



**INSPIRE MULTI-ACADEMY TRUST**

**KINGLSEY PRIMARY**

## **Business Continuity Management Plan**

**Inclusion** – Improving education for everyone.

**Integrity** – We are consistently open, honest, ethical, and genuine.

**Initiative** – We have the courage to always seek a better way to a better future.

**Involvement** – We encourage our community to take ownership and responsibility.

**Inspiration** – We use our drive and commitment to energise, engage and inspire.

## Contents

1. Introduction.....	4
1.1 What is this Document About? .....	4
2. Plan Control.....	4
2.2 Plan Activation .....	5
2.2 Responsibility for Plan Activation .....	6
3. Responsibilities of the Disaster Management Team .....	6
4. Continuity .....	6
5. Media .....	7
6. Closure.....	7
7. Temporary Closure.....	8
8. Data Protection .....	10
9. Recovery .....	11
Appendix A: Recommended Job Roles .....	12
Appendix B: Activity Log .....	13
Appendix C: Financial Expenditure Log .....	14
Appendix D: Contents of Emergency Box .....	15
Appendix E: Key Information.....	16
Appendix F: Key Contacts .....	17
Appendix G: Lockdown .....	18
Appendix H: Educational Continuity Plan .....	20

## 1. Introduction

### 1.1 What is this Document About?

This Business Continuity plan is a reference tool designed to help Kingsley Primary set out the framework for business continuity management and emergency response arrangements for a school facility. It will be read alongside the school or multi academy trust critical incident plan, with special reference to the following criteria in this document:

- Plan Control;
- Plan Activation;
- Responsibility for Plan Activation;
- Responsibilities of the Disaster Management Team;
- Incident Management; and
- Continuity.

A business impact assessment will be undertaken to identify critical activities and the measures put in place to mitigate the effects of disruptions.

This guidance will be used by Kingsley Primary in the event of an incident or an emergency that impacts upon the delivery of critical activities and where normal responses and procedures are deemed insufficient to deal with the effects.

An inventory of equipment in each room of the facility will be created along with the current details of the insurance provider.

A logbook will be kept with this plan at all times.

## 2. Plan Control

The HEAD TEACHER is this plan's owner and is responsible for ensuring that it is maintained and updated in accordance with school policy for reviewing business continuity response plans. It will be updated as required and formally reviewed in line with the school's timetable.

The plan will be distributed to:

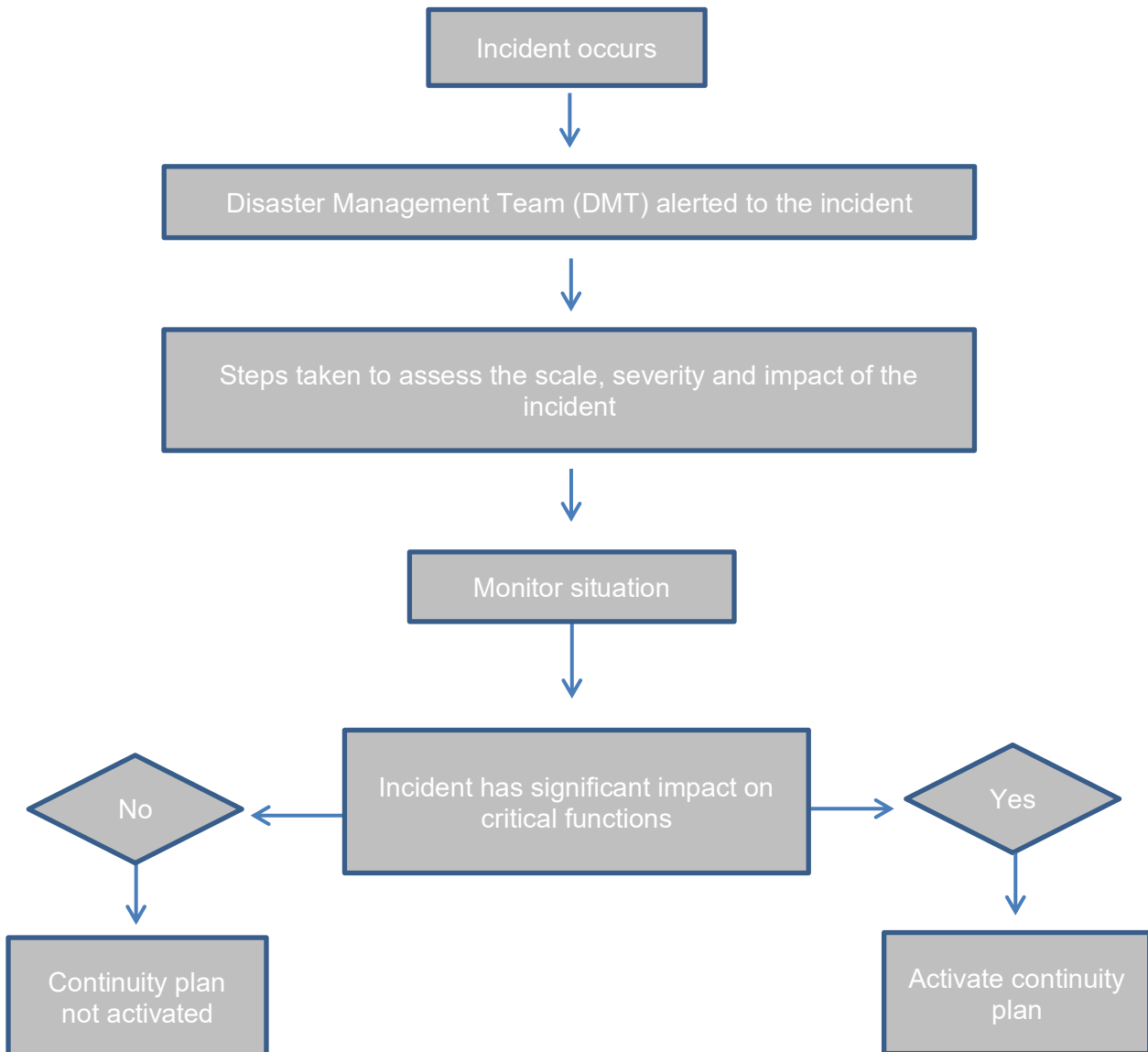
- HEAD TEACHER
- Head of School;
- Chair of Governors;
- Vice Chair of Governors;
- School Business Manager; and
- Any other named parties in the completed Business Continuity Plan.

All parties on the distribution list are required to safely and confidentially store a copy

of their plan at their regular place of work and off-site.

## 2.2 Plan Activation

This flowchart will be used by Kingsley Primary, to help ascertain whether or not to activate the school business continuity plan.



## 2.2 Responsibility for Plan Activation

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

## 3. Responsibilities of the Disaster Management Team

A Disaster Management Team will be established at the onset of an incident to assist the HEAD TEACHER in managing the response. The members will include:

### **The Head Teacher**

- The HEAD TEACHER has overall responsibility for the day-to-day management of the school, including principal decision-maker in times of crisis;
- They ensure that the school has sufficient capacity to respond to a crisis; and
- They determine the School's overall response and recovery strategy.

### **Deputy Head Teacher**

- The deputy supports the HEAD TEACHER in the day-to-day management of the school, including in times of crisis.

### **Chair of Governors**

- The CoG liaises with the HEAD TEACHER in response to a crisis;
- They will liaise with the HEAD TEACHER to provide strategic direction in planning for and responding to a crisis;
- They will support the school's crisis response and subsequent recovery;
- The CoG Ensures that the School Business Continuity Plan remains fit-for-purpose; and
- They will report to parents on the resilience of the School Business Continuity Plan.

The Vice Chair of Governors and School Business Manager may also be given appropriate responsibilities.

## 4. 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.

Kingsley Primary will identify any other stakeholders required to be involved in the business continuity response

- Depending on the incident, Kingsley Primary may need additional/specific input to facilitate the recovery of critical activities. This may require the involvement of external partners.

Evaluate the impact of the incident

- Kingsley Primary will take time to understand the impact of the incident on the normal operations of the facility.

All decisions and actions will be logged, including what you decide not to do, and include your decision-making rationale

Kingsley Primary will log all financial expenditure incurred

- Create a financial expenditure log;
- Allocate specific roles as necessary; and
- Roles are allocated dependent on the nature of the incident and the availability of staff members.

Secure resources to enable critical activities to continue or be recovered.

Deliver appropriate communication actions as required

- Kingsley Primary will ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders.

## 5. Media

Kingsley Primary will let local press know what is going on in the facility on a regular basis..

Kingsley Primary, will appoint a Press Officer to deal with media attention.

A written statement will be drafted that acknowledges the problem or crisis and which states that Kingsley Primary are looking into the matter.

## 6. Closure

The HEAD TEACHER may decide that the incident warrants a full or partial closure of the facility. A partial closure would mean that only a limited number of pupils (one or more year groups, children of key workers, etc.) would be allowed on site. If this is put in place, there will be good communication with parents and carers and with staff. A full closure means that no students would be allowed on site and only a core group of facilities staff would attend to maintain the building and ensure that the site remains safe and secure.

In the event of a full or partial school closure, Kingsley Primary will:

- Consider the allocation of responsibilities, duties, and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team absence;

- Identify who would make any decision on whether to close (and reopen) the school in the case of government advice, staff absence or to prevent the spread of infection in the case of a pandemic;
- Review procedures for communicating with staff, students, and families;
- Identify the languages spoken by the student population and their families and discuss with the LA contact how important information might be made available in those languages. The needs of blind and deaf students and others with special educational needs need to be carefully considered;
- Draft template letters, both for closure and reopening;
- Consider developing and testing communications mechanisms in the possible event of a school closure such as telephone chains, text messaging services, and social media pages;
- Consider drawing up a list of parent/volunteers (DBS checked) who could be used to supervise children in times of significant absence;
- Check and update pupil and parent/carer contact details;
- Make sure you know who the local authority (LA) contact is on this issue and if there is a relevant webpage;
- Make sure that all legal (e.g. EYFS and EHC plans) and risk assessed levels of staff/student ratios able to be delivered at all times in the event of partial closure. If these cannot be maintained it may be necessary to fully close;
- Establish whether Kingsley Primary is suitably equipped with materials needed to implement infection control measures. These would include tissues, tissue disposal, hot water, and soap;
- Check Kingsley Primary cleaning arrangements/contracts and establish whether special provision could be made during a pandemic;
- Set up communication and dissemination plans for staff, students, and families, including information about possible closures, any timetable changes, and where appropriate, transport alterations; and
- Have remote learning systems in place for students who cannot attend.

## 7. Temporary Closure

The decision to close or partially close Kingsley Primary will only be made by HEAD TEACHER or Chair of Governors wherever possible. The decision will be based on access to essential services (heating, water, etc.), staffing levels, transport safety, and site safety. In particular, the decision-making process will take account of:

- The health and safety of pupils, staff, and volunteers will always be paramount;
- The basic entitlement of 190 'pupil days' which will be offered if at all possible;
- Consideration will be given to closing the school to just some year group and/or changing the opening and closing time if either will avoid complete closure; and
- Consideration will be given to offering a reduced curriculum (or even non-curriculum) provision as an alternative to closure.

Procedures to be followed by Kingsley Primary:

- Kingsley Primary will operate normally whenever possible and only resort to closure or early closure in exceptional circumstances when conditions are such that the health and safety of pupils and staff are at risk. Closure for any other purpose is not acceptable;
- HEAD TEACHER and Governors will determine in advance to whom the decision whether or not to close the school to pupils is to be delegated (e.g. HEAD TEACHER in consultation with the Chair of Governors).
- A decision to close the school in the case of severe weather, will be made following consideration of reports/warnings from the appropriate authorities (e.g. travel warnings from local police);
- In the case of a building matter or heating problem which has health and safety implications, consideration will be given to whether a part closure rather than a full closure could be achieved in order to minimise disruption to education. Further contingency measures may be required if the closure is to be lengthy (e.g. offsite education);
- In considering closure for health and safety reasons, HEAD TEACHER will, where possible, seek guidance from the appropriate officer to be determined by the LEA. The role of the LEA is to offer clear guidance. However, the final decision rests with the HEAD TEACHER and/or the Governing Body. Once a decision is made to close, the Head Teacher will advise the LEA. The LEA will monitor the number of pupil days lost to education and the reasons for these, to inform the development of the LEA policy and service practices. The HEAD TEACHER will remain in contact with the LEA until such time as the school is fully reopened;
- In the event of closure, Kingsley Primary will make every effort to provide, where practicable, work for pupils to do at home unless other arrangements have been made;
- HEAD TEACHER will ensure that parents know how any decision of closure will be notified to them. Where it is proposed to make use of local radio stations, parents are to be given appropriate details;
- If the HEAD TEACHER and/or the Chair of Governors feel it is necessary, after due consideration, not to open a school, or to close a school early, every effort will be made to inform parents/carers and other agencies of the decision at the earliest opportunity. If possible, advice will be sought from the LEA (Head Teacher of Service, Strategy and Resources) prior to contact being made to local radio stations, (details of which will have already been passed to parents). All schools that utilise coach, minibus and/or taxi operators to transport pupils to and from school will ensure that such operators are informed of the closure; and
- If Kingsley Primary continues to be closed after the first day then this information will be carried on local radio. Parents will be advised to listen to the appropriate radio stations and if there is no message, pupils will report to school as normal.

## 8. Data Protection

If Kingsley Primary is fully or partially closed, it will be necessary for staff to use remote learning

strategies to maintain a level of engagement with the curriculum. At all times, they will be mindful of the GDPR implications of sharing information online.

As a minimum, staff who use remote/blended learning will:

- Ensure that settings on your site are “high privacy” by default;
- Not share children’s personal data unless you can demonstrate a compelling reason to do so, taking account of the best interests of the child;
- Not use nudge techniques to encourage children to provide unnecessary personal data or weaken or turn off their privacy protections;
- Ensure that the privacy information you provide to children is concise, prominent, and in clear language suited to the age of the child (see guidance below on Privacy Notices);
- Data minimisation – Kingsley Primary will collect only the minimum amount of personal data that is necessary to provide service
- Kingsley Primary will access and reviewed the suppliers’ Privacy Notices and any associated policies / T&Cs;
- Where the service is delivered through the Kingsley Primary (i.e. not directly to the parents/children) Kingsley Primary will ensure the relationship is clear that Kingsley Primary is the Data Controller and the provider is the Data Processor. Where the provider is making some decisions, this could make them a Joint Data Controller and agreements need to reflect this;
- Kingsley Primary will ensure we know the lawful basis for processing;
- Where the provider is also a data controller, Kingsley Primary will ensure that they are transparent about what they are doing with the data and that we are happy with that. If Kingsley Primary make it so that children have to use this tool, then consent cannot be appropriate, even if the provider insists on Parental Consent;
- Kingsley Primary know how long the data is kept for. Data will be removed and destroyed when it is no longer needed by Kingsley Primary and evidence can be shown of this;
- There is also be a clear explanation of how any data breaches a provider (or their sub-processors) experience will be reported to Kingsley Primary. This will be reported within 72 hours to report it; and
- Kingsley Primary will undertake a risk assessment/DPIA.

## 9. Recovery

The facility will agree and plan the actions required to enable recovery of normal school operations. These agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated. Depending on the nature of the incident, the disaster management team may need to consider the use of counselling services. Once recovery actions are complete, the facility will communicate the return to normal school operations.

All staff members must be aware that the business continuity plan is no longer in effect. Staff

members (possibly with pupils) will be debriefed about the incident.

A report will be made which documents opportunities for improvement and any lessons identified. This incident report will be reviewed by all members of the disaster management team. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school. This continuity plan in light of lessons learned from the incident and the response to it. Any revised versions of the plan must be read by all members of the business continuity team.

Kingsley Primary is aware of the range of symptoms children and teachers may show after a traumatic event. Once the immediate crisis is over, steps will be made to restore some sense of security to Kingsley Primary and in the lives of all those affected. The staff will be debriefed (this may be done by a professional outsider.)

#### Appendix A: Recommended Job Roles

Kingsley Primary will allocate roles to the staff named in the table. They will make a note of their roles and responsibilities on a planner or as a note on a smartphone etc. By doing this it will ensure that all members of staff with designated disaster management roles will have a permanent and portable record of what they are expected to do in the event of an emergency.

<b>Staff Member</b>	<b>Responsible For:</b>
HEAD TEACHER	Coordination/Press liaison

Head of School	Manages key stage 1-2 students
Deputy Head	Management of external services
HEAD TEACHER	Fire/emergency evacuation marshal
Assistant Head	Manages vehicle movement and front gate guard
CBP	Manages office and premises staff

### Appendix B: Activity Log

This will be used to document any activities as a result of a critical incident

<b>Completed by:</b>		<b>Sheet number</b>	
<b>Incident</b>		<b>Date</b>	
<b>Time</b>		<b>Log details</b>	


Appendix C: Financial Expenditure Log

<b>Completed by:</b>		<b>Incident</b>	
<b>Date</b>		<b>Time</b>	

<b>Details</b>	<b>Cost (£)</b>	<b>Transaction Method</b>



	<ul style="list-style-type: none"> <li>• Other key documents</li> </ul>	<input type="checkbox"/>
Financial	<ul style="list-style-type: none"> <li>• Bank, insurance details, payroll</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Invoices, purchase orders</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Financial procedures</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Assets register and insurance policy</li> </ul>	<input type="checkbox"/>
Staff	<ul style="list-style-type: none"> <li>• Staff contact details</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Staff emergency contact details</li> </ul>	<input type="checkbox"/>
Equipment	<ul style="list-style-type: none"> <li>• Laptop with wireless connection</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Internet Dongle</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Pre-paid pay as you go mobile phone and battery-powered charger</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Wind up radio</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Wind up torch</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Emergency shelter</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Disposable camera with film</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Data restoration routine</li> </ul>	<input type="checkbox"/>
Other items	<ul style="list-style-type: none"> <li>• First aid box</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Insert area A-Z map</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Stationary</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Hazard barrier tape</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Emergency cash, cheque book or credit card</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Contact details for taxi/transport providers</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• School floor plans</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Spare keys</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Whistle/megaphones</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• High visibility jacket</li> </ul>	<input type="checkbox"/>

### Appendix E: Key Information

<b>School details</b>	
<b>(SCHOOL/ACADEMY NAME)</b>	Kingsley Primary
Type of school/academy	Academy
School / Academy address	Wallace Road, Northampton NN2 7EE
School / Academy operating hours	7am-7pm – site open. 8am – 4.30pm - office open.
Approximate number of staff	52
Approximate number of pupils	410
Age range of pupils	4-11

### Appendix F: Key Contacts

<b>Contact</b>	<b>Telephone No.</b>	<b>Email address</b>
<b>School contacts</b>		
HEAD TEACHER	07941548045	Liam.cox@kps.inmat.org.uk
Head of School	07989419887	Thomas.griffiths @kps.inmat.org.uk
Cluster Business Manager		sam.thurston@kps.inmat.org.uk
Chair of Governors	07957145678	Kay.roberts @kps.inmat.org.uk
Vice Chair of Governors		Paul.osbourne @kps.inmat.org.uk

<b>Key local authority contacts</b>		
Emergency number	0300 126 7000	emergencyplanning@westnorthants.gov.uk
Children's services	0300 126 7000	
<b>Other local authority contacts</b>		
<b>Media contacts</b>		
Local BBC radio station	01604 737666	radionorthampton@bbc.co.uk
Other local radio station		
Local newspaper	01604 572020	editor@northantsnews.co.uk
<b>Other useful contacts</b>		
Department for Education	0370 000 2288	
Foreign and Commonwealth Office	020 7008 1500	fcocorrespondence@fco.gov.uk
Environment Agency	03708 506 506	enquiries@environment-agency.gov.uk
Met Office	0370 900 0100	enquiries@metoffice.gov.uk
Health and Safety Executive	0300 003 1747	
Insurance Company	0330 058 5566	
National Union of Teachers	0345 811 8111	
Teacher Support Network	08000 562 561	emailing_enquiries@edsupport.org.uk

## Appendix G: Lockdown

<b>Management and Control</b>	
<b>Nominated person</b>	<b>Responsibility</b>
HEAD TEACHER	Initial contact with the emergency services
Head of School	Liaison with parents
Teacher (on a rotating basis)	Pupil control

<b>Management and Control</b>	
<b>Nominated person</b>	<b>Responsibility</b>
HEAD TEACHER	Initial contact with the emergency services
Head of School	Liaison with parents
Teacher (on a rotating basis)	Pupil control

<b>Lockdown</b>	
<b>Specified assembly room</b>	insert specified assembly room in the event of a lockdown
<b>Entrance points</b>	List all of the entrance points to the specified assembly room
<b>Communication arrangements</b>	<ul style="list-style-type: none"> <li>• Two-way radios</li> <li>• Mobile phones</li> <li>• Instant messaging / email</li> <li>• Add your own</li> </ul>
<b>Notes</b>	

<b>Lockdown Procedure</b>				
<b>Step</b>	<b>Initial response</b>	<b>Check</b>	<b>Time</b>	<b>Signed</b>
1.	Ensure all pupils are inside the specified assembly room.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and draw curtains to avoid detection.</li> <li>• Turn off lights.</li> <li>• Stay away from windows and doors.</li> <li>• Add your own</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		

<b>6.</b>	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
<b>7.</b>	Remain inside the specified assembly room until the all-clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

## Appendix H: Educational Continuity Plan

<b>Step</b>	<b>Procedure</b>	
<b>1.</b>	Make up days/hours	If school is disrupted for up to days per school year, we can make up school hours as follows (include shifts etc.):
<b>2.</b>	Alternative school location:	If school is disrupted, we can make up school hours as follows:
<b>3.</b>	Alternate modes of instruction	(How we can keep up with schoolwork, accelerate learning, use peer-to-peer instruction?)
<b>4.</b>	Surge capacity	(Who can provide teaching and administrative support, if staff are unable to work, or need help?)
<b>5.</b>	Planning for school clean-up	(E.g. in the event of a flood)
<b>6.</b>	Planning for limited use of school as temporary shelter	Is our school likely to be needed as a temporary shelter? For how long?
<b>7.</b>	Do we have space set aside for this?	
<b>8.</b>	What on-site supplies would be needed, and where will these come from?	

<b>9.</b>	How will we protect our school facilities, equipment and supplies?	
<b>10.</b>	Do we have rules for use of our school, and how will they be respected?	
<b>11.</b>	Temporary learning facility:	What would we need in order to set up temporary learning facilities in case of prolonged lack of use of school facility?

END OF DOCUMENT