Business Continuity Plan

Saint Bernard's

Catholic
High School

Contents

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 entitle

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 CEO

❖ Oversee the implementation of this plan

❖ Liaise with the media including making use of prepared statements for the press. Ensure that staff and pupils are protected from media attention and take advise where necessary (this may be delegated at the discretion of the CEO)

Headteacher

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

3.2 Business continuity team – See Appendix B

- Safeguarding and wellbeing of pupils
- Recording decisions and actions (someone needs to keep a detailed written log of all events)
- Stakeholder communication (keeping staff and parents/carers informed)
- Estate management

4. Communications

The school must liaise with the Trust to consider who they will communicate with and how. A combination of calls, text messages, website and emails are likely to be most effective. The school must ensure that all contact information is available remotely on Arbor for all stakeholders. The plan of communication may change due to the nature of the incident but this must be subject to an ongoing review process to ensure the plans continue to meet the needs of the incident.

5. Continuity strategies

STAKEHOLDER	COMMUNICATION STRATEGY	CONTACT INFORMATION LOCATION	BACK-UP CONTACT INFORMATION
Trust Executive	Phone Call	Arbor	Appendix B
Staff	Text/email	Arbor	Website/Arbor Back Up Guidance
Parents/carers	Text/email/website	Arbor	Website/Arbor Back Up Guidance
Local Academy Committee	Text/email	Arbor	Website/Arbor Back Up Guidance

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	In the event of high levels of staff absence due to:
	
	● Illness
	
	● Severe weather
	
	● Transport disruption
	
	Please note: staff absence due to strike action may require a separate strategy that accounts for <u>legislation and guidance</u> on handling strike action.
		● Do you have deputies for all management and incident roles?
		● Can you multi/cross-skill staff?
		● Consider different ways of working, such as:
		   o Larger class sizes
		   o Use of halls or outside space to accommodate larger numbers of pupils
		   o Rescheduling of timetable
		   o Remote learning
		● Consider alternative resourcing, such as:
		   o Redeploying staff from other roles
		   o Recruiting temporary staff
		   o Volunteers (including school/college governors)
		   o Staff from other schools/colleges
		● Is short-term closure necessary?
			Trust Executive/Headteacher/Most Senior Member of Staff in School.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Partial closure of school site	In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include: ● Damage limited to a specific part of premises ● Loss of utilities (power or water) to specific part of premises	● Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs ● Consider different ways of working (as listed above) ● Consider sourcing additional facilities such as modular buildings, portable toilets, generators, lighting, etc ● Have you pre-agreed arrangements with other schools and colleges? If not, can anyone help? ● Have you pre-agreed arrangements with other premises in the community, i.e. leisure centre, community centre, town/village hall? If not, can anyone help?	Trust Executive/Headteacher/Most Senior Member of Staff in School.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Full closure of school site	In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include: ● Inclement weather e.g., Snow ● Extensive damage caused by fire or flooding ● Loss of utilities (power or water) to whole premises	● 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 ● Have you pre-agreed arrangements with other schools and colleges? If not, can anyone help? ● Have you pre-agreed arrangements with other premises in the community i.e. leisure centre, community centre, town/village hall? If not, can anyone help?	Trust Executive/Headteacher/Most Senior Member of Staff in School.
Loss of IT services/data	In the event that IT services or critical data cannot be accessed. Examples include: ● Loss of network ● Following a cyber attack	● Is essential school/college data backed up off site? ● Is essential school/college data kept on paper file? ● Do you have secure cloud-based services? ● Do you have laptops/tables that can work offline? ● Do you have paper contingencies for record keeping, such as registers, accident forms etc? ● Can you revert to paper-based activities? ● Do you have a data recovery plan? ● Can you forward calls to a school/college mobile?	Trust Executive/Headteacher/Most Senior Member of Staff in School. IT Managed Service Provider/Inhouse IT Team.

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 to link Remote Learning Policy Here:
https://www.sbch.org.uk/wp-content/uploads/2023/07/Remote-Learning-Policy.pdf

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

8. Provision of free school meals

Speak to your school catering team or provider about the best arrangements for providing free school meals for pupils in the event of school closure or other disruptive incidents.

Where pupils eligible for benefits-related free school meals are receiving remote education, the school will work with the school catering team or food provider to make sure those pupils can have a good-quality lunch. This will ensure that the school continues to support eligible pupils for the short period where they are unable to attend school.

The school will identify pupils with any medical conditions, including allergies, to make sure that all pupils are able to eat a school lunch safely. This is particularly important in circumstances where caterers are not serving meals to pupils directly. For example, where pupils are being served food in the classroom.

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

- The early years foundation stage (EYFS) framework

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, particularly if they have a social worker.

This might include:

- Notifying their social worker (if they have one) and, for looked-after children, the local authority virtual school head
- Agreeing with the social worker on the best way to maintain 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 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 Local Academy Committee annually.

11. Links with other policies

This policy is linked to our:

- Health and safety policy: https://www.sbch.org.uk/wp-content/uploads/2024/07/Health-Safety-Policy-1.pdf
- Child protection policy: https://www.sbch.org.uk/wp-content/uploads/2024/07/Safeguarding-and-Child-Protection-Policy-1.pdf
- Attendance policy: https://www.sbch.org.uk/wp-content/uploads/2024/11/Attendance-Policy.pdf
- Remote learning policy: https://www.sbch.org.uk/wp-content/uploads/2023/07/Remote-Learning-Policy.pdf

Appendix A: business continuity actions checklist

BUSNESS 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)?		

BUSNESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
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?		

BUSNESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Are building improvements necessary?		
Are there any training and development needs?		

Appendix B: key contact details

BUSINESS CONTINUITY TEAM	ROLE/RESPONSIBILITY	CONTACT INFORMATION
Siobhan Kent	CEO	**Phone:** 01709 914070 **Email:** s.kent@stfranciscmat.com
Sarah Graham	CFO	**Phone:** 01709 914070 **Email:** s.graham@stfranciscmat.com
Andy Riding	Headteacher	**Phone:** 01709 828183 **Email:** ariding@sbch.org.uk
Jayne Collins	Deputy/assistant headteacher	**Phone:** 01709 828183 **Email:** jcollins@sbch.org.uk
Amanda Hallford	Finance and Operations Lead	**Phone:** 01709 914070 **Email:** a.hallford@stfranciscmat.com
Jane Hawke	Safeguarding lead	**Phone:** 01709 828183 **Email:** jhawke@sbch.org.uk
Sue Kelly	Chair of Local Academy Committee	**Phone:** 01709 828183 **Email:** skelly.gov@sbch.org.uk

INSURANCE PROVIDERS	CONTACT INFORMATION
Risk Protection Arrangement (RPA) For emergencies and urgent incidents (excluding overseas travel)	- emailing RPA.CM@davies-group.com - calling 03300 585566
For overseas travel emergencies and urgent incidents	You can contact the RPA by calling 020 3475 5031

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Electricity	NPower	Steven Cope LA
Gas	Corona	Steve Cope LA
Water	Wave	
Internet	Primary ICT	Rob Owen
Phone lines	Millgate	Anthony Hay
IT support	Primary ICT	Rob Owen

OTHER SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Modular buildings / Portable toilets	NA
Power generators / Lighting	NA
Boarding / Glazing providers	Adrian Welch
Security	Constant Security
Catering	Caterlink
Logistics / Transport	NA
Other	NA

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Local authority	RMBC
Local press and media contacts (e.g. local BBC radio)	RMBC Press Office
Diocese – Property Department	property@hallam-diocese.com
Social services (area team leader)	
Emotional/behavioural support team (e.g. educational psychologist)	RMBC EPS 20 Days Annual Contract & Specialist Inclusion Team
Counselling services	Kaye Trezise Counselling Services