



BOURTON MEADOW EDUCATION TRUST

CONTINGENCY & BUSINESS CONTINUITY PLAN

Bourton Meadow Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. INTRODUCTION

Bourton Meadow Education Trust is required by the Civil Contingencies Act 2004 to develop plans to manage business continuity in the event of a range of disruptions to services. This plan should be read in conjunction with the Academics' other evacuation plans and emergency procedures that deal with the immediate response to an emergency situation. This plan deals with no-notice disruptions most likely to occur: loss of premises (through fire, flood etc); loss of utilities (electricity, gas, water, fuel); failure of IT and telephony; failure of supply; staff shortage; issues such as pandemic 'flu. The impact of any serious disruption may manifest itself in terms of: delivery of education, safety/welfare, financial consequences; reputation damage; environmental consequences.

2. AIM OF PLAN

The aim of this plan is to provide guidance and support to enable the Trust and each academy within it to tackle the impact of severe disruptions due to a variety of one-off, but credible, causes.

The plan is designed to achieve the following strategic objectives:

- a. To safeguard the safety and welfare of students, staff and visitors;
- b. To resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning;
- c. To maintain the community and identity of the relevant Academy;
- d. To return the relevant Academy to normality.

3. TYPES OF EMERGENCY

The word 'emergency' may often be used interchangeably with that of "incident" or "disaster". It is important to consider the type of emergencies or incidents that may arise. Example include:

Inside Trust Academies :

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A pupil or teacher being taken hostage

- Public health threats (eg Meningitis)

Outside Academy/Trust:

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving pupils and/or members of staff
- A more widespread emergency in the community, for example, the release of hazardous substances, severe weather, etc
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

4. NOTIFICATION

During working hours, a site disruption is likely to become apparent to all staff and students very quickly: alarm activation, word-of-mouth etc.

Outside working hours, a site disruption may be notified by the emergency services to the Academy's Headteacher, Business Manager or Site Manager.

5. PLAN IMPLEMENTATION

The responsibility for implementing this plan lies with the Headteacher or, if not available, other designated senior member of staff.

6. INITIAL ACTIONS AND EMERGENCY FILE

Evacuation is dealt with in each Academy's Emergency Evacuation Plan.

Upon activation of this plan, the Academy's Headteacher or his/her nominated deputy, will form a Business Continuity Management Team (BCMT) with responsibilities as listed in Item 7.

The primary objective of BMET is to manage the developing situation and minimise harm and danger to:

- Students
- Staff
- Visitors to the Academy
- Building, contents and other assets and the Academy's ability to provide education.
- Emergency files will be stored in the Headteacher's Office, Deputy Headteachers' Offices, , Business Manager's Office and Reception.

The files should contain the following items:

- A copy of this plan
- A copy of the Academy's evacuation and contingency plan
- Site plans
- Any other critical items

The emergency file will be checked termly for accuracy of information by the Headteacher.

7. ASSESSMENT/CONTAINMENT

As soon as practicable, BMET will meet to consider what resources are available to continue normal business as far as possible. Potential resources are:

Staff, vehicles, equipment still at the scene
 Staff, vehicles, equipment located elsewhere

Current IT and telephony capability

If the disruption has resulted in the loss of the Academy site, the BMET meeting should be held at another Academy in the trust.

8. ROLES AND RESPONSIBILITIES

Functional roles include, but are not limited to the following (dependant on resources available, individuals may be called upon to fulfil more than one role):

Incident Manager: Headteacher

- Consider the need to alert school community, other colleagues and external agencies
- Establish an Academy Incident Response Team and allocate roles
- Collate all relevant information relating to the emergency
- Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, DfE, County Council, School Governors as appropriate
- Monitor the emergency response
- Provide regular staff/team briefings
- Authorise any additional expenditure / resources
- Liaise with Communications manager to inform media
- Decide if staff / students should be sent home / premises closed.
- Keep a written log of all key actions

Deputy Incident Manager: Deputy Headteacher (or most senior teacher)

- Assists Incident Manager
- Ensure written logs are established and maintained
- Co-ordinates and manages staff in the Academy's Incident Response Team (IRT)
- Ensures communication between IRT and staff
- Monitors staff welfare and organises staff rotas
- Drives "Business as Usual" –provision of normal schooling where possible
- Monitor logs for key issues
- Keep a written log of all key actions

Communications Officer: Head's PA/School secretary

- Acts as point of contact for media enquiries
- Keep a written log of all key actions
- Works with the DfE / County Council's Communications team to prepare media statements/interviews
- Liaise with neighbours if required / necessary
- Keep a written log of all key actions

Welfare Manager - Students : Pastoral Manager/SENCO

Ensure all students are safe and accounted for

- Marshall students as appropriate
- Manage transfer of students to alternative location as required including shelter
- Deal with immediate welfare needs including distress, injury etc.
- Coordinate sending home of staff, students and visitors as required in liaison with parent liaison manager
- Keep a written log of all key actions

Premises Manager: Site Manager

- Ensures site security at all times
- Provides information about site facilities/layout as necessary
- Assists with access to and exiting from the school
- Stop electrical / gas supplies if required and safe to do so
- Secure key documents / equipment if safe to do so
- Provide and place appropriate signage for incident
- Identify alternative accommodation if required
- Ensure all staff and visitors are wearing correct identification during incident
- Arrange area for visitors / media
- Keep a written log of all key actions

Admin Manager: Senior Receptionist

- Handles telephone calls
- Help to collate information
- Provide blank log sheets as required to team
- Relays incoming and outgoing messages by telephone, fax, email etc. in a prompt manner
- Provides admin support to the Incident Manager and Deputy Incident Manager
- Log all incoming and outgoing calls
- Maintain log of visitors
- Liaise with deputy incident manager regarding key issues
- Keep a written log of all key actions

Parents Liaison Officer: Pastoral Manager/SENCO

- Agree communications with Communication manager / incident manager
- Obtains and secures contact information for staff / students
- Advises parents and provides information
- Provides point of contact
- Arranges on site co-ordination of visiting parents
- Maintains regular contact with parents where appropriate
- Keep a written log of all key actions

Welfare Manager: Business Manager/School Secretary

- Ensure all staff and visitors are safe and accounted for

- Marshall staff and visitors as appropriate
- Manage transfer of staff and visitors to alternative location as required including shelter
- Deal with immediate welfare needs including distress, injury etc.
- Coordinate sending home of staff, students and visitors as required in liaison with parent liaison manager
- Keep a written log of all key actions

Teachers and LSAs

- Maintains supervision
- Ensure the safety and security of pupils
- Provides information and offer reassurance
- Monitors pupils' physical and psychological welfare
- Keep a written log of all key actions

Continuity and Recovery: Business Manager/School Secretary

- Arrange for opening up of alternative premises.
- Co-ordinate fitting out with furniture and equipment.
- Liaise with Academy insurance companies
- Liaise with DFE as necessary

Data Recovery: ICT Network Manager

- Organise the retrieval and restore of data from back up systems

9.1 Loss of Premises

BMET would provide a base whilst arrangements are made for temporary buildings to be installed on site.

9.2 Loss of Utilities/ICT:

Utilities/ICT Name of Supplier Telephone Number

Electricity - NPower 0845 070 9494

Gas National Gas Emergency Services 0800 111999

Water/Sewerage Veolia Water 0845 070 9494

Telephones See under 9.4

IT See under 9.4

9.3 Virtual Teaching:

If there is a serious disruption to education, work will be available on the VLE and can be submitted to the school by email.

9.4 Loss of Communication

Telephone:

Telephone lines and equipment have support contracts with:

Vale Comms & Data Ltd 01296 615332

In the event of total loss of telecommunication, mobile phones and walkie talkies can be used until phone system is repaired /replaced

Computers:

In the event of replacement computers being required the Academy will contact main suppliers and assess which contractor can replace equipment at the quickest/cheapest rate

Dell: 01344 373 047

Viglen: 01727 201 800

MISCO: 0800 038 8880

Comtech: 07968 982825

Network Infrastructure:

The network is currently maintained by the school with support from Comtech.

In the event of major disruption can refit/replace/install network cabling

Comtech: 07968 982825

Server Infrastructure: Udata 01737 224 422

Internet Access:

Provided by BucksGfl and Udata: 01737 224 422

9.4 Loss of Data

Servers at each Academy site hold all data. In the event of total loss it will be necessary to restore data from the last backup.

9.5 Staff Shortage

The most likely scenarios involving a significant loss of staff are:

Outbreak of disease (e.g., influenza pandemic)

Fuel Shortage

Industrial action

In all of these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects:

9.5.1 Epidemic/Pandemic –

Academy Pandemic Manager: Headteacher

Deputy: Medical Officer/Deputy Headteacher/Most senior teacher

An influenza pandemic or similar occurrence may jeopardise staffing levels, directly through staff illness, or indirectly through fear of infection or through caring responsibilities for sick relatives.

What the Academy's pandemic manager should do:

It is essential that information is disseminated about how to identify symptoms of flu and what to do in the event of a member of staff becoming ill with suspected flu. Download the latest information for schools to prevent the spread of infection and in what circumstances they might need to close.

9.5.2 Fuel

In the event of a widespread fuel shortage, options will include:

Increased use of public transport

Car sharing

Walking or cycling

When information indicates that a fuel shortage is expected, a list of staff living remotely from their place of work and with particular difficulties in accessing any of the above options will be compiled.

9.5.3 Industrial Action

As far as possible, without attempting to influence staff members' legal right to take industrial action, managers should try to estimate the proportion of staff that may be available to work in order to plan work in accordance with priorities.

10. RECOVERY

Long-term recovery may be affected by decisions made during the assessment/containment phase, so recovery issues should be taken into account by the BCMT from the outset. Dependent on the nature of the incident recovery may take months or even years to achieve (for instance if a full rebuild is required after a fire, or if injuries or deaths occur) and will include ways of keeping the school community together during any period of dispersion, or commemorating the event on anniversaries.

Appendix 1

Contacts:

Utilities:

Electricity - NPower 0845 070 9494

Gas National Gas Emergency Services 0800 111999

Water/Sewerage Veolia Water 0845 070 9494

Telephone:

VALE COMMUNICATIONS - 01296 615332

Computers:

Dell: 01344 373 047

Viglen: 01727 201 800

MISCO: 0800 038 8880

Network Infrastructure:

UPDATA: 01737 224 422

COMTECH: 07968 982825

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