/>
	• Pre-paid pay as you go mobile phone and battery powered charger	<input type="checkbox"/>
	• Wind up radio	<input type="checkbox"/>
	• Wind up torch	<input type="checkbox"/>
	• Emergency shelter	<input type="checkbox"/>
	• Disposable camera with film	<input type="checkbox"/>
	• Data restoration routine	<input type="checkbox"/>
Other items	• First aid box	<input type="checkbox"/>
	• Birmingham A-Z map	<input type="checkbox"/>
	• Stationary	<input type="checkbox"/>
	• Hazard barrier tape	<input type="checkbox"/>
	• Emergency cash, cheque book or credit card	<input type="checkbox"/>
	• Contact details for taxi / transport providers	<input type="checkbox"/>
	• School floor plans	<input type="checkbox"/>
	• Spare keys	<input type="checkbox"/>
	• Whistle	<input type="checkbox"/>
	• High visibility jacket	<input type="checkbox"/>

8.5. School Information

School details	
Name of academy	St Francis C of E Primary School and Nursery
Type of academy	Primary School
Academy address	Teazel Avenue, Bournville, Birmingham, B30 1LZ
Academy operating hours	8.50 – 3.30
Approximate number of staff	40
Approximate number of pupils	245
Age range of pupils	3 - 11

8.6. Key Contacts

Contact	Telephone No.	Email address
School contacts		
Executive Headteacher	07795167721	c.cowlard@sfps.bham.sch.uk
Acting Head of School	07846903044	j.pickup@sfps.bham.sch.uk
Acting Deputy Headteacher	07817598349	e.jones@sfps.bham.sch.uk
School Office Manager	07746691587	e.curtis@sfps.bham.sch.uk
Chair of Trustees		gilesdallen@gmail.com
Chair of LGB	07594358303	deidre.leeming@blueyonder.co.uk
Key local authority contacts		
Emergency number		
Children's services	0121 303 1888	
Other local authority contacts		
BEP	0121 285 0924	
Media contacts		
Local BBC radio station	0808 100 9956	
Other local radio station	0121 566 5200	
Local newspaper	0121 234 5000	
Other useful contacts		
Department for Education	0370 000 2288	
Foreign and Commonwealth Office	02070081500	
Environment Agency	03708 506 506	
Met Office	0370 900 0100	
Health and Safety Executive	0345 300 992	
Insurance Company	0113 246 2040	
Teacher Support Network		

8.7. Lockdown

Management and Control	
Nominated person	Responsibility
Jo Pickup	Initial contact with the emergency services
Emma Jones	Liaison with parents

