

KINGSBURY EPISCOPI PRIMARY SCHOOL BUSINESS CONTINUITY PLAN



Date:	December 2023	Review date:	December 2025
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It is good practice for the school to retain a printed copy away from the school (Pip Dawe's home, Sue Ripley's home and Gareth Plunkett's (CoG) home) and conduct regular reviews of this completed plan.

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SECTION 1. INTRODUCTION

1.1 Background Information

Somerset County Council 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. By extension, Local Authority schools have the same obligation.

No-notice disruptions are, by definition, impossible to predict. This plan deals with the ones most likely to occur:

- loss of premises (through fire, flood etc)
- loss of utilities (electricity, gas, water, fuel)
- failure of IT and telephony
- staff shortage

The impact of any serious disruption may manifest itself in terms of : delivery of education, safety/welfare, financial consequences; reputation damage; environmental consequences.

1.2 Aim of Plan

The aim of this plan is to provide guidance and support to tackle the impact of severe disruptions due to a variety of unlikely, but credible, causes with the following objectives.

1.3 Objectives of Plan

The plan is designed to achieve the following strategic objectives:

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

1.4 Related Plans and Procedures

This plan should be read in conjunction with the school's other evacuation plans and emergency procedures that deal with the immediate response to an emergency situation.

1.5 Plan Review and Testing

This plan should be reviewed for currency and accuracy every 2 years or in the event of significant structural or organisational change.

It is good practice to test the plan at regular intervals ie annually. A table top Business Continuity Exercise is available via the following link:

<https://slp.somerset.org.uk/ipost/iPost%20Documents/BUSINESS%20CONTINUITY%20TABLETOP%20EXERCISE.doc>

SECTION 2: PLAN ACTIVATION

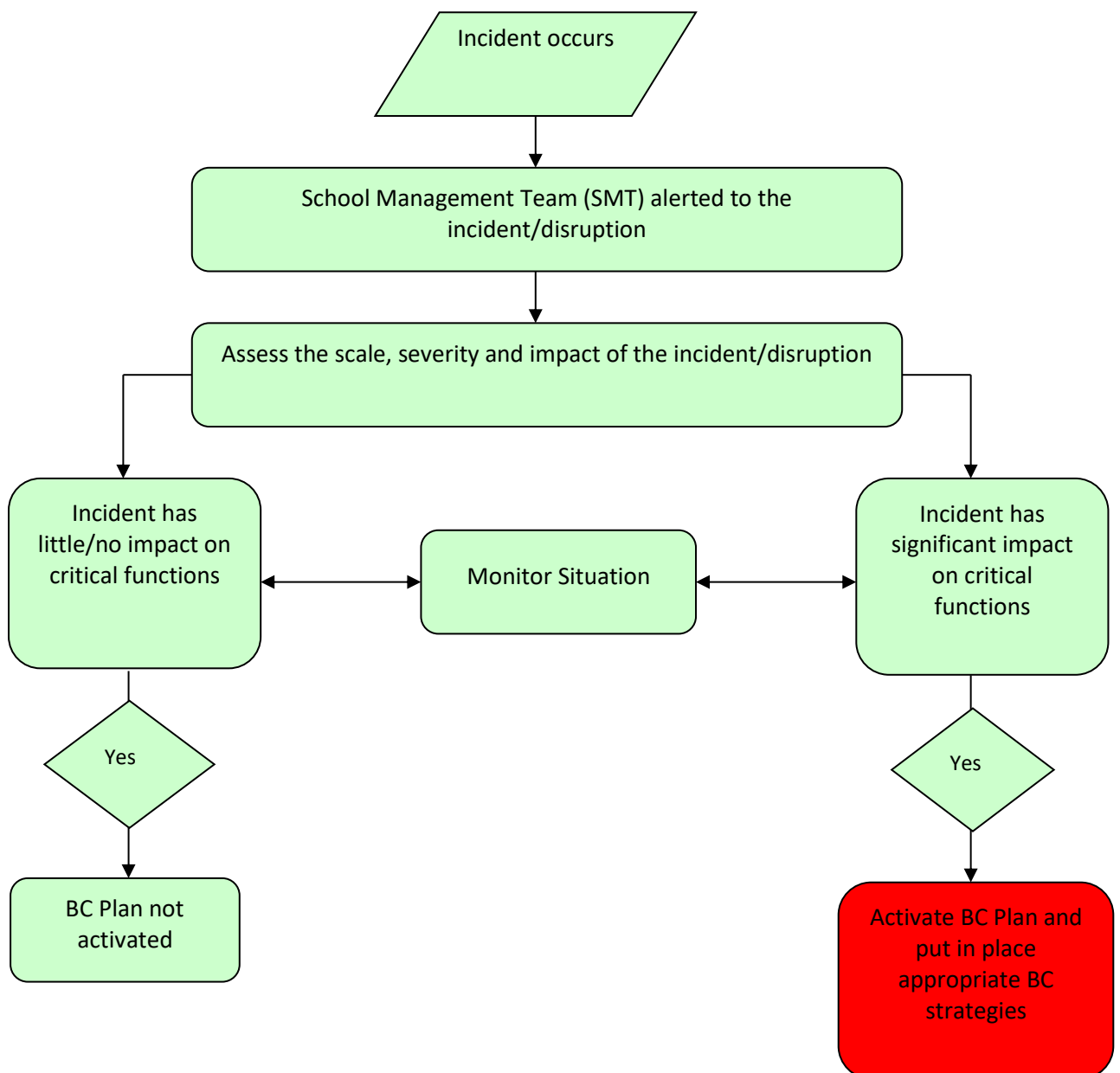
2.1 Circumstances

This plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

2.2 Responsibility for Plan Activation

The responsibility for implementing this plan lies with the Headteacher or, if not available, a member of the Critical Incident Management Team (CIMT). Our CIMT comprises the SLT and Office team.

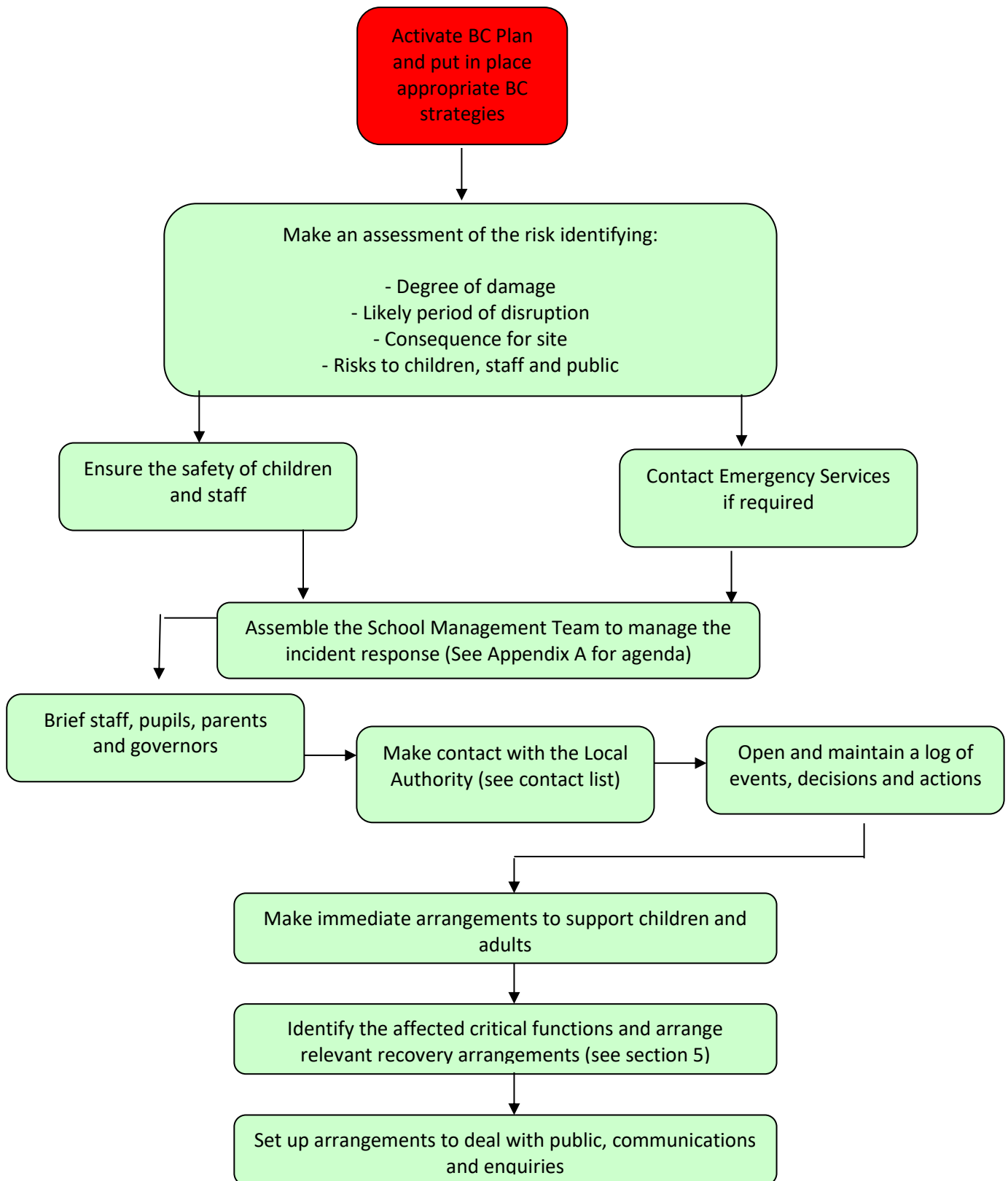
2.2.1 Activation Process



SECTION 3: PLAN IMPLEMENTATION

3.1 Incident Response

Upon activation of the School Business Continuity Plan, it is suggested that the following actions are taken.



3.2 Roles and Responsibilities

The headteacher, in conjunction with the school/establishment's Senior/School Incident Management Team will delegate Business Continuity 'Roles and Responsibilities'. A guide on the roles and responsibilities required during a Business Continuity incident is described below.

Role	Responsibilities	Accountability / Authority
Headteacher	▪ Responsible owner of Business Continuity Management in the School ▪ Ensuring the School has capacity within its structure to respond to incidents ▪ Determining the School's overall response and recovery strategy	The Headteacher has overall responsibility for day-to-day management of the School, including lead decision-maker in times of crisis.
Business Continuity Coordinators (Office Team)	▪ Business Continuity Plan development/maintenance ▪ Developing continuity arrangements and strategies eg alternative relocation site, use of temporary staff etc ▪ Involving the School community in the planning process as appropriate ▪ Plan testing and exercise ▪ Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved ▪ Training staff within the School on Business Continuity ▪ Embedding a culture of resilience within the School, involving stakeholders as required	Business Continuity Co-ordinators report directly to the Headteacher and will usually be a member of the Critical Incident Management Team.
Critical Incident Management Team	▪ Leading the School's initial and ongoing response to an incident ▪ Declaring that an 'incident' is taking place ▪ Activating the Business Continuity Plan ▪ Notifying relevant stakeholders of the incident, plan activation and ongoing response actions ▪ Providing direction and leadership for the whole school community ▪ Undertaking response and communication actions as agreed in the plan ▪ Prioritising the recovery of key activities disrupted by the incident ▪ Managing resource deployment ▪ Welfare of pupils ▪ Staff welfare and employment issues	The Critical Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

Other roles/responsibilities to consider during the activation of a Business Continuity plan include:

Role	Responsibilities	Report to/Actions
Incident Log (record keeper)	▪ To record all key decisions and actions taken in relation to the incident	The Headteacher or Critical Incident Management Team.
Media Coordinator	▪ Collating information about the incident for dissemination in Press Statements ▪ Liaison with Local Authority Press Office	The Local Authority Press Office/Headteacher but <u>should not</u> make direct contact with Media.
Communication	▪ Co-ordinating communication with key stakeholders including: ○ Governors ○ Parents/Carers ○ Local Authority (SCC) ○ External agencies eg Emergency Services, Health and Safety Unit	All communication activities should be agreed by the Critical Incident Management Team. Information sharing should be approved by the Headteacher (or Critical Incident Management Team if the Headteacher is unavailable).
Premises Manager/Caretaker	▪ To ensure site security and safety in an incident ▪ To link with the School Incident team on any building/site issues ▪ To liaise and work with any appointed contractors	Reporting directly to the Headteacher or Critical Incident Management Team.
Office Team	▪ To ensure the resilience of the School's ICT infrastructure ▪ To link with SCC IT helpdesk or IDN ▪ Work with the Business Continuity Coordinator to develop proportionate risk responses	ICT Coordinator reports directly to the Business Continuity Coordinator for plan development issues. In response to an incident, reporting to the Critical Incident Management Team.
Critical Incident Team	▪ Leading and reporting on the School's recovery process ▪ Identifying lessons as a result of the incident ▪ Liaison with Business Continuity Coordinator to ensure lessons are incorporated into the plan development	Is likely to already be a member of the Critical Incident Management Team, and will lead on recovery and resumption strategies. Reports directly to Headteacher.

SECTION 4: BUSINESS IMPACT ASSESSMENT

For the purpose of this plan, the strategic critical function of the school is stated as:

‘The provision of educational services to its registered pupils, including a safe and secure environment in which to learn.’

In a business continuity context, the following functions are intended to achieve the strategic aim. Each activity has an associated ‘Maximum Tolerable Period of Disruption’ (MTPD) by which it should be resumed, some being more urgent than others. This period will determine the order in which activities are resumed.

There are certain critical times where the functions listed below would have greater impact

Critical Function	Description	MTPD
Phones	The provision of a land line	<1 Week
Teaching Staff	The provision of a suitable number of qualified teaching staff to deliver the National Curriculum.	1 Week
Safe and Secure Premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health & Safety requirements etc.	1 Week
Catering Facilities and Staff	The provision of suitable catering facilities and staff to enable preparation of school meals.	1 Week
Utilities - Gas	The supply of gas to enable the heating of premises.	1 Week
Utilities – Water	The supply of water for drinking and general usage including flushing of toilets, washing up after meals etc.	1 Week
Utilities - electric	The supply of electricity to enable ICT systems to run, lighting of premises etc.	1 Week
Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaners to carry out general cleaning such as toilets, waste collection and removal.	1 Week
Provision of IT	The provision of IT to deliver education and to enable the establishment to run smoothly.	2 Weeks
Support Staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services.	2 Weeks
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment.	1 Month

SECTION 5: POTENTIAL DISRUPTIONS

5.1 Loss of Premises

Loss of premises may result from fire, flood, loss of essential utilities or the building is within an area cordoned off by emergency services. This may occur during school hours, necessitating an evacuation, or during non school hours preventing staff and pupil's access to the building.

It is a critical function of the school to provide suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health & safety requirements etc. The space below should include all relevant information that would assist with recovery from a loss of premises incident.

Virtual learning would take place following the school's learning platform.

It is good practice for Schools/educational establishments to maintain contact with the local authority or governing body to help identify suitable working processes and possible alternative locations. From experiences of past Business Continuity events, alternative locations have been sought/implemented when a facility has been closed for a period of more than one week.

Risk	Potential Workarounds	
Complete loss of site	Potential alternative sites:	1: Kingsbury Episcopi Community Hall
		2: St Martin’s Church and Church room, Kingsbury Episcopi
		3: Kingsbury Episcopi Methodist Church and Wesley Room
Partial loss of site	- Use of alternative on-site buildings – Hall, Pre-school - Use of temporary accommodation - Use of off-site facility if available – Community Hall, St Martin’s Church, Methodist Chapel	
	Useful information/contacts: Kingsbury Community Hall - Sarah Cox 01460 419702 St Martin’s Church and Church room – Barbara Moore (Church Warden) 01935 822889 Kingsbury Methodist Church and Wesley Room – Edwin Guttridge (Church Communications Officer) 01935 823751	
Temporary loss of premises (utility failure)	- Virtual learning - via google classroom	
5.2 Loss of Staff		

The most likely scenarios involving a significant loss of staff are industrial action, fuel shortage, outbreak of disease (eg Covid-19) and severe weather. In all of these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects.

It is a critical function of the school to provide a suitable number of qualified teaching staff to deliver the National Curriculum and suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services.

It is also important to consider 'Single Points of Failure' ie Premises Manager etc

Risk	Potential Workarounds
Pandemic Flu/ COVID 19	A pandemic is likely to occur in 2 waves, 3-9 months apart, with each wave lasting about 12 weeks. In addition to staff being off ill, you will also have staff being off to care for sick relatives etc.
	- <i>Alternative teaching arrangements – online google classroom home learning administered by the class teacher and or supply/ HLTA.</i> - <i>Partial or full closure of school – online learning will be available for each pupil via google classroom</i> - <i>Pupils off waiting for test results will have access to google classroom online learning.</i> - <i>Temporary cover – Headteacher, LSAs, Supply teachers</i> - <i>Hygiene precautions – sanitise school, hand washing, use of gel regularly, clear instructions</i>
Fuel Crisis	- <i>Alternative teaching arrangements – some part time staff live within walking distance, they could extend hours</i> - <i>Virtual learning – via google classroom</i> - <i>Local supply cover – see above</i> - <i>Alternative transport arrangements</i>
	Useful information/contacts: see staff list
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 who may be available to work in order to plan work in accordance with priorities
	- <i>Virtual learning - on google classroom</i> - <i>Alternative teaching arrangements</i>
Severe Weather	In the event of severe weather (eg snow/flooding), staff may be unable to travel to work. Employees are expected to make all efforts to reach their usual place of work provided they can do so safely without putting themselves or others at risk.
	- <i>Alternative teaching arrangements – use local staff who can walk in if possible</i>

5.3 Failure of IT/Data/Telephony

Failure of IT within a school could be caused by a variety of reasons such as fire, flooding, power cut etc. It is important to ensure that the main server is resilient with separate power supply but if this not possible, back up arrangements should be in place.

Risk	Critical IT Systems	Workaround Options
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Failure of IT Server/ systems	- eg SIMS, FMS	- Back up paper system - Back up server (Computeam as remote)
Loss of Data	Critical Data	Workaround Options
	- If critical data is lost, what back up options do you have if immediate access is required?	Paper copies of parental and staff contacts Paper registers in ‘Red Book’ in the office
Loss of Telephony	In the event that the main landline was lost, what alternative communication methods do you have in place? Email Social Media via IT Personal Mobile phones	
5.4 Loss of Utilities (Electricity/Gas/Water)		
In the event that the school lost any of the utilities, what would the impact of this be and how long would the school continue to operate safely? All contractor contact information can be found in Section 6 of this plan.		
Risk	Impact	Potential Workarounds
Electricity/Gas	- eg Heating system	- Additional portable heaters hired - Blow heaters
	- IT servers	- Paper register - Paper contact numbers list
Water	Impact	Potential Workarounds
	- eg Drinking supply	- Water from Reading Rooms in large containers
	- Sewerage	- Use other ones e.g. Reading Rooms, Community Hall - Hire toilets
	- Catering (cleaning up post meals)	See above

SECTION 6: CONTACT INFORMATION

6.1 Staff Contact Information (Critical Incident Management Team)

Name	Responsibilities	Emergency Contact Number
Melanie Lawson	Headteacher	07825 914533
Rebecca Heath-Coleman	Senior Leadership Team	rheathcoleman@keps.school
Tina Vallelly	Office Team	tvallelly@keps.school
Simon Faul	Chair of Governors	kclerk@keps.school

6.2 External Contact Information (Suppliers/Contractors)

Further information on the School Closure procedure is available on the Somerset Learning Platform, via the document '[Emergency Procedures for School Closures](#)'.

Organisation	Purpose e.g Supplier Of Stationery, Portacabin etc.	Name Of Usual Contact	Tel No (Office Hrs)	Out Of Office Hrs	Other Info
Somerset County Council School closures	Please follow the School Closures guidance.				
Somerset County Council			0300 123 2224		
Property Services			01823 357357		
Insurance Services			01823 355920		
Area Building Surveyor					
Press Office			01823 355020		
Figs Catering			01458 273 674		
Gas Supplier (Flogas)			0800 574 574		
Electricity Supplier (British Gas via SCC)					
Water Board Wessex Water			0345 6004600		
COVID Helpline			0800 0488687		

APPENDIX

APPENDIX A: INCIDENT MANAGEMENT TEAM AGENDA

1. Background and Situation Report as known (Chair)
2. Updates and actions:
 - Premises
 - Current state
 - Critical items recovered/still in situ
 - Estimate of return
 - Welfare (staff, visitors, clients)
 - Confirm all persons accounted for
 - Current arrangements for retaining staff
 - Outstanding welfare issues
 - Communications
 - Message given out to staff
 - New contact number for public
 - Public message via Communication and Marketing
 - Brief for Somerset Direct
 - Collect contact numbers for team members.
 - Continuity and Recovery
 - Critical services affected
 - Options to work around disruption
 - Resources shortfall
 - Alternative premises identified (if applicable)
3. Time of next meeting

APPENDIX B: INCIDENT LOG FORM

[illegible]