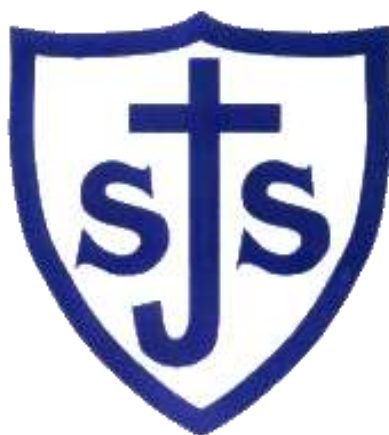


**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
CRAYFORD**



BUSINESS CONTINUITY PLAN

Learning and growing together with Christ

Updated:	Spring 2025
To be Reviewed:	Spring 2028
Approved by:	Finance Committee

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Aim

This plan has been written for those who will be involved in re-establishing the operational delivery of services following a major incident.

Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption. A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

Emergency Contact Information

Emergency information is accessible on the school's Google Drive and includes:

- Copy of this document (Office folder - Policies)
- Contact details for all staff (Key Documents folder – Staff Handbook)
- Inventory of all equipment belonging to the school, its value and location (Premises folder – Inventory)
- Contact details for all parents of pupils via office staff (eg Autotext/Adept)

Strategy

If a disaster is declared by the school's Executive Head Teacher, Head of School and/or the Chair of Governors/Vice Chair of Governors, the Business Continuity Plan will be activated.

Communication

Staff communication will be via email and text message where this is available.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

Emergency Services	999
Local Authority Director of Children's Services	0208 303 7777
Diocesan Director of Education Services	01689 829331
Health and Safety Executive (HSE)	0300 0031747
Insurance Advisors - Zurich	0800 2321901

Roles and Responsibilities

Executive Head Teacher or Head of School

The Executive Head Teacher or Head of School is responsible for the implementation and co-ordination of the business continuity plan, including:

- Immediately contacting the local authority and diocese if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including governors, staff, pupils, parents, local authority, diocese, press)
- Maintaining the business continuity plan in an up-to-date format.

Incident Management Team

Led by the Executive Head Teacher, the Incident Management Team includes all senior leadership and the Premises Manager. Additional members of the team will be recruited to match the specific needs of the incident. The Incident Management Team is responsible for acting under the direction of the Executive Head Teacher or Head of School to restore normal conditions as soon as possible.

Staff

Staff are required to co-operate with the Incident Management Team in support of the Business Continuity Plan. In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

Procedure for Closing the School

Closure in advance of a school day

The school can be closed in advance of a normal school day using the following system:

- Closure authorised by the Executive Head Teacher or Head of School
- Implementing the school staff adverse weather procedures if applicable

Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, pupils will assemble at the primary assembly point – Junior Playground.

Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to a safe area (Shenstone Park via adjoining locked gate) from where they can be collected or from where they can be released to make their own way home. If it is no longer feasible to remain there, pupils will be escorted to St Columba's Catholic Boys School from where they can be collected or from where they can be released to make their own way home.

Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and pupils from an outside threat. A lockdown will be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat, either directly at the school or in the vicinity. Threats to the safety of individuals on this site include; aggressive or violent intruder, siege/hostage incident, dangerous animals, armed robbery and lightning/severe storms. A lockdown will involve the whole school site.

- A member of the office staff will set off the alarm
- Adults and pupils will make their way to the nearest lockable room
- Adults lock internal classroom doors
- Adults close external classroom doors, window and blinds
- Head of School and Premises Manager close other external doors and check toilets are empty
- Remain in lockdown until Head of School and Premises Manager unlock the doors

Business Recovery in the Event of a Loss of Buildings

General

Temporary working facilities are the responsibility of the school, local authority and diocese working in partnership to secure the best possible short and medium term solutions to meet the needs of the pupils, parents and staff that form the St Joseph's school community.

Insurance

The schools hold insurance for property damage to include all risks.

Replacement Site Facilities

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Decisions on temporary accommodation will be made in liaison between the school, local authority and diocese. Erecting additional buildings on current sites will always be the preferred solution.

Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious. In the event of mass staff illness, the Executive Head Teacher or Head of School will shut the school to pupils using the same procedures described above.

Other Threats

The following other threats have been considered

- Phone and ICT communications Loss
- Finance process breakdown – payments to staff & suppliers fail
- Utilities / energy supply failure
- Service delivery loss of general nature – schools are unable to provide buildings or ICT support
- Key supplier failure
- Evacuation due to nearby incident
- Bad weather prolonged
- Strikes
- Terrorist attack or threat