



Business Continuity plan

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1. Aims

This plan aims to:

- Outline potential risks and issues that could cause disruption to the delivery of critical activities
- Mitigate the impact of disruptions to critical activities by providing actions or procedures to follow, to make sure all pupils continue to get the quality of education to which they're entitled

2. Legislation and guidance

This document is based on guidance from the Department for Education (DfE) on [emergency planning and response for schools](#) and [school security](#). It also complies with the following statutory guidance and legislation:

- [Keeping Children Safe in Education](#)
- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)

3. Roles and responsibilities

3.1 Headteacher

- Activating and standing down this plan
- Leading the business continuity team

3.2 Business continuity team

The Team will include the SLT – Headteacher, SENCO, Pastoral Manager, Assistant Headteacher and the Business Manager.:

- Safeguarding and wellbeing of pupils- Pastoral Manager(DSL)
- Recording decisions and actions - Headteacher/Business Manager
- Stakeholder communication (keeping staff and parents/carers informed)- Business Manager
- Communication with the media - the Headteacher

4. Communications

Communication will be made to staff via Whatsapp (encrypted staff group), parents/carers/students will be contacted via text message and or email.

- School/college website – will be updated if possible
- Social media – Instagram/facebook if possible
- School email
- School text messages
- Incident information line – Local radio station

Grab - bag held by Headteacher in the main office.

STAKEHOLDER	COMMUNICATION STRATEGY	CONTACT INFORMATION LOCATION	BACK-UP CONTACT INFORMATION
Staff	Text/email	SIMS	Grab bag held by Headteacher and Business Manager
Parents/carers	Text/email	SIMS	Grab bag held by Headteacher and Business Manager
Trust board	Text/email/Whatsapp	Headteachers records	Grab bag held by Headteacher and Business Manager

5. Continuity strategies

The table below sets out examples of some scenarios where a continuity plan may be needed to maintain critical activities.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Shortage of staff or skills	<p>In the event of high levels of staff absence due to:</p> <ul style="list-style-type: none"> ➤ Illness ➤ Severe weather ➤ Transport disruption <p>Please note: staff absence due to strike action may require a separate strategy that accounts for legislation and guidance on handling strike action.</p>	<ul style="list-style-type: none"> ➤ AHT/T&L/SENCO <ul style="list-style-type: none"> ○ Use additional building – Boathouse Meadows/Brunel College ○ Rescheduling of timetable (FR) ○ Remote learning ➤ SLT to consider: <ul style="list-style-type: none"> ○ Redeploying staff from other roles ➤ SLT to consider short-term closure necessary? 	
Partial closure of school site	<p>In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include:</p> <ul style="list-style-type: none"> ➤ Damage limited to a specific part of premises ➤ Loss of utilities (power or water) to specific part of premises 	<ul style="list-style-type: none"> ➤ Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs ➤ Consider different ways of working (as listed above) Utilise online learning environment ➤ Use additional building as necessary, such as Boathouse Meadows/Brunel College 	
Full closure of school site	<p>In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include:</p> <ul style="list-style-type: none"> ➤ Extensive damage caused by fire or flooding ➤ Loss of utilities (power or water) to whole premises 	<ul style="list-style-type: none"> ➤ Secure premises to prevent unauthorised access and display relevant warning signs ➤ Display details of where people can find information about the closure, advice and contact information 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Loss of IT services/data	In the event that IT services or critical data cannot be accessed. Examples include: <ul style="list-style-type: none"> ➤ Loss of network ➤ Following a cyber attack 	<ul style="list-style-type: none"> ➤ All data will be backed up via cloud ➤ laptops can work away from school network. ➤ Paper contingencies in grab bag for record keeping, such as registers, accident forms etc ➤ Revert to paper-based activities ➤ Calls can be accessed via RingCentral on staff mobiles. mobile? 	

6. Remote education

Where possible, the school will provide remote education when attendance in school is either not possible or contrary to government guidance. The school will implement an appropriate curriculum, teaching and support that will enable pupils to continue learning effectively and in accordance with DfE guidance.

Where pupils with special educational needs and disabilities (SEND) are not able to access remote education without adult support, the school will work with families to put in place reasonable adjustments.

School online learning environment is assessable to staff and students via teams and One Note.

7. Attendance

The school will continue to record absence in the attendance register if it remains open, using the most appropriate code. The codes used will be in line with the [Education \(Pupil Registration\) \(England\) Regulations 2006 as amended \('the Pupil Registration Regulations'\)](#), and [working together to improve school attendance guidance](#).

Where pupils are unable to attend school:

- In some exceptional circumstances, this will be recorded as code Y (unable to attend in exceptional circumstances) unless a more appropriate code applies. The school will also record the nature of the circumstances in which a pupil is unable to attend school
- Because they are ill or have an infectious illness, this will be recorded as code I (illness)
- The school will also continue to record and monitor pupils' engagement where the provision of remote education is made, although we will not formally track this in the attendance register

9. Safeguarding

Safeguarding and promoting the welfare of children and young people remains of paramount importance. The school will continue to have regard to relevant statutory safeguarding guidance. This includes:

- [Keeping Children Safe in Education](#)
- [Working together to safeguard children](#)

9.1 Vulnerable pupils

In all circumstances, the school will prioritise vulnerable children and young people for face-to-face education and childcare.

We will try to support any children and young people who we believe may have challenging circumstances at home.

- Notifying their social worker (if they have one) and, for looked-after children.
- Inform the social worker of how we will remain in contact and offer support to pupils
- Keeping in contact to check their wellbeing and refer on to other services if they need more support

9.2 Wellbeing and support

To handle the potential emotional impact on pupils due to the disruption of critical activities, the school will:

- Aim to follow normal school routines as far as possible
- Set up support systems for pupils to talk and share their feelings
- Signpost pupils to appropriate support and advice
- Where needed, provide access to counselling services or specialist treatment

The school will follow the DfE's guidance on [promoting and supporting mental health and wellbeing in schools and colleges](#).

10. Monitoring arrangements

This policy will be reviewed by the Trustees annually. At every review, the policy will be shared with the governing board.

11. Links with other policies

This policy is linked to our:

- Health and safety policy
- Examinations contingency plan
- Child protection policy
- Attendance policy
- Risk assessments
- Remote learning procedures

Appendix A: business continuity actions checklist

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident		
Undertake post-incident support activities and evaluate the impact of the incident		
Consider:		
Which school activities are disrupted?		
What is the impact of these activities being disrupted?		
Are there any critical activities approaching (exams, etc)?		
Planning for how critical activities will be maintained (using your business continuity plans), giving consideration to:		
- Immediate priorities		
- Communication strategies		
- Deployment of resources		
- Finance		
- Monitoring the situation		
- Reporting		
- Stakeholder engagement		
Log all decisions and actions, including what you decide not to do and include your decision-making rationale		
Log all financial expenditure incurred		
Complete a lessons-learnt log, what went well? What didn't?		
Complete a post-incident review		
Implement any improvements or findings, such as:		
Do emergency action plans need updating/enhancing?		
Do policies need amending?		
Are building improvements necessary?		

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Are there any training and development needs?		

Appendix B: key contact details

KEY CONTACT	ROLE/RESPONSIBILITY	CONTACT INFORMATION
Craig Noble	Headteacher	07841395078
Wendy Moscrop	SENCO	07963042865
Ali Marshall	Assistant headteacher	07428500848
Nicki Wright	School business manager	07771903624
Kerry Williams	Safeguarding lead	07802793485
Fiona Richards	Chair of Trustees board	

INSURANCE PROVIDERS	CONTACT INFORMATION
Savage and Holdsworth	01794 518220

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Electricity	British Gas	0800111999
Gas	British Gas	0800111999
Water	Water2Business	0345 6002600
Internet	Coconnect	02392988260
Phone lines	Ringcentral	08000148091
IT support	John Heagran	07786044283
Alternative Provision	Salisbury College	01225 350035
Alternative Provision	Rise 61	07471 234674
Alternative Provision	MMA – Old Sarum	07794 612743
Taxi	All the Sevens	01722 777777
Taxi	Taxi – Vision Cabs	01980 258736
Alternative Provision	Bunker	01722 697589
Handy Man	Tony Goddard	01722 329942
School Nurse	Mandy Boulton	0300470090
St Josephs School		01722 335380
Wellington Academy		01264 405060

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Avon Valley School		01980 652467
Stonehenge School		01980 623407
Gillingham School		01747 822222
Wilts Council	Sarah Baker	0300 4560100
Downland School		01380 724193
Sarum Academy		01722 323431
Trafalgar School		07125 550300
SAS Quality Cleaning	Alison Shergold	07940825227

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Local authority – Wiltshire Council	0300 456 0100
Local press and media contacts (Greatest Hits was Spire FM)	0333 2020402
Social services (area team leader)	0300 456 0100