

## South Baddesley CE Primary School

### Business Continuity Plan

#### Purpose of this plan:

This plan provides a framework to ensure the resilience of South Baddesley CE Primary School, in the event of an incident or business disruption. It ensures the continuation of core services while protecting the school's reputation.

The school considers its core business to include:

- ✓ Student welfare
- ✓ Staff welfare
- ✓ Education of students
- ✓ Strategic management of the school
- ✓ Finance
- ✓ IT and communication services

#### Possible scenarios are:

- ✓ 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).

#### Implementation of the plan

This policy is overseen by the Headteacher of South Baddesley CE Primary School. It will normally be implemented in response to an emergency incident.

The Headteacher or in her absence, a member of the senior leadership team will assess the scale, impact and likely duration of the incident using 'Initial Impact Assessment Form' (Appendix 1).

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

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 Detailed Impact Assessment and Action Plan (Appendix 2)

and with reference to the Business Continuity and Disaster Recovery Framework (Appendix 3) and Emergency Contacts (Appendix 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

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.

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.

#### **REVIEW OF THE PLAN**

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.

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.

This policy is reviewed every three years, or earlier if necessary, by the Governing Body of South Baddesley CE Primary School.

Last review: March 2020

Reviewed April 2023

## Appendix one: Initial Assessment Form

What is the nature of the incident? (e.g. fire, flood, storm...)	
What is the extent of the incident?	
What areas of the site are affected?	
What equipment is affected?	
Which/ how many people are affected?	
Which services are affected and where?	
What is the expected duration of the incident?	

### Severity Assessment

Critical Function	Maximum Tolerance
Denial access – full site	1 day
Denial of 1 classroom	1 week
Loss of any utility – full site	1-5 days
Loss of any utility to part of the site	1- 5 days
Loss of IT services	1 week
Loss of fixed line telecoms	1 day
Loss of key equipment such as desktops	1 month
Loss of more than 25% of workforce	1 week
Loss of headteacher	2 weeks

Decision to implement Business Continuity Plan:

Yes/No

## Appendix Two

### DETAILED IMPACT ASSESSMENT AND ACTION PLAN

Area	Nature of Impact	Extent/quantity	Expected durations	Actions	Who?	Timescale
Access to site						
Services/utilities						
Staffing						
Equipment						
IT						
Communications						

## Appendix three: Business Continuity and Disaster Recovery Framework

Critical Function	Duration	Contingency Arrangements
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Accommodation of students and staff in full or partial denial of access	Short	Use an unaffected part of the school such as the hall or the Rainbow Room
	Long	Refer to HCC regarding the temporary buildings erected on site
Welfare facilities	Short	As available on site or if none available, temporary closure of site
	Long	Refer to HCC regarding the temporary facilities erected on site
Catering	Short and Long	Refer to HC3
Heating	Short	Warmer clothes and temporary heaters or closure
	Long	Refer to HCC regarding the purchase of alternative heating equipment.
Water – full or partial	Short	Use facilities elsewhere on site
	Long	Refer to HCC regarding possibility of bottled water or temporary relation of school
Denial of access to office spaces	Short	Work from another location in school or from home
	Long	Creation of temporary office space
IT failure	Short	There is a daily back-up of all documents on the server both on-site and externally. Google backs-up all files on the Drive on a daily basis.
	Long	Reinstate full functionality as a matter of urgency
Telephone communications	Short	Email communication
	Long	Replace damaged system.
Staffing	Short	DHT to assume key responsibilities and other senior staff to take specific responsibilities.
	Long	Through discussion with school LLP and District Manager, appoint temporary replacement or backfill existing staff acting up.
Deputy Headteacher	Short	Senior teacher to take on additional duties.
	Long	Appoint a member of staff to internally act-up.
Other teaching and support staff	Short	Internal cover or supply.
	Long	Appoint a temporary teacher.

Admin staff	Short	Cover key responsibilities within the team or through collaboration with St. Luke's.
	Long	Supply cover from EFS and temporary appointment of admin staff.
Site staff	Short	Work in collaboration with St. Luke's. Adjust the timings of the bus. Midas trained support staff to drive.
	Long	Work with HCC and other local schools to find supply staff.

#### **Appendix Four: Emergency contacts: South Baddesley CE Primary School**

<b>Name</b>	<b>Contact details</b>
Anne Moir - Headteacher	01590 718674 07775662451
Katharine Simkins – Deputy Headteacher	07980643527
Peter Troup – Chair of Governors	07979695652
Robert Hammon - Caretaker	07843758785

#### **Emergency Contacts: Hampshire County Council**

Property Services Rod Constable	rod.constable@hants.gov.uk M: 07808 390721 F: 01962 841326
Emcor Reactive Team	01962 847980