



INCIDENT AND BUSINESS CONTINUITY MANAGEMENT PLAN

**West Tytherley CE Primary School
West Tytherley, Romsey, SP5 1JX**

Date approved: March 2015

Next Review: March 2017

This plan has been written to provide a flexible response so that West Tytherley CE Primary School can:

- Respond to a significant disruptive incident (incident management)
- Maintain delivery of critical activities during an incident (business continuity)
- Return to 'business as usual' (resumption and recovery)

Significant disruption is when the school is unable to operate within the normal framework of its policies and procedures.

Critical activities are defined as:

- **Teaching and Learning**
- **Staff and Pupil Welfare**
- **Health and Safety of the School Site**

Significant disruption of these critical activities in the short term or long term requires an appropriate response to reduce the impact and resume normal activity as soon as possible.

Plan Owner

The Governing Body of West Tytherley CE Primary School is responsible for ensuring that this plan is maintained, exercised and updated in accordance with school policy for reviewing incident and business continuity plans.

The Governing Body will:

- Undertake actions as required to support the School's response to a disruptive incident and subsequent recovery
- Monitor and evaluate overall performance and effectiveness of the Incident and Business Continuity Management Plan and the Incident Management Team in responding to significant disruption to a critical activity.

The Head Teacher will:

- Ensure that WTPS emergency contact details are maintained up to date and available to all members of the Incident Management Team and their deputies at their place of work and at home.

Activation

This plan will be activated should there be significant disruption to a critical activity of West Tytherley Primary School. Any member of staff or governor may alert the school Incident Management Team (IMT) to a significant disruptive incident affecting a critical activity. The decision to activate this Plan must be made by a minimum of two members of the IMT but where possible in consultation with all IMT members.

The Incident Management Team will comprise:

Incident Management Team	Deputy
Head Teacher	Deputy Head Teacher
Chair of Governors	Vice Chair of Governors
Deputy Head	Senior Teacher on site
Admin Officer	Admin Assistant

The Incident Management Team is responsible for:

- Declaring that an 'incident' is taking place
- Activating the Incident and Business Continuity Management Plan
- Leading the School's initial and on-going response during all phases of the incident, following the Incident Management Plan in Appendix 1.

- Communicating with relevant stakeholders about the nature of the incident, the plan activation and the on-going response actions proposed.
- Providing direction and leadership for the whole School community
- Undertaking response and communication actions as agreed in the plan including liaising with other agencies and the press as the situation requires
- Prioritising the recovery of key activities disrupted by the incident
- Managing resource deployment
- Welfare of Pupils
- Staff welfare and employment issues.
- Post incident, evaluate the effectiveness of the Incident Management Plan and the Business Continuity Management Plan and update accordingly.

Plan Storage

All members of the Incident Management Team are required to safely and confidentially store a copy of this plan at their regular place of work **and** off-site i.e. at home/ in vehicles (if appropriate) / in grab bags, together with a copy of the **WTPS emergency contact details**.

Plan Review Schedule

This Plan will be updated as required and formally reviewed annually by the school Governing Body.

Incident and Business Continuity Management Responses

Although it is not possible to anticipate all circumstances where significant disruption affects a critical activity, the following table seeks to identify a range of potential significant disruptive incidents, the critical activities affected and the proposed incident and business continuity management response.

Table A

Possible cause of disruption	Critical Activity Disrupted	Incident Management Response	Business Continuity Response
Illness – epidemic Lack of teachers. No CPLO or teaching staff. No Headteacher or Senior staff to manage and oversee school.	Teaching and Learning Staff and Pupil Welfare	Short term – school could continue with support staff following planning as long as a Senior teacher and CPLO are on site.	Long term – supply staff could be employed to teach as long as Senior staff member is on site. With no senior teaching staff, the school may have to close temporarily or recruit the services of an acting head through LEA.
Strike action Lack of teachers. No CPLO or teaching staff. No Headteacher or Senior staff to manage and oversee school.	Teaching and Learning Staff and Pupil Welfare Health and Safety of the School Site	As above but support staff may not wish to cover for striking colleagues. Senior staff may also be on strike and supply staff would also not wish to cover for striking colleagues. Non-striking staff may not wish to undermine colleagues strike action.	School may have to be closed in this instance. Partial opening of school may be possible e.g. lower school but not upper. (Parents could organise their own childcare arrangements in the village hall)

<p>Inability to access school site due to transport disruption/snow & ice Lack of teachers Lack of CPLO Lack of Senior Staff or AO</p>	<p>Teaching and Learning Staff and Pupil Welfare Health and Safety of the School Site</p>	<p>Short term – school could continue with support staff following planning as long as a Senior teacher and CPLO are on site.</p>	<p>Long term - Caretaker can make immediate site clear as soon as possible. Local authority to clear roads</p>
<p>Loss of premises due to:</p> <ul style="list-style-type: none"> • Fire damage to building • Flood damage to building • Other building damage <p>No premises in which to carry out any of the school's critical functions.</p>	<p>Teaching and Learning Staff and Pupil Welfare Health and Safety of the School Site</p>	<p>Short term – utilise the village hall and dining hall. Possibly Norman Court. Cluster school assistance.</p>	<p>Long term – HCC provide temporary buildings</p>
<p>Unsafe site:</p> <ul style="list-style-type: none"> • Ice and snow • Gas leak • Bomb threat • Severe weather conditions <p>Health and Safety issue for pupils and staff to be present. Response will depend upon reason.</p>	<p>Teaching and Learning Staff and Pupil Welfare Health and Safety of the School Site</p>	<p>If possible Caretaker makes site safe. Gas Leak – Gas board called to isolate leak. Emergency services called where necessary. Pupils are not allowed out of building where appropriate. Evacuation takes place where appropriate.</p>	<p>School closed until site can be made safe.</p>
<p>Lack of essential utility</p> <ul style="list-style-type: none"> • water • sewerage, 	<p>Teaching and Learning</p>	<p>Short term – school could move into the village hall until utility is restored.</p>	<p>If no catering facilities – HC3S to provide food from another school or parents would have</p>

<ul style="list-style-type: none"> • electricity • telephone system • gas <p>No water – no toilets Sewerage - no toilets Catering affected Teaching affected as building not fit to use. Electricity failure affects management activity No telephone – management and safeguarding compromised.</p>	<p>Staff and Pupil Welfare</p> <p>Health and Safety of the School Site</p>		<p>to be called to provide lunch. If no telephone – mobile phone but with bad signal a booster system should be considered for installation. Emergency lighting is in place should power fail.</p>
<p>Lack of IT facilities</p> <ul style="list-style-type: none"> • Local area network failure • Broadband failure • Wireless failure <p>Lack of IT is not critical short term but if more than two days, it becomes more critical and a week would start to cause management issues.</p>	<p>Teaching and Learning</p> <p>Staff and Pupil Welfare</p>	<p>As SIMS, SAP and other LA systems that are used by management and administration are available on-line, it would be possible to visit another local school to use their facilities or to work from home part of the time.</p>	<p>Back-ups are kept off site or central back up facility utilised. Paper systems to be used for registration etc.</p>
<p>Lack of catering staff Pupil welfare could be compromised if catering facilities were unavailable due to lack of utility or illness of essential staff.</p>	<p>Staff and Pupil Welfare</p>	<p>HC3S to provide locum staff cover.</p>	<p>Food to be shipped in from another school in arrangement with HC3S.</p>

Appendix 1

INCIDENT MANAGEMENT

Purpose of the Incident Management Plan

The purpose and priorities for this phase are to:

- Protect the safety and welfare of pupils, staff, visitors and the wider community
- Protect vital assets e.g. equipment, data, reputation
- Ensure urgent and necessary communication takes place with parents and wider support community.
- Support the business continuity phase

Incident Management Actions (Initial Response phase)

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
1.	Make a <i>quick</i> initial assessment: <ul style="list-style-type: none"> ▪ Survey the scene ▪ Assess (i.e. scale/severity, duration & impact) ▪ Disseminate information (to others) 	Gather and share information to facilitate decision-making and enhance the response	<input type="checkbox"/>
2.	Call the Emergency Services (as appropriate)	TEL: 999 or 112 Provide as much information about the incident as possible	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? <i>(tick/cross as appropriate)</i>
3.	<ul style="list-style-type: none"> ▪ Evacuate the School building, if necessary. ▪ Consider whether it may be safer or better for the welfare of pupils to stay within the School premises and congregate at a relative place of safety indoors. ▪ If there is time and it is safe to do so, consider the recovery of vital assets/equipment to enable delivery of critical School activities ▪ Notify relevant stakeholders of site evacuation 	<ul style="list-style-type: none"> ▪ Use normal fire evacuation procedures for the School ▪ Consider arrangements for staff/pupils with special needs ▪ If the decision is to stay within the School, ensure the assembly point is safe and take advice from Emergency Services as appropriate 	<input type="checkbox"/>
4.	Ensure all Pupils, Staff and any School Visitors report to the identified Assembly Point.	<p>The normal Assembly point for the School is: the school playground</p> <p>The alternative Assembly Point for the School is: village hall or recreation ground/church should the local school area be under threat.</p>	<input type="checkbox"/>
5.	Check that all Pupils, Staff, Contractors and any Visitors have been evacuated from the building and are present. Consider the safety of all pupils, staff, contactors and Visitors as a priority	Normal evacuation procedures will be followed with the gathering of registers and visitor books en-route to assembly point.	<input type="checkbox"/>
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe by undertaking a dynamic risk assessment	<input type="checkbox"/>
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
8.	Where appropriate, record names and details of any staff, contractors or visitors who may have been injured or affected by the incident as part of your incident record keeping	This information should be held securely as it may be required by Emergency Services or other agencies either during or following the incident	<input type="checkbox"/>
9.	<ul style="list-style-type: none"> ▪ Take further steps to assess the impact of the incident ▪ Agree response / next steps 	Continue to record key decisions and actions in the incident log	<input type="checkbox"/>
10.	Log details of all items lost by Pupils, Staff, Visitors etc as a result of the incident, if appropriate		<input type="checkbox"/>
11.	Consider the involvement of other Teams, Services or Organisations who may be required to support the management of the incident in terms of providing additional resource, advice and guidance	Depending on the incident, the following Teams in Children's Services may be approached to assist with incident management: <ul style="list-style-type: none"> ▪ Management Support for Schools ▪ Education Psychology Service ▪ Property Services 	<input type="checkbox"/>
12.	If appropriate, arrange contact with the Council Press Office via Management Support for Schools.	Establish a media area if necessary.	

	ACTION	FUTHER INFO/DETAILS	ACTIONED? <i>(tick/cross as appropriate)</i>
13.	Assess the key priorities for the remainder of the working day and take relevant action	<p>Consider actions to ensure the health, safety and well-being of the School community at all times. Consider your business continuity strategies i.e. alternative ways of working, re-location to your recovery site etc to ensure the impact of the disruption is minimised.</p> <p>Consider the School's legal duty to provide free school meals and how this will be facilitated, even in the event of emergency school closure.</p>	<input type="checkbox"/>
14.	Ensure Staff are kept informed about what is required of them	<p>Consider:</p> <ul style="list-style-type: none"> ▪ what actions are required ▪ where staff will be located ▪ Notifying Staff who are not currently in work with details of the incident and actions undertaken in response 	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? <i>(tick/cross as appropriate)</i>
15.	Ensure Pupils are kept informed as appropriate to the circumstances of the incident	<p>Consider communication strategies and additional support for pupils with special needs. Consider the notification of pupils not currently in School.</p> <p>An assembly will be arranged if possible or teachers will be informed and asked to pass on information to their class as appropriate. Those not on-site will be informed via their parents – see below. Those needing extra support or sensitivity e.g, SEN pupils will be given this via the Inclusion Manager or SNA.</p>	<input type="checkbox"/>
16.	Ensure Parents/Carers are kept informed as appropriate to the circumstances of the incident. Parents/carers of those immediately affected by the incident will require additional considerations to ensure information is accurate and up-to-date.	<p>Agree arrangements for parents/carers collecting pupils at an appropriate time Consider how emergency communication needs will be established e.g. phone lines, answer machine message, website update</p> <p>Those not on-site will be contacted by telephone wherever possible. The implementation of a pyramid call system should be considered. If internet access is available a text message to parents and a note on the front page of the website will be instigated.</p>	<input type="checkbox"/>
17.	Ensure Governors are kept informed as appropriate to the circumstances of the incident	Governors can be reached by telephone or email as appropriate to the circumstances	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
18.	Consider the wider notification process and the key messages to communicate	Local Radios may be useful in broadcasting key messages, the school website, local networks.	<input type="checkbox"/>
19.	Communicate the interim arrangements for delivery of critical School activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate Including information on the website, email distribution lists and notifications in local newsletters	<input type="checkbox"/>
20.	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident	<input type="checkbox"/>
21.	Seek specific advice/ inform your Insurance Company as appropriate	Insurance is covered under Hampshire County Council. Contact Janette Buckman at Hampshire County Council	<input type="checkbox"/>
22.	Ensure recording process in place for staff/pupils leaving the site	Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required	<input type="checkbox"/>