



Business Continuity Plan

Created	December 2020
Revised	February 2024
By:	S Davies
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General Statement

This plan has been developed to be used in conjunction with North Yorkshire CC's School Emergency Response Guide. Village Primary is not located in North Yorkshire, but Health and Safety Services are directed by North Yorkshire County Council as part of a service level agreement.

Objectives

The aim of this plan is to assist the business in dealing with, however unlikely, a number of disasters that could affect the ability of the organisation to operate on a day to day basis.

- The most likely scenarios in such an event are:
- Loss of whole premises for an extended period through fire or flood or Storm Damage.
- Partial loss of premises, through fire, flood, Storm Damage i.e. loss of a classroom or Admin Offices.
- Large scale loss of property and equipment through fire, flood or theft, particularly IT equipment.
- Loss of information through a catastrophic IT failure.
- Mass unavailability of staff e.g. pandemic.
- Temporary Closure at Short notice (due to severe weather or loss of utilities etc.)

The School Emergency Response Guide details relevant actions to take and the various people and agencies that school should co-ordinate with in the event of an emergency situation arising, and deals with specific issues such as Bomb Threats, Bereavement, Snow Closures, etc.

This plan aims to demonstrate that all relevant considerations have been made and attempts to illustrate a potential way forward with regard to the organisation's own roles and responsibilities, particularly at a level where matters can be determined by the responsible person themselves.

Procedures

In the event of ANY critical incident on site the following steps should be followed:

Step 1 – Continually assess the situation for the level of impact.

Step 2 - Ensure that all persons are not in any imminent danger.

Step 3 - Call for support:

- Dial 999, if appropriate OR

During office hours

- Call the NYCC Children and Young People's Service on: 01609 532234 to inform them of the situation and request help, if required. If the main switchboard is out of order use 01609 534375.



Out of office hours

- Call the NYCC Emergency Planning Unit on the confidential number (which can be found in the secure area of the CYPs Info website or within the emergency response guide). Inform them of the situation and request help, if required. They will contact the on-call Assistant Director from the Children and Young People's Service.

These numbers should only be used in an emergency. Please do not give them to the press, parents or members of the public.

Step 4 - ensure that you:

- Log all communications and actions as and when required as evidence.
- Assemble the Emergency Management Team and relieve them of their normal duties. (See Appendix 1 below for details).
- Refer to the full list of emergency contact numbers.

Where possible, try to avoid closing and try to maintain normal routines.

Where Adverse Public Interest has arisen, the Headteacher, SLT or SEMT should immediately seek advice from the NYCC Emergency Planning Unit using the numbers shown above.

Governors, Staff and Pupils should not discuss any incident with the media and any media representatives should be referred directly on to the NYCC Press Department on each occasion.

1. Loss of Premises through Fire or Flood

It is anticipated that the organisation would not be able to influence the outcome of this eventuality and that matters would be taken over by the NYCC Emergency Planning Unit. This would probably involve the sourcing and fitting out of alternative temporary premises pending a re-build of the building.

Should there be a need to evacuate the site it is envisaged that following normal evacuation procedures staff would escort their pupils to the pre-arranged destination of

2. Partial Loss of Premises

This could be the loss of a single room or area as a result of a fire or a burst pipe, flood etc. It is anticipated that this would put the area in question out of bounds for a considerable length of time but would not, on the whole, severely disrupt the day to day operation of the business.

The organisation would again liaise closely with the NYCC Emergency Planning Unit and their Insurers, but would also anticipate assistance in establishing temporary accommodation arrangements in the short term where possible in conjunction with the NYCC Emergency Planning Unit.

It would be the intention, in the first instance, to designate temporary areas.



For example, if an area was temporarily out of use a further area would be used, that has computer access and also visitors can be let in to the building safely and securely.

If the kitchen is temporarily unavailable arrangements will be made to cook at an alternative site and transport meals to site as long as is required. Village Primary School has an SLA with Stockton Council for catering services.

3. Large Scale Property Loss, Particularly IT Equipment

A significant threat to the satisfactory operation of the business would be a large scale loss of IT equipment, such as whiteboards, projectors, PCs, laptops, tablets and/ or networking or Wi-Fi.

Due to the layout and size of the building it may be that certain areas would still be in use whilst some areas closed and if so maybe utilised in the short to medium term.

For example if EYFS were closed, a temporary classroom could be set up in the school hall, as could other classrooms.

In liaison with the NYCC Emergency Planning Unit, their Insurers and ICT Services it is anticipated that being able to re-order and replace lost items as a matter of urgency will be a priority and would expect to be back up and running within at least one month, if not sooner.

A partial loss only of equipment would be accommodated by a re-distribution of remaining resources and loaned items may be made available.

Several electronic copies and a hard copy of the inventory are kept.

Wi-Fi, laptops and iPads / tablets could be used if a loss of hard-wiring is unavailable through a power surge.

4. Loss of Information Through Catastrophic IT Failure

Rather than the loss of actual equipment, this would involve the loss, or destruction, of the Server and all the school data and information that is stored on it.

Backups

Backups are performed on the network (curriculum server each day as a matter of course). They are recorded on tapes (a separate one for each day), and kept securely away from the server in a cabinet that is locked in a secure area.

Covering Critical & Essential Data

The office computer is a stand-alone machine and backups are taken each week as many programmes are web based and backed up automatically.



5. Mass Unavailability of Staff (eg pandemic)

It is likely that in such a scenario the organisation may not be the only one affected.

In the first instance advice will be available from the on-call Assistant Director, from NYCC Children & Young People's Service or the Health & Safety Risk Manager at NYCC and the local Public Health England, (telephone numbers available in within the emergency response folder.

Once advice had been obtained and passed on to parents as appropriate the organisation will then need to consider the opening/closing arrangements having regard to ensuring the safety of all pupils and existing staff, visitors, contractors on the premises.

In an effort to staff the business, the following procedures would be invoked:

- Existing Supply Staff used by the organisation in the ordinary course of events.
- Recently retired staff still covered by DBS/safer recruitment requirements used as available.
- Other Supply Agencies

It is recognised, however, that subject to the scale of the pandemic in the locality and the availability of staff from any of the above sources, it may not be possible to fully operate the business and at that point a decision would be taken whether to partially, or fully, close the building and for how long.

At all times the safety of both children and staff would be of paramount importance, although every effort would be made to keep the site open and functioning.

6. Closure at Short Notice (due to severe weather, loss of utilities, internal flooding etc.)

The organisation may decide that in the interests of safety it is appropriate to send pupils home early.


The organisation may also be contacted by one or more operators suggesting that an early departure is advisable where severe weather or road access are perceived to be hazardous. These representations will need to be taken into account to determine the appropriate course of action.

The priority of the organisation will be to inform Staff, Parents and the LA in this order of any closure as soon as is possible.

The following procedure is identified via the **Unavoidable Closure – Checklist – See Appendix 2**

- All staff will be informed verbally if during the day and by personal telephone call if at another time.
- All Parents will be informed by text, or phone. Also, school uses Marvellous me and Parent Pay Mail.
- The LA will be informed by phone call or email by the Responsible Person (see separate information attached).
- Local Radio will be informed of the circumstances.
- Any transport booked for that day will be informed by the Responsible Person.



Signed:	
Date:	September 2022
Review Date:	December 2023

APPENDIX 1

EMERGENCY MANAGEMENT TEAM & ROLES

Emergency Management Team consists of:

Name	Role
R Birtwhistle	Head (Responsible Person)
S Davies	Deputy Head (Assist Headteacher)
J Mansell	Asst Head (Assist Head Teacher)
A Peacock	Site Manager (secure site)
S Neal	School Business Manager

Roles	In School Hours	Out of School Hours
Responsible Person	<p>Assess and authorise any closure.</p> <p>Concentrate on pupils and staff safety and wellbeing with regard to either a closedown situation or an evacuation of the premises.</p> <p>Accompany pupils and staff to temporary agreed premises</p>	<p>To assess and authorise any closure</p> <p>Contact Emergency Management Team</p> <p>Contact relevant Officers at LA</p> <p>Inform Chair of Governors</p>
Senior Teacher	<p>Assist the Headteacher or the role of the Headteacher in her absence</p>	<p>Assist the Headteacher or the role of the Headteacher in her absence</p>
	<p>Ensure premises secure</p>	<p>Ensure premises secure</p>



Caretakers	Assist with emergency services access	Assist with Emergency Service Access Ensure Head is aware of issue
Business Manager / School Administrative assistant	Complete phone calls, text messages and emails for: <ul style="list-style-type: none"> ➤ Emergency services ➤ Parents ➤ Local Authority ➤ Radio ➤ Transport ➤ Contractors ➤ Contact Supply Agencies ➤ Governors ➤ Volunteers ➤ Memorial Hall ➤ Children’s Centre In the event of a premises issue manage the crisis ensuring procedures are followed.	Complete phone calls, text messages and emails for: <ul style="list-style-type: none"> ➤ Emergency services ➤ Parents ➤ Local Authority ➤ Radio ➤ Transport ➤ Contractors ➤ Contact Supply Agencies In the event of a premises issue manage the crisis ensuring procedures are followed.
Parent Support Worker	Take a written record of events Assist Business Managers with phone calls, texts and emails.	Take a written record of events Assist Business Managers with phone calls, texts and emails.
Premises Governor	Assist the Headteacher and Business Manager	Assist the Headteacher and Business Manager

APPENDIX 2

NYCC CYPS - UNAVOIDABLE CLOSURE CHECKLIST

There will be occasions, for instance due to adverse weather or loss of utilities etc. when you need to take the decision to close your site at short notice. This checklist provides key contact information for you to use.

Action 1 – Inform Parents and staff

1.1 Inform parents/staff by your normal channels. This may be by letter (if you have more than 24 hours’ notice of a closure), text message, website, telephone and or by the local radio. .



Radio Station	Contact Telephone Number
BBC Tees	01642 340666/01642 225511 (lines get very busy in severe weather so email tees.news@bbc.co.uk)
Capital FM (North East and Yorkshire)	Email yorkshire.schools@thisisglobal.com
TFM Radio/Magic FM	Log on to www.tfmradio.com/register to post notices

1.2 Inform staff using staff telephone tree.

Headteacher informs – Senior Leadership Team – they inform their teacher team – they inform Teaching Assistants – they inform other staff.

Action 2 –Transport Contractors

2. Inform the transport contractors responsible for children on site. Remember to include all feeder services. Also inform the Integrated Passenger Transport Unit at **County Hall, telephone 0845 8727374** is applicable.

Action 3 – Inform the Local Authority

3.1 Whilst your priority is to inform parents first, it is also critical that you make us aware of your closure as early as possible in order that we can publicise this information on **the County Council website**, which is used by parents, members of the public and the media to check on the status (the site had over 6,000 visitors to the school closures page daily in the winter of 2010) and respond to calls from individual parental enquiries or complaints. We are also often required to provide daily school closure lists to the DfE for the Secretary of State’s information.

3.2 Report a closure by:

- emailing marion.sadler@northyorks.gov.uk (including the words “School Closure” in the subject line; or
- Ringing **01609 532234**.

Please leave a voicemail message, stating your school’s name, DfE number and your name/job role, if your call is not answered immediately or the line is engaged.

3.3 Seek advice/guidance on a possible closure by;



Again if the line is engaged, please leave a message and an officer will call you back.

3.4 In the rare event that the County Hall switchboard is experiencing difficulties please use the Director’s Emergency Number 01609 534375, email marion.sadler@northyorks.gov.uk , or fax a message to 01609 773756. Please note that there is no voicemail facility on this emergency number.

4 - Request out of Hours Emergency support outside normal office hours (8.30-5.00 pm Monday to Thursday and 8.30 am to 4.30 pm Friday) and weekends/bank holidays.

4.1 For non-buildings related out of hours Emergencies please ring Emergency Planning Duty Officer via the number provided in the School Emergency Response Guide. This is the first point of contact outside normal office hours for the County Council support which you need.

5 - Emergency Building Repairs – MASS Scheme Contact Numbers.

5.1. For those schools who have joined the **MASS** Scheme, please use the following contacts:

Office Hours		
Telephone the NYCC Property Service Centre	Northallerton	01609 532020
Outside Office Hours		
Emergency repairs not covered specifically by the two providers below AND all major emergency incidents (e.g. flood, storm)	NYCC Property Service Major Emergency out of hours	01609 772062
Fire alarms, emergency lighting, stair lifts & hoists, lifts, security alarms, emergency generators, automatic & roller doors/stage lighting	Express Elevators	0845 130 7373
Oil, gas & solid fuel heating, kitchen extract, thermostatic mixing valves, air conditioning, fan convector waste disposal	HCS Mechanical Services	01609 773 999



units, fume cupboards, dust, chip and heat extraction)		
If you are unable to contact any of the three providers above for emergency building repairs outside of normal office hours	Message Pad – emergency out of hours	0800 093 0537

General information

If pupils need to be sent home early:

- **Parents of primary school pupils** should be informed so that they can make arrangements for the collection and supervision of their child. If there is doubt about the arrangements, the child must be kept in school and supervised until collection takes place;