



Faith, Family and Fascination

Business Continuity & Disaster Recovery Plan

Boutcher C.E. Primary School

Reviewed by: F&GP

Last reviewed during: October 2024

Next review due by: November 2025

1. Introduction

This plan sets out our school's business continuity management and emergency response plan and helps us be prepared for, and recover from, unexpected disruptions.

Disruptions are part of everyday school life and most are dealt with as 'business as usual.' This plan set out how we will deal with the more serious incidents that affect our critical activities.

A Business Continuity & Recovery Framework has been undertaken to identify our critical activities and the measures we have put in place to mitigate the effects of disruptions (appendix 4).

It is not possible, or desirable, to write a plan for every possible disruption. No matter what the cause of the incident, the effect can generally be summarised as:

- Loss of whole school premises for an extended period through fire or flood
- Partial loss of school premises through fire or flood i.e. loss of a classroom or school office
- 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. as the result of a pandemic)

This plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impact on the delivery of our critical activities and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

This plan includes the Business Continuity Plan

The plan should be read in conjunction with the Data Protection Policy

A log should be kept with this plan at all times.

2. Aims of the policy

To minimise the impact of serious disruption on the strategic objectives of Boutcher CE Primary School by protecting as far as possible the core business functions, namely:

- Student welfare
- Staff welfare
- Education of students
- Strategic management of the school
- Finance
- IT and telecoms systems

3. Management of the policy

The policy is overseen by the headteacher, with designated roles delegated to other members of staff.

4. Assessment and Implementation

4.1 The Business Continuity & Disaster Recovery Policy will normally be implemented in response to an emergency incident

4.2 The Headteacher and other members of the School Emergency Management Team (SEMT) will assess the scale, impact and likely duration of the incident using Initial Impact Assessment Form (Appendix 1).

4.3 The decision to implement the Business Continuity & Disaster Recovery Policy will be taken by the Headteacher with reference to the Chair of Governors.

5. PRIORITISATION AND FORMULATION OF THE POLICY

Once the decision to implement has been taken, a more detailed assessment of the situation and plan of action in response will be carried out by the Headteacher and designated staff using Impact Assessment and Action Plan (Appendix 1) and with reference to the Business Continuity Policy Framework (Appendix 3&4).

In general, the Action Plan will prioritise in the following order:

- health, safety and welfare of students and staff
- protection of vital assets: physical, data and reputation
- preservation of urgent and necessary channels of communication
- continuity of core business functions
- resumption of normal business

6. DELIVERY OF THE ACTION PLAN

6.1 The Action Plan will include designation of roles to particular members of staff. The Headteacher will maintain overall oversight and ownership of the Action Plan.

6.2 The Headteacher will arrange regular monitoring of the Action Plan with input from key stakeholders to ensure that it is being delivered effectively and to make any changes necessary.

7. RESUMPTION AND REVIEW

7.1 The Action Plan will include actions towards full resumption of normal business. Once resumption has been achieved, the Headteacher will notify relevant parties that the Action Plan has been concluded.

7.2 The Headteacher will subsequently carry out a full review of the recovery and continuity process and make recommendations for any changes to future Action Plans (appendix 8).

Incident Management Structure

The Senior Emergency Management Team

This section of the plan includes generic roles and responsibilities for staff during the initial response to an emergency, during the ongoing response and in the recovery phase.

A Senior Emergency Management Team (SEMT) will be established at the onset of an incident to assist the Head Teacher in managing the response.

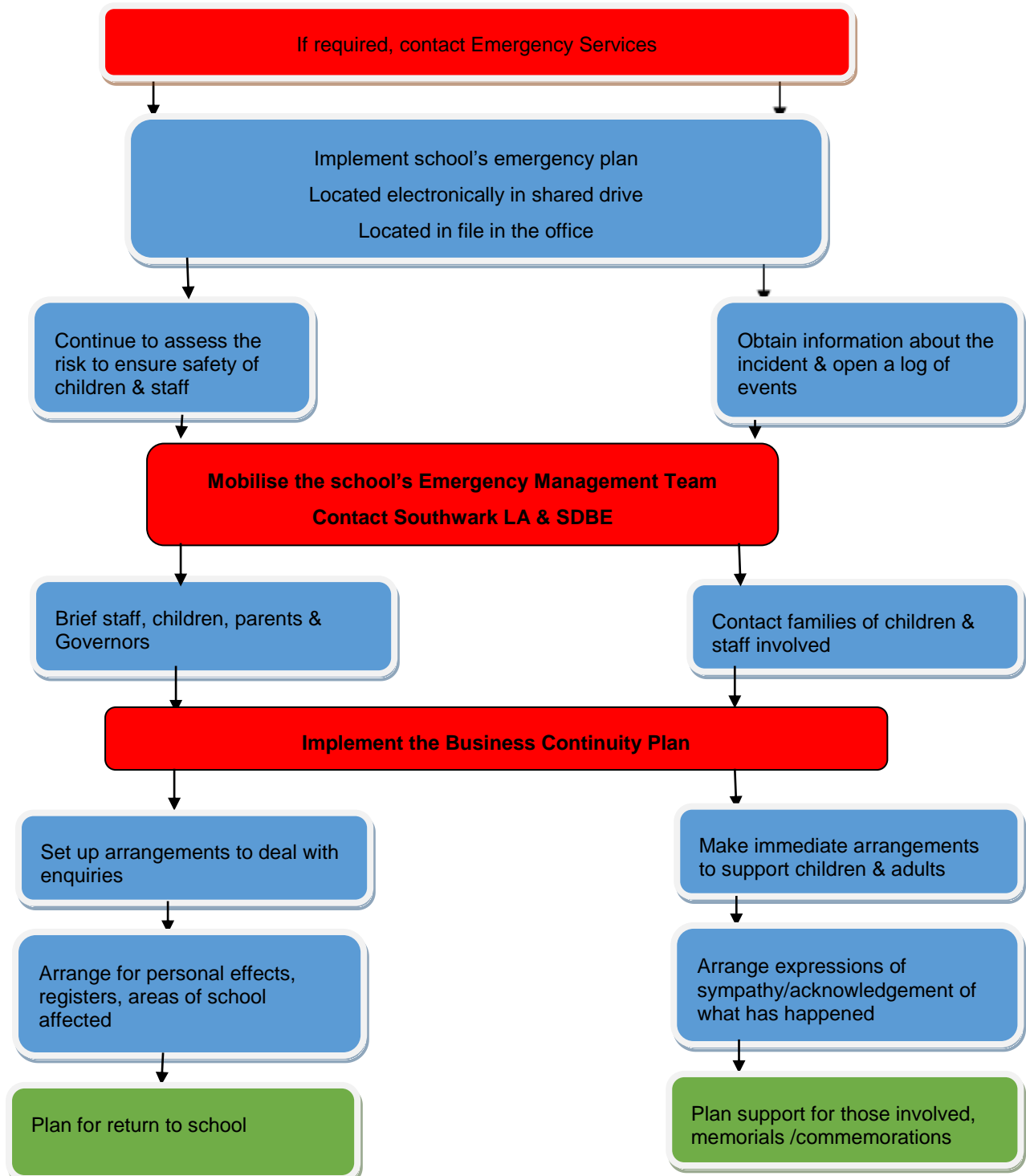
Senior Emergency Management Team (SEMT)

Name	Position	Role in an Incident
Eilidh Verhoeven Fire marshal	Head Teacher	<ul style="list-style-type: none"> • Owner of the plan. • Assesses the information to get an overview of the situation. • Activates the plan, if necessary. • Activates SEMT and designates roles and responsibilities. • Request appropriate emergency services. • Co-ordinates from the school. • Informs and liaises with the Local Authority.
Lorna Clifford (maternity) Ashlie Dixon Megan Whitton	Assistant head teacher KS1 coordinator (AHT) KS2 co-ordinator (AHT)	<ul style="list-style-type: none"> • Assist Headteacher. • Lead staff and pupil welfare arrangements on behalf of the Headteacher. • Adopt leader role if Headteacher not available. • Organising, coordinating supporting teaching & learning including remote learning.
Alan Burdon-Cooper	Chair of Governors	<ul style="list-style-type: none"> • Support Head teacher • Media management
Rev. Charlie Moore	Vice Chair of Governors	<ul style="list-style-type: none"> • Welfare of children and staff
Jennie Bones First Aid	Office Manager	<ul style="list-style-type: none"> • Business continuity, log keeping, texting, attendance • Liaise with emergency services. • Contact relevant stakeholders and members of SEMT. • Provide all necessary records. • Assist Headteacher and/or Deputy Headteacher in providing information for parents.
Sahar Tahzib (3 days) Carrie Aitkhead (2 days)	SENDco	<ul style="list-style-type: none"> • Welfare vulnerable families, SEND children
Christian Hamilton Fire marshal	Caretaker	<ul style="list-style-type: none"> • Assist Headteacher • Assist with emergency response on site. • Assist with building access, security and/or evacuation.

Initial Action

Immediately inform the Head Teacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

- Assess the situation and establish a basic overview of the incident. Assemble SEMT to assist
- Take immediate action to safeguard pupils, staff and visitors.
- Attend to any casualties and administer first aid, if appropriate.
- Fetch any equipment that may prove useful (e.g. grab bag, first aid kit)
- If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.



APPENDIX 1: INITIAL IMPACT ASSESSMENT FORM

<p>What is the nature of the incident (e.g. fire/flood/storm damage/denial of access)</p>	
<p>What is the extent of the incident: Major/minor incident</p>	
<ul style="list-style-type: none"> • Which areas of the site are affected 	
<ul style="list-style-type: none"> • What equipment/system is affected (e.g. 'all telephones' or 'PCs in Main Office') 	
<ul style="list-style-type: none"> • Which/how many people are affected 	
<ul style="list-style-type: none"> • Which services are affected in which areas (e.g. 'electrical supply to hall') 	
<ul style="list-style-type: none"> • Which KS is affected (list each or write 'all') 	
<ul style="list-style-type: none"> • Has the school site been closed/partially closed 	
<p>Action planned or taken by the school</p>	
<p>Action planned or taken by the emergency services</p>	
<p>What is the expected duration of the incident (list durations of each separate element if different)</p> <p>Short term/medium term/long term</p>	

Appendix 2 Detailed Impact Assessment & Action Plan

Element	Nature of impact	Extent/quantity	Expected Duration	Actions	Person	Timescale
<i>Access to site</i>						
<i>Services/utilities</i>						
<i>Staffing</i>						
<i>Equipment</i>						
<i>IT/telecoms</i>						

Appendix 3 Business Continuity Plan

“Business continuity management (BCM) is a process that helps manage risks to the smooth running of an organisation or delivery of a service, ensuring continuity of critical functions in the event of a disruption, and effective recovery afterwards.” (Cabinet Office)

Business continuity- initial response	Tick/sign/time
Assess the nature of the incident e.g. <ul style="list-style-type: none"> • Loss of utility supply • Loss of supplier • Loss of premises • Loss of personnel • Loss of phones/IT 	
Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last. Establish a log (Appendix 7)	
Contact the Local Authority/SDBE to inform them of the issue, if necessary	
Consider how the incident will affect any extended services that use the school premises. Liaise with those services as necessary e.g. catering	
Take the Emergency Grab Bag or attempt to recover important documentation, records & equipment if safe to do so or (consult emergency services for advice if necessary)	
If appropriate, contact organisations (ICT Educational Services, SBS) which can assist in document restoration	
Business continuity- ongoing response	Tick/sign/time
Minimise any disruption to the provision of education. Put arrangements in place to keep the school open & try to maintain normal school routines wherever possible	
Mobilise/ contact the Senior Emergency Management Team (SEMT)	
Seek support from other organisations e.g. SSSO, (buddy school), the LA, SDBE, suppliers, contractors) as required	
Work with the SEMT to ensure staff, children & parents/carers are informed of any changes to the school routine	
In the event of a public health incident e.g. pandemic flu: <ul style="list-style-type: none"> • Increased order of infection control supplies • Increased cleaning regime. • Reduced timetable /social distancing • Remote learning put in place 	
Business continuity- recovery	Tick/sign/time
Work with school staff & organisations to restore the usual school routine as a matter of urgency	
Make an inventory of any equipment which has been damaged. Arrange for important items/documentation to be salvaged, restored or replaced	
Ensure the school is ready for reopening	
Complete an incident evaluation form (appendix 8).	

Appendix 4 Business Continuity & Recovery Framework

Critical function	Duration	Contingency arrangements
Accommodation of children if full or partial denial of access	Short	Unaffected part of the school e.g. hall, library, resource room or IT suite Buddy school- SSSO
	Long	Alternative sites agreed with Southwark/SDBE Remote learning with Google Classroom
Toilet facilities if full or partial denial of access	Short	As available on site Sharing other KS facilities If none available, temporary closure of school
	Long	Temporary WCs erected on site
Catering- loss of service	Short	Packed lunch from home/ provided by the school for FSM children
	Long	Continued packed lunch provision Hot meals to be prepared off site & delivered to school
Heating- full or partial loss	Short	Additional clothes. Use of electric heaters in coldest areas Closure of school if temperature falls below recommended guidelines Hire of temporary heaters
	Long	Purchase of alternative heating equipment
Water- full or partial loss	Short	Use of facilities elsewhere on site Bottled water available
	Long	Hire an industrial water container/ storage tank
IT /telecom failure	Short	Immediate support from IT Educational Services Backup server offsite Retrieval of information from the cloud Use of flip charts

Business Continuity & Recovery Framework (continued)

		in class Use of mobile phones
	Long	Replace damaged systems & functionality as a matter of urgency
Loss of playground	Short	Use back playground/ Spa Park
	Long	Spa Park / Burgess Park timetable
Critical Function	Duration	Contingency Arrangements
Staffing		
Headteacher	Short	Deputy to assume key responsibilities Other key staff to take on specific tasks
	Long	Appoint temporary replacement and/or DHT acting up
Deputy head teacher	Short	Assistant head teacher to assume the duties Other senior staff to take on specific tasks
	Long	Appoint member of staff
Other teaching staff	Short	Internal cover or short-term supply staff
	Long	Temporary or fulltime contracts awarded
Office manager	Short	Support from Southwark Business Services/local authority Covered by administrative assistants
	Long	Internal cover with support Appoint new office manager
Caretaker	Short	Internal cover from school cleaner
	Long	Appoint new caretaker
Chair of Governors	Short	Vice chair assumes the responsibilities
	Long	Nominations and vote for new chair

Appendix 5 Grab Bag

N.B. Many of the items below are held on the cloud & can be printed as necessary

Contents of School Grab Bag	
Section	Details
Business continuity	Business continuity plan & emergency plan & checklists
	Key contact details including staff, Governors, parents/carers, LA, caterers, utilities, suppliers etc.
Pupil resources	Pupil registers- online from scholar pack, printed scholar pack fire list
	Medical notes for pupils with specific needs
	Medical supplies for pupils with specific needs
Organisational Information	Plan/layout of the school /evacuation points
	Other key documents e.g. EHCPs, safeguarding log
Financial information	Bank, insurance details, payroll etc.
	Invoices, purchase orders
	Financial procedures
	Assets register & insurance policies
Equipment & other items	First aid kits
	Laptop
	Pay-as-you-go mobile & charger
	Stationery inc. permanent markers, clipboards, pens, blue-tac, pins, pencils, notebooks etc.
	Emergency cash, credit card
	Contact details for taxi
	Spare keys
	High visibility jackets
	Megaphone / whistle

Appendix 6 Contact Information

Emergency contacts to be included in the plan & updated accordingly.

	Phone /email contacts
School emergency management team leader	Eilidh Verhoeven (HT): 07968528762 headteacher@boutcher.southwark.sch.uk
School emergency management team: Rose-Marie Lowe (DHT) Lorna Clifford (AHT) Ashlie Dixon (SLT) Alan Burdon-Cooper (Chair of governors) Rev. Charlie Moore (Minister/Vice chair) Jennie Bones (office manager) Sahar Tahzib (SENDco) Christian Hamilton (care taker)	07508865431 / rlowe@boutcher.southwark.sch.uk 07732601494/ lclifford@boutcher.southwark.sch.uk 07939430704/ adixon@boutcher.southwark.sch.uk 01442877486/ nettleden@btworld.com 07734304184/ stmarysb.reektor@gmail.com 07865054160 /office@boutcher.southwark.sch.uk 07742631802/SEN@boutcher.southwark.sch.uk 07958247674
Director of Children's Services Nina Dohel	020 7525 5000 Nina.dohel@southwark.gov.uk
Assistant Director of Children's Services Glen Garcia	020 7525 5000 Glen.garcia@southwark.gov.uk
Director of Education SDBE Colin Powell	020 7234 9200 Colin.powell@southwark.anglican.org
Human resources Southwark LA Amelia Sleet	020 7525 5269 Amelia.Sleet@southwark.gov.uk
Human resources Adviser SDBE Julie Richardson	020 7234 9200 Julie.richardson@southwark.anglican.org
MASH	020 7525 1921/ mash@southwark.gov.uk
Insurance Corporate risk Insurance (Buildings)	020 7525 7534
School security MRFS Group Alarms	020 8547 4333 020 8694 8909
Gas suppliers	0800 111 999

Appendix 7 Critical Incidents Action Log

<i>Action agreed to be taken</i>	<i>Person responsible</i>	<i>Date & Time</i>

Appendix 8 Incident Evaluation Form

School Name:	Date of the incident:
<p>Brief description of the incident:</p> <p>LA/SDBE contacted yes/no</p> <p>Name of LA contact:</p> <p style="text-align: right;">Incident deemed critical yes/no</p>	
Action taken by school:	
Description of any external support accessed:	
What, if any, additional support/service was needed following incident:	
What worked well:	
How could things have been done better:	
Report prepared for LA/SDBE	yes/no

Person completing the form _____ Date _____

