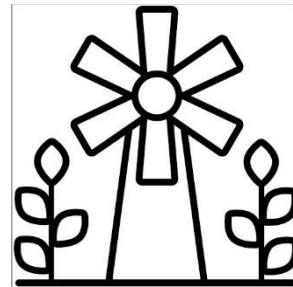


Sibsey Free Primary School



Business Continuity Plan July 2023

"Today is the best preparation for tomorrow."



The school Business Continuity Plan (BCP) will be used during any incident within the school, which threatens to disrupt education at the school on a long-term basis.

What is the purpose of this plan?

A business continuity or disaster recovery plan sets out how the school would cope if some disaster happened – for example, the premises burning down or flooding, a large-scale theft of equipment or a total failure of the school’s IT system. The school operates a separate Critical Incident Management Policy.

The plan will document how it addresses the following issues: premises not available, asset management, insurance cover and IT failure.

Premises no longer available due to a significant emergency

Sibsey Free Primary School has established that St Margaret’s church would be the location for the pupils and staff to immediately locate to in a critical incident. Should the premises not be available, learning would then have to be conducted via Google Classroom/online until school was safe to attend.

Asset Management

The asset register of all resources is held by a remote web-based system. The system can be accessed anywhere with internet access.

Insurance of premises and resources

The insurance covers the total cost for buildings and contents.

Daily backing up of resources

- All Information Technology data is backed up both by the school’s in-house server as well as remotely on a daily basis as part of an ICT system maintenance strategy provided by F1.
- Data designated critical or sensitive is encrypted and backed up off site
- Certain Senior Admin and Headteacher documents are stored on One Drive or Google Drive for security. Most staff keep documents stored on the cloud.



Significant shortage of staff

In the event of an unusual lack of permanent staff, the school will utilise supply agencies we have developed a relationship with over the years to service its needs. Depending on the reason for absence, the school will contact the Health Protection Agency. Additionally, depending on the length of time required, the school may explore a secondment(s) if possible.

Leadership Team

The Business continuity plan will be held both by the Headteacher and SLT. The Headteacher will inform staff of the plan of action as outlined in summary below. Copies of this plan are available on request.

If children are required to be evacuated from the school immediately, they will be gathered in class groups on the Key Stage 2 playground, as per our Fire Evacuation plan, registered and led to St. Margaret's Church as a group.

Parent and Carer contact details are available remotely through Scholar Pack.

Staff Contact files are updated and held remotely by the office and Headteacher.

It is the responsibility of the families and staff to update any contact details.

Headteacher to inform chair of Governors.

Staff will ensure an attempt to contact all families is made once we are resident at St. Margaret's Church.

Notices will also be posted around the perimeter of the school at the earliest convenience detailing the reason for closure, possible date for re-opening (if known), information providing advice to parents, carers and pupils on how they will be kept informed of progress regarding reopening of the school. The school website and emails/ text messages will be the main forms of communication.

Other events which may impact school premises:

No running water: children cannot attend due to sanitation. Anglian Water to be contacted, LCC to be informed. Parents and carers to be informed.

Heatwave: advice given to families about non-uniform, sun hat, fresh water, lights out, blinds down and flow of air. On rare occasions, hours of opening may be reduced.

Lack of hot water - washing in cold water with soap. Additionally, wipes and a small amount of gel (administered by an adult) may be used for deep cleaning hands for eating.



Lockdown:

If there is an incident where we require the children and staff to seek cover inside, we refer to this as a LOCKDOWN.

- The code word is “LOCKDOWN”. Upon hearing this word:
- Staff guide all children inside the building into the hall.
- Gather on the carpet away from the windows.
- All staff and children sit down.
- Turn lights off.
- Office staff (or one allocated member of staff) to call 999.

