



The Kingfisher Schools Federation

Business Continuity Plan & Emergency Recovery Policy

1. INTRODUCTION

The objective of this plan is to maintain or recover the critical services and activities at either Barnby & North Cove CP School or Southwold CP School, in the event of a major disruption.

2. POSSIBLE DISRUPTIONS

The purpose of this list is to identify the disruptions that should have action cards (higher risk rating) and those which do not (lower risk rating).

Impact - how serious the disruption might be as a result of this threat?

- 1 - Insignificant
- 2 - Minor
- 3 - Moderate
- 4 - Major
- 5 - Catastrophic

Likelihood - the chances of this threat happening.

- 1 - Rare
- 2 - Unlikely
- 3 - Possible
- 4 - Likely
- 5 - Almost Certain

A colour coded risk rating matrix follows:-

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25



Risk Rating Matrix

The following matrix provides a risk rating of severity for each 'Possible Disruption' below.

Possible Disruption	Impact (A)	Likelihood (B)	Risk Rating (A x B)
Generic Action Plan	3	3	9
Loss of Staff or Skills	3	5	15
Loss of Premises or Utilities	3	5	15
Loss of ICT	3	5	15

3. INCIDENT MANAGEMENT PLAN

The purpose of the Incident Management Plan is to make sure the right people come together in the right place at the right time to take control of the organisation's response to the disruption.

Name	Role	Contact Details
Mrs Ruth Nixon	Head Teacher	01502 714230 / 0798 872 9879
	Senior Teacher (Southwold Primary School)	
	Senior Teacher (Barnby & North Cove Primary School)	
Mrs Kirsten Ward	School Business Manager	01502 219976 / 0753 439 0010

Location

The Incident Management Team should meet at the alternative Kingfisher Schools Federation school to where the critical incident has taken place.

Records

An Incident Log must be opened as soon as this plan is invoked, see Appendix 1.



Most Likely Key Players

The following should be contacted to form an Incident Management Team who will carry out the actions required to maintain or recover critical services/activities. This list should include some of those listed as Responsible Persons in the list of Critical Services/Activities.

Name	Role	Contact Details
Mrs Ruth Nixon	Head Teacher	01502 714230 / 0798 872 9879
Mr John Beckett	Chair of Governors	01502 675705
Mrs Rachel Knight	Vice Chair of Governors	01502 476459
Mr Graham Kemp	Chair of H&S Committee	01502 477063 / 07825 263243
	Senior Teacher (Southwold Primary School)	
	Senior Teacher (Barnby & North Cove Primary School)	
Mrs Kirsten Ward	School Business Manager	01502 219976 / 0753 439 0010



4. GENERIC ACTIONS

Note - this action list assumes that all immediate emergency actions, such as evacuation have taken place according to existing school procedures.

Generic Action Plan	Considerations
<p>Assess the situation:</p> <ul style="list-style-type: none"> • Survey the scene. • Contact the emergency services if still on site. <p>Assess the scale, severity, duration of the incident and its likely impact on the school's critical services and activities.</p>	<p>Who do you need to help you manage your recovery?</p> <p>Are there any key milestones or statutory deadlines approaching?</p>
Establish an Incident Management Team contact point for all personnel.	This may be a physical location or a phone number.
Allocate specific roles as necessary.	E.g. site liaison, staff communications, log keeping.
Ensure a log of key decisions and actions is started and maintained throughout the incident.	See Appendix 1 Record major financial costs.
If there is time and it is permitted by the emergency services, consider the recovery of vital assets/equipment to enable delivery of critical School activities.	In particular: <ul style="list-style-type: none"> • Paper files • Course work
<p>Notify the relevant stakeholders:</p> <ul style="list-style-type: none"> • Staff • School governors • Suffolk County Council 	<p>Notify them of your:</p> <ul style="list-style-type: none"> • Assessment • Arrangements for keeping in contact.
<p>Agree with Suffolk County Council who is making arrangements for:</p> <ul style="list-style-type: none"> • Communication to parents/carers • Establishment of an internal and/or public helpline number • Public communication and media handling • Insurance • Site security (incl. turning off of utilities) 	SCC
<p>Plan how critical services and activities will be maintained or recovered, using the prepared business continuity Action Cards. (see page 7)</p> <p>Appendix 4 is an opportunity to list the essential resources required to recover critical activities.</p>	If none of the prepared business continuity Action Plans are appropriate, the IMT will need to create actions on the day.
Agree with IMT and stakeholders date/times of future updates, meetings, progress reviews and communications.	Commonly known as the "battle rhythm".



Included here are prototype Action Plans for specific disruptions, they should be completed, extended and added to as required.

Action for a loss or shortage of staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
Scale down and/or suspend non critical activities and focusing on critical activities.	As agreed by IMT
Use of temporary staff from an external source, e.g. Supply Teacher Agencies.	Step Teachers, Suffolk County Council
Redeployment of staff from less critical services/activities to more critical ones.	May require multi-skilling to ensure staff are capable of undertaking different roles.
Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> • Larger class sizes (subject to adult and child ratios) • Use of Teaching Assistants, Student Teachers etc. • Deploy school's Remote Learning Programme • Pre-prepared educational materials that allow for independent learning 	It is advisable to maintain lists of minimum staff numbers for critical services/activities, e.g. teachers, teaching assistants, technicians, invigilators, SEN support staff, admin' staff.
Using mutual support agreements with other Schools.	Other Kingfisher School Federation school, St Felix School, Brampton and or Ringsfield CP Schools.
<p>Note - during staff redeployment, thought should be given to the level of skills, knowledge and qualifications that will be required, including the need for CRB checks.</p> <p>If in redeploying staff a degree of risk is incurred, actions should be taken to mitigate that risk (e.g. briefing, buddying up, work instructions, supervision).</p>	
Changes to working conditions, e.g. staff working longer hours, part-time staff working full time, etc.	Ensure staff management issues are considered, i.e. working time directive, job description flexibility and contractual requirements etc.
<p>Note - if the cause of staff loss is Flu Pandemic, there will be further advice and guidance from SCC, e.g. on infection control, antivirals, persons at risk, school closure, vaccination etc.</p>	



Action for a loss of premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists)
If the loss of premises is partial, scale down and/or suspend non critical activities and focus on critical activities redeployed to premises still in operation.	As agreed by the IMT
Relocation options may include...	
Using mutual support agreements with other Schools.	Other Kingfisher School Federation school, St Felix School, Brampton and or Ringsfield CP Schools.
Using pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	Other Kingfisher School Federation school, St Felix School, Brampton and or Ringsfield CP Schools.
Hire in temporary quick-assemble accommodation, e.g. portakabins.	As agreed by the IMT
Also be mindful of: <ul style="list-style-type: none"> • Public access requirements • Special (e.g. wheelchair) access requirements 	As agreed by the IMT
Deploy school's prepared Remote Learning Programme.	Type / quantity of RLP materials. Nationally or locally available. Timetable for delivery of RLP. Parent / pupil communications.
Continue / scale down planned off-site activities e.g. swimming, physical activities, school trips.	As agreed by the IMT
Deploy emergency generator for power loss.	As agreed by the IMT



Action for loss of ICT	Further Information (e.g. Key contacts, details of arrangements, checklists)
Assess the impact on all services/activities, e.g. teaching operations and school administration.	As agreed by the IMT
A list of the key IT applications should be prepared by the school.	SCC FMS and SIMS.net
Recover electronic back-ups of key school data e.g. CD or Memory Stick, mirrored servers etc.	Back-ups taken regularly
Reverting to paper-based systems e.g. paper registers, whiteboards etc. Recover photocopies of data stored on and off site.	Paper registers taken daily
Teachers to modify lesson plans.	As agreed by IMT
Power loss - Uninterruptible Power Supply should allow the controlled closure of all ICT by staff	As agreed by IMT
Telephone loss - set up a temporary network of mobile phones. Contact land-line provider to redirect phone numbers to a mobile or alternative location.	Use of mobile phones and/or ParentMail communication system

MONITORING & EVALUATION

The policy will be reviewed as part of the schools monitoring cycle. The Head Teacher has responsibility for monitoring this policy. This Policy is due for Review in June 2019.

IMPLEMENTATION

This policy will be formally implemented with effect from September 2016.

Mr John Beckett
Chair of Governors

Mrs Ruth Nixon
Head Teacher

