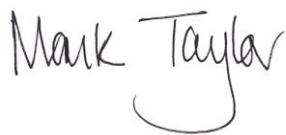



**St Augustine's RC School**

**Business Continuity and Disaster/Critical Incident Recovery Plan**

This plan has been developed to be used in conjunction with NYCC's School Emergency Response Guide and Emergency Management Important Notices Procedures.

|   |                                     |  |
|---|-------------------------------------|--|
| <b>Document Status</b>                                      |                                     | <br>Signed<br><br>Headteacher:<br><br>Chair of Governors:<br><br> |
| <b>Date of Next Review</b>                                  | As required                         |  |
| <b>Last review completion</b>                               | 29 <sup>th</sup> November 2016      |  |
| <b>Date of Policy Creation Feb 2014</b>                     | <b>Adapted school written model</b> |  |
| <b>Date of Policy Adoption by Governing Body 21/03/2014</b> |                                     |  |
| <b>Method of Communication</b>                              |                                     |  |
| <b>Website, School Office and Staffroom</b>                 |                                     |  |

The aim of this plan is to assist the school in dealing with, however unlikely, a number of disasters that could affect the ability of the school to operate on a day to day basis.

The most likely scenarios in such an event are:

- Loss of whole school premises for an extended period through fire or flood or Storm Damage.
- Partial loss of school premises, through fire, flood, Storm Damage i.e. loss of a classroom or Admin Offices.
- 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. pandemic.
- Temporary Closure of School at Short notice (due to severe weather or loss of utilities etc.)

How we would deal with any of these issues at the time of occurrence, and the immediate aftermath, is largely dealt with by the School Emergency Response (SER) Guide which guides us through the relevant actions to take and the various people and agencies with which we should be co-ordinating.

The guide also deals with deals with specific issues such as Bomb Threats, Bereavement, Snow Closures, etc. **The SER Guide is located in the headteacher's office.**

This Policy aims to demonstrate that all relevant considerations have been made and attempts to illustrate a potential way forward with regard to the school's own roles and responsibilities, particularly at a level where matters can be determined by the school itself.

**In the event of ANY critical incident within school the following steps should be followed:**

Step 1 - assess the situation for level of impact.

Step 2 - ensure that staff and pupils are not in imminent danger.

Step 3 - call for support:

- Dial 999, if appropriate **OR**

***During office hours***

- call the NYCC Children and Young People's Service on: 01609 532234 to inform them of the situation and request help, if required. If main switchboard is out of order use 01609 534375

***Out of office hours***

- Call the NYCC Emergency Planning Unit on the **confidential number** (which can be found in the secure area of the CYPs Info website). Inform them of the situation and request help, if required. They will contact the on-call Assistant Director from the Children and Young People's Service

***These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.***

**Step 4 - ensure that you:**

- Log all communications and actions.
- Assemble the SLT and Site Staff
- Refer to the list of emergency contact numbers in appendix 20 of the School Emergency Response Guide for additional support, if required.

Where possible, avoid closing the school and try to maintain normal routines

Where Adverse Public Interest has arisen, the Headteacher or SLT should immediately seek advice from the LA using the numbers shown above.

Governors, Staff and Pupils should not discuss any incident with the media and any media representatives should be referred directly on to the NYCC Press Department.

### **1. Loss of whole school premises through fire or flood**

It is anticipated that the school would not be able to influence the outcome of this eventuality and that matters would be taken over by the Local Authority. This would probably involve the sourcing and fitting out of alternative premises pending a re-build of the school.

Should there be a need to evacuate the school site it is envisaged that following normal evacuation procedures Teachers would escort their pupils to Scarborough Sixth Form College with contingencies in place for exams continue if necessary.

### **2. Partial loss of school premises**

This could be the loss of a single classroom or the School Office as a result of a fire or a burst pipe, flood etc. It is anticipated that this would put the area in question out of bounds for a considerable length of time but would not, on the whole, severely disrupt the day to day operation of the school.

The school would again be liaising closely with the LA and its Insurers, but would also anticipate making covering accommodation arrangements in the short term where possible.

It would be our intention, in the first instance, *to designate the School Hall as a temporary administrative space or classroom/s.*

*The school also has a number of mobile phones which are to be used in emergency situations for communications.*

### **3. Large scale property loss, particularly IT equipment**

A significant threat to the satisfactory operation of the school would be a large scale loss of IT equipment, such as whiteboards and projectors, PCs and laptops and/ or networking or Wi-Fi.

*Although this would have an impact on teaching and learning in the short term it is expected that the staff would simply revert to the 'old fashioned' methods to ensure continuity of teaching.*

In liaison with the LA, its Insurers and Schools ICT Services we would anticipate being able to re-order and replace lost items as a matter of urgency and would expect to be back up and running within at least one month

A partial loss only of equipment would be accommodated by a re-distribution of remaining resources.

*A loss of hard-wired equipment through a power surge would still leave the laptop trolleys available and laptops would then be utilised accordingly.*

#### **4. Loss of information through a catastrophic IT failure**

Rather than the loss of actual equipment, this would involve the loss, or destruction, of the Server and all the school data and information that is stored on it.

##### **Backups**

Data is automatically backed up incrementally each evening on the school server and also stored on a remote server for extra security. There is also a full system backup that takes place automatically on a monthly basis. This ensures that the school complies with all safeguarding of confidential data via encryption and this also complies with data legislation.

The school is, as a result of these procedures, provided with rapid data recovery should it be necessary.

The school website is also updated with policies and other useful information on a frequent basis. This ensures that all statutory policies and information will be accessible if for any reason they were not included during the school backup process.

#### **5. Mass unavailability of staff (e.g. pandemic)**

It is likely that in such a scenario we would not be the only school affected. In the first instance we would take advice from the on-call Assistant Director, from NYCC Children & Young People's Service or the Health & Safety Risk Manager at NYCC and the local Health Protection Agency.

Once advice had been obtained and passed on to parents as appropriate the School would then need to consider the opening/closing having regard to ensuring the safety of all pupils and existing staff on the premises.

In an effort to staff the school, the following procedures would be invoked:

- *Existing Supply Staff used by school in the ordinary course of events.*
- *Recently retired staff still covered by DBS/safer recruitment requirements used as available.*
- *Other Supply Agencies*

It is recognised, however, that subject to the scale of the pandemic in the locality and the availability of staff from any of the above sources, it may not be possible to fully operate the school and at that point a decision would be taken by the Head Teacher, in consultation with the Chair of Governors, whether to partially, or fully, close the school and for how long.

At all times the safety of both children and staff in school would be of paramount importance, although every effort would be made to keep the school open and functioning.

## **6. Closure of School at Short Notice (due to severe weather, loss of utilities, internal flooding etc.)**

The School may decide that in the interests of safety it is appropriate to send pupils home early.

The School may also be contacted by one or more operators suggesting that an early departure is advisable where severe weather or road access are perceived to be hazardous. These representations will need to be taken into account to determine the appropriate course of action.

The priority of the school will be to inform Staff, Parents and the LA in this order of any closure as soon as is possible.

The following procedure is identified via the **Unavoidable Closure of School – Checklist – See Appendix 2**

- All Staff and Parents will be informed by text,
- The LA will be informed by phone call (password required)
- Radio will be informed (password required)
- Any transport booked for that day (inc. taxi's/private coaches etc.)

## **APPENDIX 1**

### **SCHOOL EMERGENCY MANAGEMENT TEAM & ROLES**

School Emergency Management Team consists of:

*Head Teacher*

*Deputy Head Teacher*

*Caretakers on Duty or On-call (if out of hours)*

*School Bursar*

*ICT Manager*

*Mr M Taylor*

*Mr P Griffin*

*Mr D Roodhouse*

*Mr P Luntley*

*Mrs A Wardlow*

*Mr G Jones*

| <b>Roles</b>                   | <b>In School Hours</b>  | <b>Out of School Hours</b>   |
|--------------------------------|---|--|
| <b>Head/Deputy Head</b>        | <ul style="list-style-type: none"> <li>• <b>Assess and authorise any closure.</b></li> <li>• <b>Concentrate on pupils and staff safety and wellbeing with regard to either a closedown situation or an evacuation of the premises.</b></li> <li>• <b>Accompany pupils and staff to temporary agreed premises</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>To assess and authorise any closure</b></li> <li>• <b>Contact Office Managers</b></li> <li>• <b>Contact relevant Officers at LA</b></li> </ul>   |
| <b>Caretakers</b>              | <ul style="list-style-type: none"> <li>• <b>Ensure premises secure</b></li> <li>• <b>Assist with emergency services access</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Ensure premises secure</b></li> <li>• <b>Assist with Emergency Service Access</b></li> <li>• <b>Ensure Head is aware of issue</b></li> </ul>   |
| <b>School Business Manager</b> | <ul style="list-style-type: none"> <li>• <b>Complete phone calls, text messages and emails for:</b> <ul style="list-style-type: none"> <li>➢ <b>Emergency services</b></li> <li>➢ <b>Parents</b></li> <li>➢ <b>Local Authority</b></li> <li>➢ <b>Radio</b></li> <li>➢ <b>Transport</b></li> <li>➢ <b>Contractors</b></li> </ul> </li> <li>• <b>to collect registers for normal evacuation procedures</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Complete phone calls, text messages and emails as necessary for:</b> <ul style="list-style-type: none"> <li>➢ <b>Emergency services</b></li> <li>➢ <b>Parents</b></li> <li>➢ <b>Local Authority</b></li> <li>➢ <b>Radio</b></li> <li>➢ <b>Transport</b></li> <li>➢ <b>Contractors</b></li> </ul> </li> </ul> |
| <b>Cover Supervisor</b>        | <ul style="list-style-type: none"> <li>• <b>Contact Supply Agencies</b></li> <li>• <b>Assist Office Managers with phone calls, texts and emails.</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Contact Supply Agencies</b></li> </ul>   |

## APPENDIX 2

### NYCC CYPS - UNAVOIDABLE CLOSURE OF SCHOOLS: CHECKLIST

There will be occasions, for instance due to adverse weather or loss of utilities etc., when you need to take the decision to close your school at short notice. This checklist provides key contact information for you to use.

#### Who do I inform?

#### Action 1 – Inform Parents and staff

**1.1** Inform parents/staff by you normal channels. This may be by letter (if you have more than 24 hours' notice of a closure), text message, school website, telephone and or by the local radio. The following radio stations will make

announcements for parents and, in the case of BBC Radio York, will update their webpages throughout the day. Remember you will need to have the password.

| Radio Station   | Contact Telephone Number  |
|---|---|
| BBC Radio York<br><b>www.bbc.co.uk/york</b> (updated throughout the day but Radio York prefers schools to call and talk to someone) | Call 01904 622033; a member of the BBC team will ask:<br>1) Name of caller<br>2) Full name of school<br>3) Contact number<br>4) Password<br>5) Closure status & details - full closure, partial etc. and any additional details (e.g. Open for year 10 only)<br><br>During severe weather these numbers will be manned from 6.00 am until 10.00 pm. |
| BBC Tees  | 01642 340666/01642 225511 (lines get very busy in severe weather so email <b>tees.news@bbc.co.uk</b> )  |
| BBC Leeds   | Please email <b>radio.leeds@bbc.co.uk</b>   |
| Capital FM (North East and Yorkshire)   | Email <a href="mailto:yorkshire.schools@thisisglobal.com">yorkshire.schools@thisisglobal.com</a>  |
| Star Radio (Alpha Radio)  | 01325 341801 (from 5.45am) or email <a href="mailto:news@thisisstar.co.uk">news@thisisstar.co.uk</a>  |
| TFM Radio/Magic FM  | Log on to <b>www.tfmradio.com/register</b> to post notices  |
| Minster FM  | 01904 486598  |
| Stray FM  | Tel: 01423 520972 or Email <a href="mailto:studio@strayfm.com">studio@strayfm.com</a> or <a href="mailto:patrick.dunlop@strayfm.com">patrick.dunlop@strayfm.com</a>   |
| The Bay FM (Lancaster)  | Email <a href="mailto:snow@thebay.co.uk">snow@thebay.co.uk</a> giving DfE number and password   |
| Viking FM   | 01482 320903  |
| Yorkshire Coast Radio   | 01723 588999/581700 or email <b>studio@yorkshirecoastradio.com</b>  |

**1.2** If staff need to be informed “out of hours”, it is useful to have organised a staff “telephone tree” in advance. At times of emergency, you do not want to be organising this on an “ad hoc” basis whilst you have other things to think about.

## Action 2 – Home to School Transport Contractors

**2.** Inform the transport contractors responsible for children at your school. Remember to include all feeder services. Also inform the Integrated Passenger Transport Unit at County Hall, telephone **0845 8727374**

### **Action 3 – Inform the Local Authority**

**3.1 Whilst your priority is to inform parents first, it is also critical that you make us aware of your school closure as early as possible** in order that we can publicise this information on the County Council website, which is used by parents, members of the public and the media to check on the status of individual schools (the site had over 6,000 visitors to the school closures page daily in the winter of 2010) and respond to calls from individual parental enquiries or complaints. We are also often required to provide daily school closure lists to the DfE for the Secretary of State's information.

#### **3.2 Report a closure by:**

- **emailing [marion.sadler@northyorks.gov.uk](mailto:marion.sadler@northyorks.gov.uk) (including the words "School Closure" in the subject line; or**
- **ringing 01609 532234**

Please leave a voicemail message, stating your school's name, DfE number and your name/job role, if your call is not answered immediately or the line is engaged

#### **3.3 Seek advice/guidance on a possible closure by**

- **going to the school closures page on CYPInfo (<http://cyps.northyorks.gov.uk/index.aspx?articleid=13795>)**
- **ringing 01609 532218 or 01609 532740**

Again if the line is engaged, please leave a message and an officer will call you back.

**3.4** In the rare event that the County Hall switchboard is experiencing difficulties please use the Director's Emergency Number 01609 534375, email [marion.sadler@northyorks.gov.uk](mailto:marion.sadler@northyorks.gov.uk) , or fax a message to 01609 773756. Please note that there is no voicemail facility on this emergency number

**4 - Request Out of Hours Emergency support outside normal office hours (8.30-5.00 pm Monday to Thursday and 8.30 am to 4.30 pm Friday) and weekends/bank holidays**

**4.1 For non-buildings related Out of hours Emergencies please ring 0845 0349437.** This is the first point of contact outside normal office hours for the County Council support which you need.

***This is the Emergency Planning contact number is for real emergencies or incidents only and MUST NOT BE DISCLOSED to members of the public. It should not be used for minor issues, to report a school closure due to extreme weather or for buildings related emergencies.***



## General information

If pupils need to be sent home early:

- **Parents of primary school pupils** should be informed so that they can make arrangements for the collection and supervision of their child. If there is doubt about the arrangements, the child must be kept in school and supervised;
- In the case of **secondary school children**, you need to be satisfied that no child will be put at risk by an early departure.

## Home to School Transport - checklist for Schools and Contractors:-

- Note telephone numbers for all Contractors including those operating connecting services.
- All drivers on school transport should carry contact details of the school(s) they operate to/from as well as contact details for Integrated Passenger Transport.
- In no circumstances should children of primary age be left unsupervised.
- If the transport connects with another service you must ensure that the connecting service is operating.