



Business Continuity Plan

For

Disaster Recovery in the event of a Critical Incident

Status:	STATUTORY
Responsible person:	HEADTEACHER
Responsible Governor:	CHAIR OF GOVERNORS
Ratified by the Head Teacher:	November 2025
Review Period:	Annually
Review Date:	November 2026

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1.0 Introduction

The Rockwell Green Primary School's Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with:

- The Critical Incidents Policy
- Somerset – Guidance for Somerset and North Somerset Schools and Colleges when Managing Critical Incidents (saved 'O' drive policies)
- Emergency Evacuation Procedures (the operation of which does not necessarily activate the BCP).

2.0 Definitions

No-notice disruptions are, by definition, impossible to predict. This plan deals with the ones most likely to occur:

- loss of premises (through fire, flood etc)
- loss of utilities (electricity, gas, water, fuel)
- failure of IT and telephony
- staff shortage

3.0 General Information

3.1 *Review and Training*

This document should be reviewed annually by the Leadership Team

3.2 Objectives of Plan

The plan is designed to achieve the following strategic objectives:

- a. To safeguard the safety and welfare of pupils, staff and visitors;
- b. To resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning;
- c. To maintain the community and identity of the school;
- d. To return the school to normality.

3.3 *Emergency Contact Information*

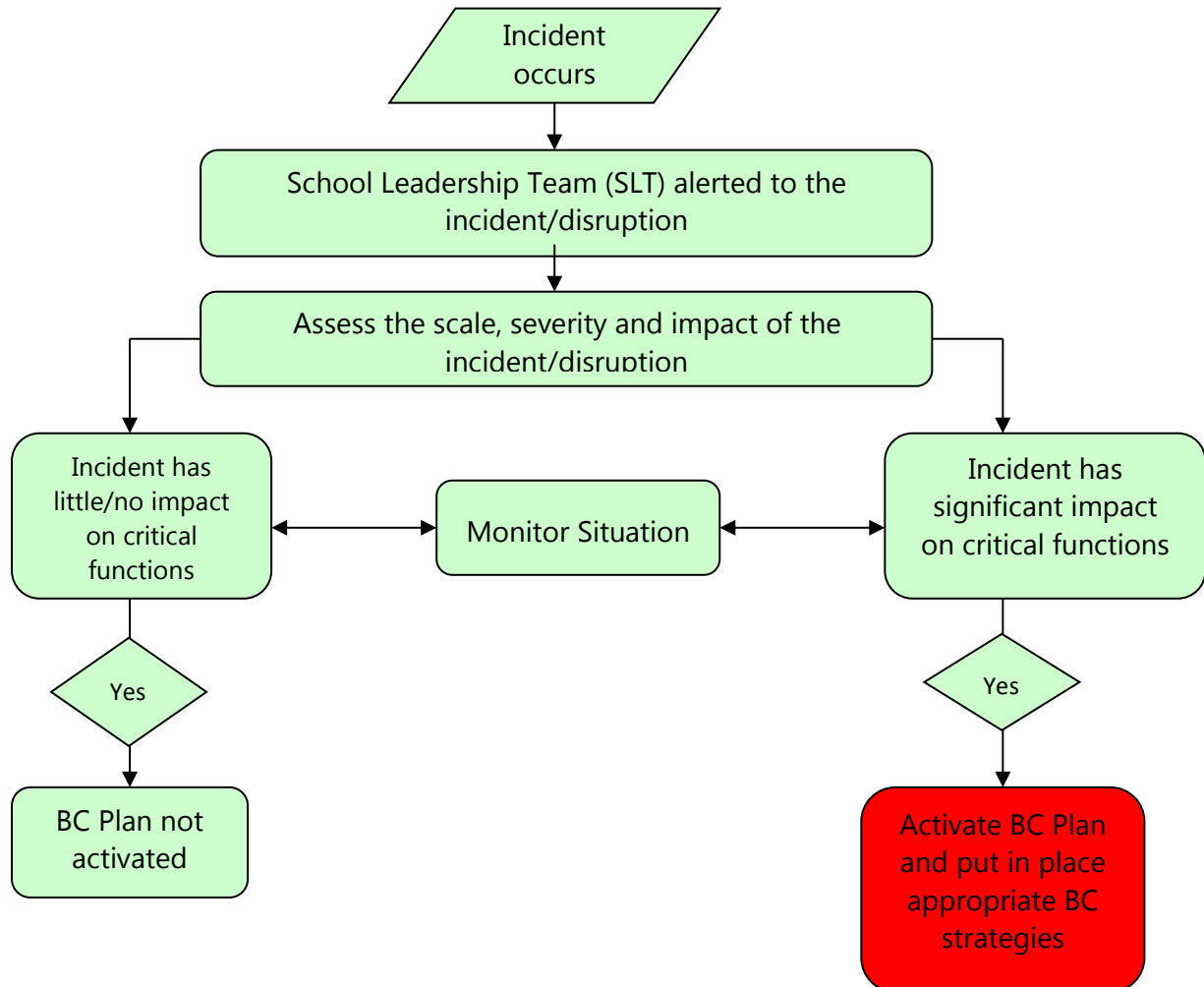
An emergency information pack is kept at reception in the main School office and includes:

- Copies of this document
- Critical Incident Policy/Plan
- School Floor Plans
- Stationery, note pad, pens, highlighters etc
- High visibility jacket
- Remote access information for IT equipment
- Staff Contact List

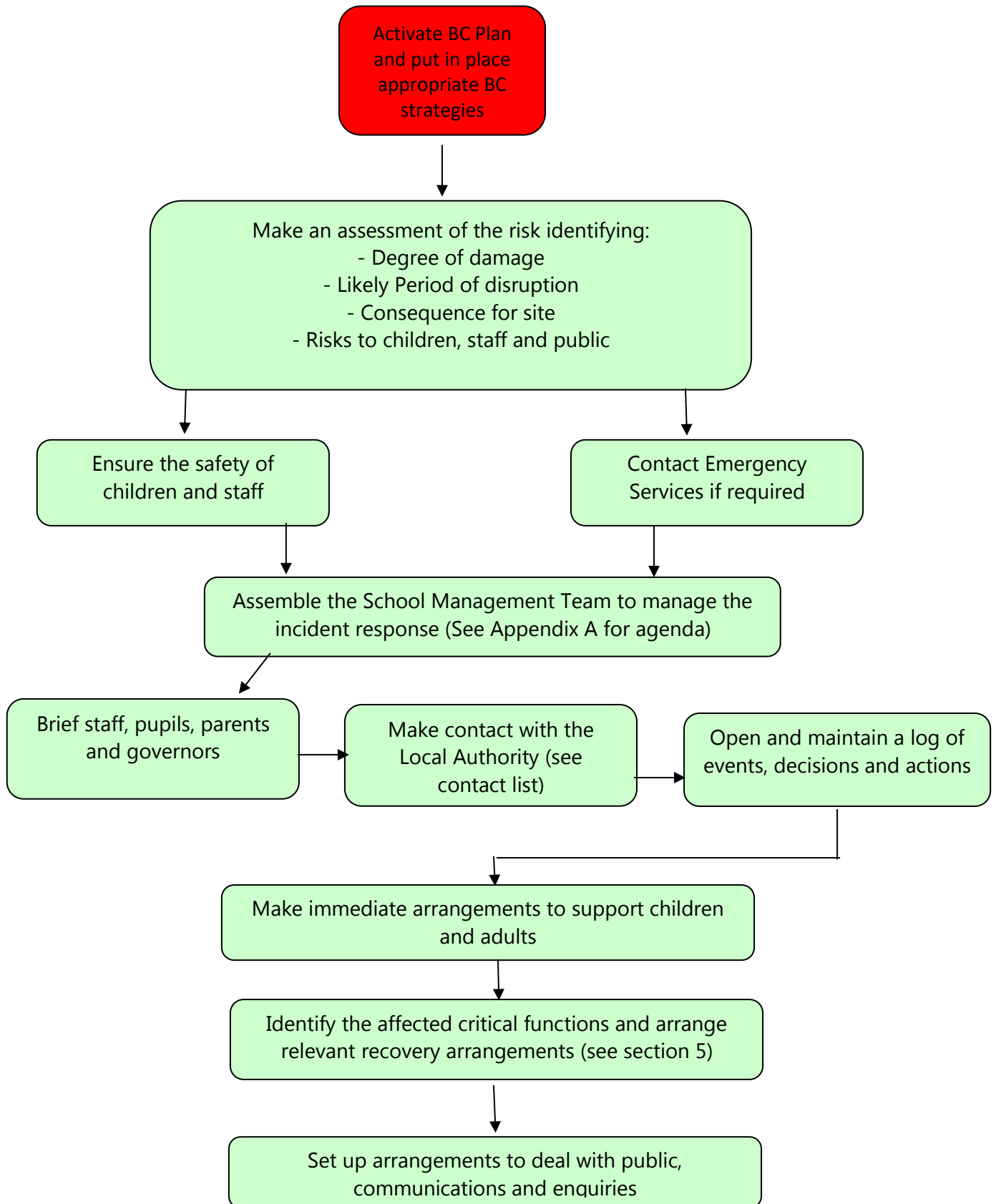
Access to staff and pupil data (those on roll) with home phone numbers can be accessed on-line from SIMS.

4.0 Strategy

If a disaster is declared by the Head teacher, Deputy Head teacher or a member of the SLT the Business Continuity Plan will be activated.



4.1 Incident Response



Staff communication will be via the most appropriate method – message/email/text/phone

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

- County 01823 273 588
- Police 999 (Non emergency 101)
- Wellington Police Station 01275 818340
- Public Protection Unit 01823 363029
- PCSO 101
- Musgrove Park Hospital 01823 333444
- Health and Safety Advisors 01823 355 089
- Health and Safety Executive (HSE) 01823 355 089
- Insurance Officer (SSE) 01823 357042
- Local Fire Service 01392 872 200
- Computing Cubed (IT) 01934 744448
- Neil (Computing Cubed Technician) 07891 099614
- Primarysite (Website) 01636 616640
- ICT Helpdesk (they can access sims remotely and text parents if needed) 01823 355090
- Anti-Terrorist Hotline 0800 789321

5.0 Roles and Responsibilities

5.1 *Head teacher or their Deputy*

The Head teacher is responsible for the implementation and co-ordination of the BCP, including:

- Contact County Health and Safety to establish if the building is safe to re-open.
- Contact Computing Cubed IT to establish if ICT infrastructure is able to be re-instated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, and the LA)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Finance and Personal committee of the Governing Body

5.2 *Incident Management Team (IMT)*

Lead by the Head teacher, the Incident Management Team includes the Deputy Head teacher, School Business Manager, SLT members and Caretaker. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Head teacher (or their Deputy) to restore normal conditions as soon as possible.

5.3 *Staff*

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.0 Procedure for Closing the School

6.1 Closure in advance of a School day

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

1. Closure authorised by the Head teacher or their Deputy
2. Notification of a school closure using the Local Authority On-line website (actioned by Head teacher/School Business Manager). <http://somensetschoolclosures.org.uk/>
3. Inform school staff by text (actioned by Office Manager/Admin Administrator)
4. Recording the closure on the home page of the school website if possible (actioned by Admin Administrator)
5. Sending out dojo messages to all parents (actioned by Admin Administrator).

6.2 Closure during a School Day

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

1. Closure authorised by the Head teacher or their Deputy on the basis that children should be collected from school. Children will continue to be supervised by staff until parents are able to collect the children.
2. Notification of the school closure using the LA website (actioned by the Head teacher/School Business Manager)
3. Recording the closure on the home page of the school website if possible (actioned by the Admin Administrator).
4. Sending out dojo messages to all parents (actioned by the Admin Administrator).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, children will assemble on the key stage 2 playground. If off-site evacuation is necessary children are escorted to Rockwell Green All Saints Church.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, children will be escorted to Rockwell Green All Saints Church from where the children can be collected.

7.0 Lockdown Procedure – Please see Lockdown Policy

8.0 Business Recovery in the Event of a Loss of Buildings or site Space

8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Local Authority.

In the event of a building and/or facilities being damaged and being made unavailable, insurance in respect of Business Interruption Cover is in place to cover increased cost of

working. This cover could provide benefit in a several ways depending on the circumstances including hire of temporary classrooms, hire of facilities nearby (e.g. a village hall), additional transport costs for staff and pupils to get to a temporary site. Business Interruption cover will only be triggered after a valid property insurance claim (e.g. fire, flood). It is important in the event of such a claim that the school contact the insurance team as soon as possible so the suitable arrangements can be made with our external insurers, Loss Adjusters and contractors.

8.2 Insurance

SCC Insurance cover “Increased cost of working” to a sum insured of £3,000,000 over an indemnity period of 36 months.

8.3 Replacement Site Facilities

In the event of an insurance claim you need to contact the SCC Insurance Team at the soonest opportune moment.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. The School Field has been identified for consideration should temporary accommodation / buildings need to be sited.

Erecting additional buildings on our current site will always be the preferred solution.

9.0 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 IMT will either use a partial or full closure of the school to children using the same procedures described above.

10.0 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 – Rockwell Green Primary School is unable to provide buildings or ICT support
- Evacuation due to nearby Incident
- Bad weather prolonged
- Strikes
- Terrorist Attack or Threat

11.0 Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1. Contact Suppliers and IT support (Computing Cubed)	Headteacher/Deputy Headteacher/School Business Manager	
Finance Process Breakdown – payments to staff & suppliers fail	1. Contact bank and payroll provider (LA)	Headteacher/Deputy Headteacher/School Business Manager	
Utilities / Energy Supply failure	1. Contact suppliers	Headteacher/Deputy Headteacher/School Business Manager	
Building Loss – partial or complete (Fire, Flood etc.)	1. Alternative accommodation sought 2. Contact Somerset County Council	Headteacher/Deputy Headteacher/School Business Manager	
Building Denial leading to short term lack of access	1. Alternative accommodation sought	Headteacher/Deputy Headteacher/School Business Manager	
Evacuation due to Nearby Incident	1. Alternative accommodation sought (All Saints Church)	Headteacher/Deputy Headteacher/School Business Manager	
Lockdown due to Nearby Incident	1. Wait for emergency services to advise	Headteacher/Deputy Headteacher/School Business Manager	
Fire	1. Wait for the fire service to advise	Headteacher/Deputy Headteacher/School Business Manager	
Bad Weather prolonged	1. If school unable to open work will be provided via Class Dojo and Class Pages of the School Website	Teachers	
Strikes	1. Advise sought from HR	Headteacher/Deputy Headteacher/School Business Manager	

Terrorist Attack or Threat	1. See critical incidents policy	Headteacher/Deputy Headteacher/School Business Manager	
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