



**BUSINESS CONTINUITY
PLAN
for
St. Mary's and St. Saviour's
C of E Primary Schools**

**Reviewed: Spring 2022
Next review : Spring 2024**

**Executive Head/ Head Teacher/Head of School/Associate Head (henceforth referred collectively as Head Teacher, unless specifically stated)*

1. Aim and objectives

The aim of this emergency response plan is to mitigate the effects of any emergency situation on the school, staff and students etc.

The supporting objectives are to:

- Prevent/minimise the loss of life, injury and ill health to pupils and staff;
- Alert and work with relevant parties as necessary to provide guidance and reassurance e.g. Emergency Services, Council, school governors and parent/carers;
- Manage the situation until the relevant support arrives;
- Minimise disruption to the normal daily routine of staff and pupils;
- Ensure appropriate working with the media; and
- Support staff, students, and parents/carers in the aftermath of the incident.

Further guidance is available on the DfE website on

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/planning/a0010615/school-emergency-management-plan>

Copies of this plan are held on the school site at the following location(s)

Main Reception

Copies of this plan should be issued to relevant staff and be held at a secure place off site at

Site Services Officer's home address
Head Teacher's home address

Staff are informed of the contents of this Emergency Response Plan and relevant updates via

Weekly Staff Meetings
Health & Safety Noticeboard
Staff Inset Sessions

2. The school Emergency Response Team

Chief Executive Officer
Deputy Executive Officer
Chief Operations Officer

Headteacher
Associate Head
Deputy Head
and Assistant Headteacher(s)

Site Premises Staff

Educational Visits Co-ordinator

First Aider(s)

Work Experience Co-ordinator

Special Needs Co-ordinator

Senior Management Team/Local Governing Body

3. Individual Roles and Responsibilities

Role	Responsibility	Person(s) responsible
Incident Manager	<ul style="list-style-type: none"> • Consider the need to alert other colleagues and external agencies • Establish an Emergency Response Team and allocate roles • Collate all relevant information relating to the emergency • Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services council, school governors as appropriate 	Headteacher of each school

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	<ul style="list-style-type: none"> • Evacuate buildings/ close school as necessary • Monitor the emergency response • Provide regular staff/ team briefings • Authorise any additional expenditure 	
Deputy Incident Manager	<ul style="list-style-type: none"> • Assists Incident Manager • Co-ordinates and manages staff in the Emergency Response Team • Monitors staff welfare and organises staff roster 	Deputy Headteachers of each school
Parent/Carer Liaison Officer(s)	<ul style="list-style-type: none"> • Advises parents/ carers and provides information • Provides point of contact • Arranges on site co-ordination of visiting parents/ carers • Maintains regular contact with parents/ carers where appropriate 	Office Managers at both schools
Administrators	<ul style="list-style-type: none"> • Staff the telephone lines • Help to collate information • Relay incoming and outgoing messages by phone, email, etc. in a prompt manner • Provide admin. support to the Incident Manager and Deputy Incident Manager • Maintain a log of key events and decisions, including expenses incurred 	Office staff at both schools
Communications Officer/Media Spokesperson	<ul style="list-style-type: none"> • Acts as point of contact for media enquiries • Works with Council's Communications Team to prepare media statements/ interviews • Assist with internal communications 	Headteachers of each school
Teachers	<ul style="list-style-type: none"> • Maintain supervision • Ensure the safety and security of students • Provide information and offer reassurance • Take roll call where necessary • Monitor students' physical and psychological welfare 	All teachers (due to Data Protection see USB for info)
Facilities Manager	<ul style="list-style-type: none"> • Ensure site security at all times • Provide information about site facilities/ layout as necessary • Assist with access/ egress to the school 	Site Services Officers at each school
Liaison Officers	<ul style="list-style-type: none"> • Communicate with colleagues at school on regular basis during the incident & receive updates/progress reports • Relay information to & from Waltham Forest 	Senior Leadership Team

4. Initial Response

In case of Major Emergency:

The staff member witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

- Summoning help/ calling emergency services (dial 999)
- Taking charge of the scene until further support arrives
- Securing immediate welfare of students and staff e.g. through shelter or evacuation

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- Alerting Executive Headteacher, Teacher Schools, Deputy Headteachers, Assistant Headteachers or most senior member of staff in their absence
- Logging relevant information e.g. location and time of emergency, details of persons involved, summary of events, etc.

EMERGENCY PLANNING RESPONSE CONTACT NUMBERS	
Emergency Services	999
St. Mary's C of E Primary	020 8521 1066
St. Saviour's C of E Primary	020 8520 0612
St. Margaret's C of E Primary	020 8594 4003

Once the initial alert has been made, consideration must be given to who else should be informed e.g. school governors, parents/carers etc. It is imperative that contact details are maintained (including out of hours) and are readily accessible.

A cascade system of alerting relevant persons should be considered as this allows information to be distributed quickly by several people.

Dealing with the media

It is very important that the Headteacher and staff of each school consult with the Chief Executive Officer/Directors of the Board, and Local Authority before making statements direct to the media, so that advice and guidance can be given on what to say and more importantly what not to say.

5. Emergency telephone/Mobile phone/Fax/Email /Address list or location where information is held

Title	Details
List of School Staff	USB – Hard copy with Office Manager in each school
List of Governors	USB Hard copy with HR Manager for the Trust
List of parents/carers	USB Hard copies with Office Manager in each school
Fire, Police, Ambulance	999
Bank	Lloyds Bank plc, Walthamstow Branch
Building Consultancy	DIOCESE OF CHELMSFORD
Site Services Officer	Via office
Chief Executive Officer	Via office
Chief Operations Manager	Via office
Office Managers (family liaison officer)	Via Office
Head Teachers	Via office
ICT Systems Manager	07526 722123
Health and Safety Executive	020 8496 3408
School HR Advisor	020 8496 4569

(Care should be taken to ensure that details are kept secure from unauthorised persons)

7. On-site arrangements

ICT servers are located:

1st Floor

ICT systems are backed up on a daily basis by:

ICT Technicians and held remotely off site

Relevant back-ups of all computer data are kept securely at:

ICLOUD off-site and checked on a daily basis by our ICT administrator

A copy of the Assets Register is kept off site

ICLOUD

Educational Visits are managed via:

Assistant Headteacher

The school manages Work Experience Placements via:

Trident

Lettings arrangements are organised and managed via:

There are no lettings

Medical information is retained via:

The Administration Staff in each office

Procedures for dealing with inclement weather are as follows:

Should the school have to be closed due to bad weather, the procedures outlined in the Closedown Policy should be followed

The school arrangements for dealing with the threat of flooding are as follows:

If there is a severe flood warning issued by either the Authority or Government Agency, the procedures outlined above for inclement weather should be followed. It may be appropriate to turn off electricity supplies and take other appropriate action to protect the building as advised

Contractors/Cleaning/Catering etc liaison arrangements are as follows:

Liaise directly with the Site Services Officer of either school site and the Estate Officer

8. Off site evacuation plan

Although it may be unprecedented for a whole school site evacuation, Senior Managers and staff recognise the possibility and have drawn up the following contingency arrangements to implement this scenario:

- Transport details

St. Saviour's - Walking, supervised by staff to St. Saviour's Church

St. Mary's – Walking, supervised by staff to Woodside Primary School

- Pupil supervision/registration arrangements

Registers would be taken to the appropriate locations, co-ordinated by Admin staff at either site and students would be registered by teaching staff on arrival

- SEN/Medical needs arrangements and support

Through TA support and First Aiders

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- Staff liaison with Waltham Forest Council

The Senior Leadership Team

9. Out of hour's arrangements

(Please refer to other plans/documents where necessary)

School arrangements to supervise students beyond normal school hours due to an emergency situation are as follows:

All staff that can will be requested to stay. All Leadership Team members will stay.

Should a visit be running late, parents should be notified as far as possible via phone and/or text message? A member of staff nominated by the School's Visits Co-ordinator should await arrival of the students and arrangements should be made for parent to wait at the School where possible (refer to School Visits Policy)

10. After the emergency – counselling

The school recognises that the effective management of our emergency response includes the provision of support, where necessary, after the event. The recovery timeline will focus on the individual needs for continuing support.

As the initial response is completed, school senior managers will complete a debrief to allow a review of actions taken. Students, parents/carers and staff will be given the opportunity to talk through their experiences with colleagues and counsellors.

Log of action taken

<i>Date/Time (use 24 hour clock)</i>	<i>Action Point</i>	<i>Person making log entry</i>	<i>Further Action required</i>	<i>Additional comments</i>

Aide - memoire – to be developed by schools

ISSUE	YES	NO	COMMENTS/ACTION
<i>Does the school have an Emergency Response Team (ERT)?</i>	✓		
<i>Has the ERT established roles and responsibilities?</i>	✓		
<i>Has the School Emergency Response Plan been implemented after discussions with staff?</i>	✓		
<i>Are procedures established to ensure contact details are maintained and updated for: Parents/carers Staff Pupils?</i>	✓		
<i>Do you perform daily back ups of your ICT systems?</i>	✓		
<i>Are back-up tapes of all computer records kept off site?</i>	n/a		
<i>If back-up tapes are kept on site are they held in a fireproof safe?</i>	n/a		
<i>Is a copy of the assets register kept off site?</i>	✓		
<i>Are archived school records kept in a secure and accessible place?</i>	✓		
<i>Is a fireproof safe used for relevant records?</i>	✓		
<i>Are details of staff/pupils on Educational visits and work experience known to relevant staff?</i>	✓		
<i>Have local hazards been identified e.g. Train lines, major roads, neighbouring industrial estates etc?</i>	✓		
<i>Are there procedures for inclement weather and dealing with flooding?</i>	✓		
<i>Have risk assessments been undertaken and control measures implemented to</i>	✓		

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<i>reduce the risk (H&S Manual)?</i>			
ISSUE	YES	NO	COMMENTS/ACTION
<i>Have precautions been taken to reduce the threat of arson?</i>	✓		
<i>Does the school have suitable arrangements for out-of hour's emergencies?</i>	✓		
<i>Does the school have an off-site evacuation contingency plan?</i>	✓		
<i>Are arrangements in place to introduce counselling to pupils, staff, parents and carers as necessary?</i>	✓		