



St. Ethelbert's RCP Business Continuity Plan 2022-2023

To be reviewed annually at the Summer term meeting of the Management & Finance Committee

Purpose:

To provide a flexible framework to manage the response to any school disruption or major incident, maintain essential school activities and recover from the incident quickly and efficiently.

Activation:

This Plan will be activated to manage the response to any incident causing significant disruption to normal school activity, particularly the delivery of time critical activities. Plan activation triggers may include:

- Loss of staff or skills e.g. above normal levels of absenteeism due to illness/injury or other emergency scenarios such as severe weather preventing travel etc.
- Loss of critical systems e.g. ICT network disruption, telephone or power outage
- Denial of access, or damage to, facilities e.g. loss of a building through fire or flood; an external emergency where emergency service cordon would prevent access for a period of time or utilities failure meaning the building cannot safely operate
- Loss of a key resources such as an external supplier or partner vital to the delivery of a key activity, such as school meals

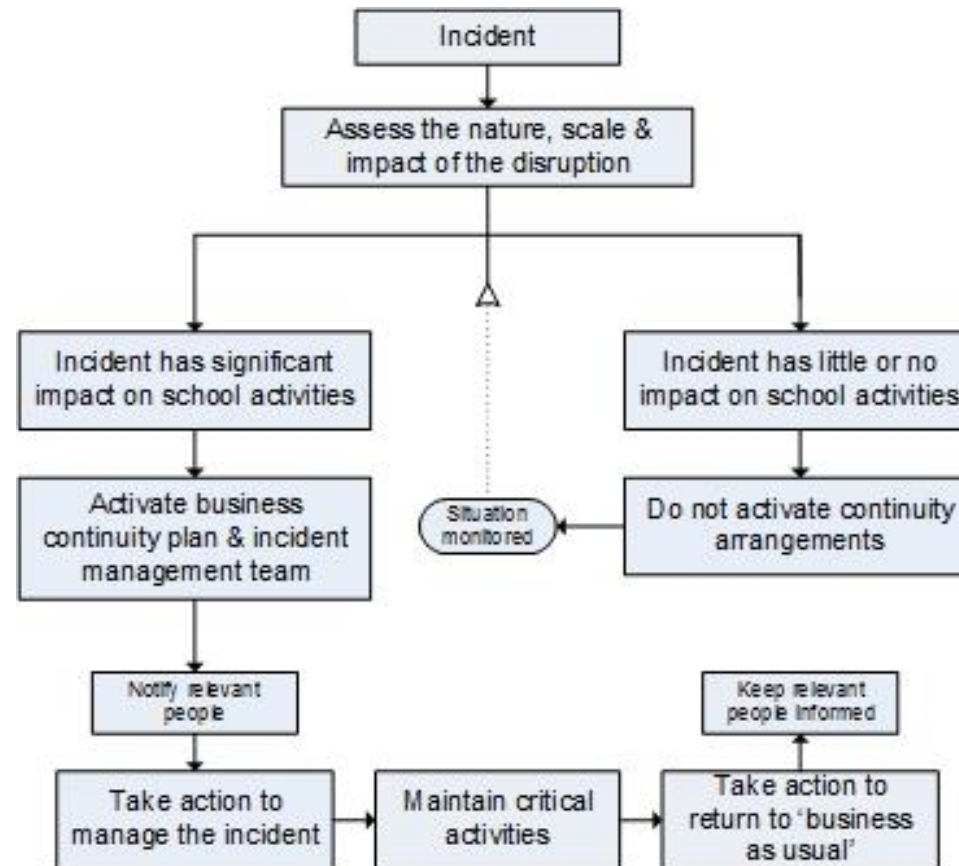
Incident Reporting:

Who?	Why?
Emergency Services	Call 999 if the incident needs an urgent emergency response If the incident relates to an imminent terrorist threat to life or property, contact the Police on 999 or the Anti-Terrorist Hotline on 0800 789 321 .
Headteacher or Deputy	The Headteacher is responsible for taking decisions on appropriate incident response e.g. whether business continuity arrangements should be activated and direct resources to respond. The Headteacher will normally lead the incident management team.
Office Manager / Administrator	The office team will be able to communicate quickly with staff, parents and other stakeholders, whilst the SLT respond to the incident.
Governing Board	The Board is responsible for overseeing strategic decisions in response to significant incidents in coordination with school senior management.

Key stakeholders such as staff, parents/carers and partners	<p>If the incident is causing significant disruption, an appropriate message should be released to relevant stakeholders/partners detailing:</p> <ul style="list-style-type: none"> • Event details and the impacts • Action being taken to respond to the incident • Estimated length of the disruption and return to business as usual • When and how further information will be provided <p>Messages should be sent in a timely manner so that appropriate arrangements can be made.</p>
Salford Diocese	Department of Education - 0161 817 2204
Bolton Council	
Security & Response (24/7; 365 days per year)	<p>01204 336 900</p> <p>Security & Response provide a contact point for urgent Civil Contingencies matters and will escalate a response as needed. As the school holds a SLA with the service, there are also additional services such as site attendance; boarding up; alarm engineer call out; incident reporting to the police; other guarding services.</p>
Media Response	<p>Communications & Media</p> <p>01204 334 072</p>
Building Incident	<p>Asset Management Team</p> <p>01204 332 080</p> <p>Lancaster Maloney</p> <p>0161 477 3500</p>
Serious accident or injury	<p>Occupational Health and Safety</p> <p>01204 336 968</p>
Extreme weather	<p>As soon as a decision is made to close the school, this should be advised via the School's Extranet page. The following steps should be taken:</p> <ul style="list-style-type: none"> • Click the box in the top left hand corner of the Extranet Home page ('School Closures, Holiday patterns and Council Website Updates') • Click 'School Closures' • Scroll down the page and tick 'Yes, my school is closed' – this will load the form shown below in figure 2. • Complete the details • Insert the password – which has been emailed separately • Click 'Save changes'
Information security breach	<p>Information Management</p> <p>01204 332 077</p>
Any other type of major incident	<p>Director of People</p> <p>01204 332 010</p>
Public Health	In the event of a significant outbreak in a school, Public Health England (PHE), who will lead the investigation and

management of outbreaks and incidents, should be contacted. The Public Health England GM Health Protection Team can be contacted in/out of office hours: **0344 225 0562, Option 3.**

Incident Response Framework:



Incident Management:

Initial response	Action	Who?
	• Quickly assess, review and verify key facts.	SLT
	• Survey the scene, ensure health and safety of pupils, staff and visitors.	SLT
	• Risk assess situation - scale, severity impact and duration of the event.	SLT
	• Notify emergency services as appropriate.	Office
	• Evacuate the building if necessary, or is it safer to stay? Consider assembly points/evacuation arrangements. Ensure recording processes are in place for staff/pupils leaving the site.	As Evacuation / Invacuation Procedures
	• Communicate according to criticality – notify and escalate as needed.	SLT
	• Refer to experience from similar previous incidents where possible.	SLT
	• Discuss, prioritise and disseminate actions.	SLT
	• Ensure a log of key decisions and actions is started and maintained throughout the incident.	AHT
	• Where appropriate, record names and details of any staff or pupils that may have been injured or affected by the incident as part of your incident record keeping, including material losses.	AHT
	• Assess the key priorities for the remainder of working day/next day and take relevant action.	SLT
	• Consider roles & responsibilities needed to respond to the incident.	HT / Office

Ongoing considerations for incident response, continuity and recovery	Action	Who?
	• Welfare issues for those affected by the incident – including medication.	Office First Aiders
	• How will we maintain our critical school activities? What are our key priorities? Will we need to close school? How quickly can it be re-opened?	HT
	• Activate our contingency plans for a loss of staff, building, ICT, supply chain etc.	HT
	• Incident monitoring and reporting.	HT
	• How will we return to 'business as usual'? Consider recovery and salvage if appropriate.	SLT
	• Communications – staff, management, pupils, parents/carers, School Governors, partners, extended services, public and the media, including social media. Engage Council Media Team as needed.	Office
	• Reporting to Governors, Bolton Council and other school stakeholders.	HT
	• Liaise with Security & Response.	Caretaker
	• Keep a log of key decisions and actions.	AHT

	<ul style="list-style-type: none"> Resources - short, medium and long term arrangements, availability and deployment. Depending on the incident, we may need additional/specific input from our external partners and suppliers. 	SLT
	<ul style="list-style-type: none"> Finance / insurance issues – protect vital assets and log all expenditure. 	Office
	<ul style="list-style-type: none"> Respond to any ongoing or long term support needs of staff and pupils. 	DHT
	<ul style="list-style-type: none"> Ensure incident records are collated and stored securely. 	AHT
	<ul style="list-style-type: none"> Carry out a post-incident debrief with staff and suppliers, partners as appropriate – document any learning from the incident and any actions to help prevent re-occurrence or mitigate risks and vulnerabilities. 	HT
	<ul style="list-style-type: none"> Review business continuity plan in light of incident learning. 	SLT Office Caretaker Governors

Incident Management Roles & Responsibilities:

Role	Responsibilities	Who?
Incident Manager/ Incident Management Team	<ul style="list-style-type: none"> Determining overall response and recovery strategy Activating and standing down incident response arrangements Safeguarding the welfare of all pupils, staff, contractors and visitors Ensuring key stakeholders are kept informed during an incident and in the recovery phase – pupils, parents/carers, staff, Local Authority etc. Prioritising the recovery of key activities disrupted by the event 	SLT
Incident Logging	<ul style="list-style-type: none"> Ensuring that all key decisions, supporting rationale and all actions taken in relation to the incident are recorded clearly, accurately and stored confidentially Ensuring all incident records are collated and are able to withstand scrutiny e.g. Public Enquiry 	AHT
Site Management	<ul style="list-style-type: none"> Undertaking duties to ensure site security and safety in an incident Advise on any issues relating to physical infrastructure of the building Lead point of contact for any Contractors who may be involved in incident response Support the incident management team in creating an inventory of any damaged assets/equipment when/if safe to do so 	Caretaker
First Aiders	<ul style="list-style-type: none"> To ensure that the Emergency Services are immediately called when they are required to treat any casualties To provide immediate first aid to casualties in line with training received to preserve life, prevent the condition getting worse and to promote recovery To keep individuals as comfortable as possible until professional help arrives 	Staff First Aiders
Fire Safety Responsible Person	<ul style="list-style-type: none"> Emergency evacuation and coordination 	Caretaker

	<ul style="list-style-type: none"> ▪ Point of contact; ability to provide floor plans to Fire Service ▪ Invoking Personal Emergency Evacuation Plans (PEEPs) ▪ Dynamic risk assessment 	
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Incident Communications Plan:

Initial response and ongoing considerations	Action	Who?
	<ul style="list-style-type: none"> • Incident reporting arrangements (depending on the type of incident) – who, how, when? 	HT
	<ul style="list-style-type: none"> • Establish the facts and key messages. 	SLT
	<ul style="list-style-type: none"> • Set up pre-agreed templates on the texting service, where appropriate (e.g. in the event of severe weather; bubble closure) 	Office
	<ul style="list-style-type: none"> • Make use of the following communication channels – school website; texting service; Facebook; Extranet to inform stakeholders. 	Office
	<ul style="list-style-type: none"> • Establish a school’s spokesperson to communicate messages (depending on the situation). 	HT Office
	<ul style="list-style-type: none"> • Depending on the situation, the following stakeholders might be contacted: <ul style="list-style-type: none"> ○ Parents / carers ○ Governors ○ Salford Diocese ○ Bolton Council – Director of People; Asset Management; Security & Response; Legal Services; Media Office ○ Suppliers / contractors ○ External partners – e.g. Key Sports PE; music teacher; school nurse; educational psychologist 	Office
	<ul style="list-style-type: none"> • Depending on the type of incident, establish which of the stakeholders outlined above will require further updates. 	HT Office
	<ul style="list-style-type: none"> • Ensure the key contacts list is readily available in the school office. 	Office

Incident Response Strategies:

Purpose:

- To ensure that time critical school activities are resumed as quickly as possible and/or continue to be delivered during the incident
- To document alternative ways of working designed to maintain critical school activities in the event of a disruption
- To ensure alternative ways of working have been agreed, tested and are fit for purpose

Loss or partial loss of premises	Action	Who?
	<ul style="list-style-type: none"> • Set up remote learning using the Seesaw platform for all affected pupils as soon as possible, preferably on the first day of closure. Provide log-in details for those children who may need them. 	Curriculum Lead Teaching staff
	<ul style="list-style-type: none"> • Provide paper-based learning by day 2 of closure. Where the safety of the building is compromised, set up a collection point / time at Brandwood School – to be manned by our TAs. Where required, liaise with the HT of Brandwood to print out packs – reimburse costs. 	Office Teaching staff TAs
	<ul style="list-style-type: none"> • In the event of a long-term closure where the building cannot be used, investigate possible relocation of pupils to neighbouring schools with Bolton Council. If required, prioritise certain year groups (e.g. Y2 / Y6 in exam years). 	HT
	<ul style="list-style-type: none"> • Contact the School Meals Service to organise lunches for the children; if required, prioritise children on FSM through the provision of food parcels / vouchers. 	Kitchen Manager Office
	<ul style="list-style-type: none"> • Localise the incident (e.g. isolate the problem and utilise different areas within the school premises if appropriate). 	Caretaker SLT
	<ul style="list-style-type: none"> • Ensure that anyone who requires IT to undertake essential activities has the ability to work at home where possible. 	HT Office
	<ul style="list-style-type: none"> • Consider site security and safety at all times. 	HT Caretaker

Loss of Staff or Key Skills	Action	Who?
	<ul style="list-style-type: none"> • Redeploy staff to cover different areas. 	SLT Office
	<ul style="list-style-type: none"> • Use of temporary staff for teaching / non-teaching roles (contact Zen Educate - 0161 504 0521) 	HT Office
	<ul style="list-style-type: none"> • Use of pre-prepared educational materials that allow for independent learning, where appropriate. 	Teachers
	<ul style="list-style-type: none"> • Team activities and sports to accommodate larger numbers of pupils at once. 	Key PE Sports
	<ul style="list-style-type: none"> • Larger class sizes (subject to relevant ratios / bubbles) 	SLT

		Office
	<ul style="list-style-type: none"> Engage resources to support students/pupils and staff dealing with emotional impacts in the case of injury, accident or death, where appropriate. 	SENCO

Loss of ICT or telephones	Action	Who?
	<ul style="list-style-type: none"> Use of staff mobile phones to access texting app / Facebook – use these to keep parents & carers informed. 	Office
	<ul style="list-style-type: none"> Use of Seesaw app to provide remote learning. 	Curriculum Lead
	<ul style="list-style-type: none"> Use of published schemes to photocopy worksheets etc. 	Teachers

Loss of utilities (including water / gas / electricity)	Action	Who?
	<ul style="list-style-type: none"> Ring emergency numbers for utility companies. 	Office
	<ul style="list-style-type: none"> In the event of a power cut, call Freephone number 105 to our local electricity network operator. Switch off all electrical appliances that shouldn't be left unattended, ready for when the power comes back on. 	Office Caretaker
	<ul style="list-style-type: none"> To report a gas or carbon monoxide emergency or if a pipeline is struck (even if no gas leak has occurred) call 0800 111 999 24 hours a day. 	Caretaker
	<ul style="list-style-type: none"> If the water supply is interrupted by an emergency, such as a burst main water pipe, the water company must restore the supply within 12 hours of becoming aware of the problem. However, if it's in a strategic main pipe, they must restore the supply within 48 hours. The water company must take reasonable steps as soon as possible to let the school know where we can get an alternative water supply, when it plans to restore the supply, a telephone number where we can get more information. 	Caretaker
<ul style="list-style-type: none"> Make a decision regarding any school closure – take into account safety; ambient temperature in classroom environments; availability of toileting facilities; school dinners. 	SLT	

Severe weather event such as heavy snow, heat, high winds or flooding incidents	Action	Who?
	<ul style="list-style-type: none"> Ensure monitoring arrangements are in place for severe weather events, Met Office and Environment Agency provide trusted forecast information and flood alerts so that additional contingencies can be put into place where necessary. 	SLT Office
	<ul style="list-style-type: none"> Text staff and parents as soon as the decision to close has been made. 	Office
	<ul style="list-style-type: none"> Report the school closure via the Extranet and through Policy and Performance. 	Office
	<ul style="list-style-type: none"> Set remote learning via Seesaw for the closure day. 	Teachers
<ul style="list-style-type: none"> Consider PPE for any staff that might be required to respond. 	Caretaker	

	<ul style="list-style-type: none"> Begin to make site ready for re-opening – e.g. clear paths of snow; grit; inform parents and carers of procedures for entering / exiting school site. 	Caretaker Office
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Terrorist response and other major emergencies	Action	Who?
	<ul style="list-style-type: none"> Report all suspicious activity to the police. 	All staff
	<ul style="list-style-type: none"> All staff to have completed Action Counters Terrorism (ACT) Awareness e-learning so that they can identify security vulnerabilities, respond to suspicious behaviour; deal with suspicious items, bomb threats and firearms and weapon attacks. https://ct.highfieldlearning.com 	All staff

Lockdown	Action	Who?
	<ul style="list-style-type: none"> Ensure that all staff and pupils understand the protocols and procedures for an invacuation. 	All staff
	<ul style="list-style-type: none"> In the event of a lockdown, pupils will gather in the hall, following the air horn signal; alternatively, depending on the location of the threat, classrooms on one side of the site will be utilised. 	SLT
	<ul style="list-style-type: none"> All doors and windows will be secured. 	Office Caretaker All staff
	<ul style="list-style-type: none"> Ensure communication arrangements are in place – air horns to be used outside; intermittent ringing of the internal bell if inside school; use of mobile phones (staff Whatsapp) to alert all staff. 	Staff on duty Office HT
	<ul style="list-style-type: none"> Ensure staff and children who are outside return to base or to an agreed location immediately; equipment should be left outside. 	Staff on duty
	<ul style="list-style-type: none"> Call 999 immediately; confirm nature of the incident; which emergency services are required; exact location of the incident; details of any casualties and injuries; location and telephone call is being made from; possible hazards for emergency services. 	HT Office SLT
	<ul style="list-style-type: none"> Where possible, all interlocking doors to be locked to prevent easy movement around the building; window blinds to be closed. 	HT Caretaker All staff
	<ul style="list-style-type: none"> Register to be taken – office will gather attendance reports from each class. 	Office
	<ul style="list-style-type: none"> Pupils asked to sit quietly until told it is safe to remove the full lockdown. 	All staff
<ul style="list-style-type: none"> If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. 	All staff	

Shelter	Action	Who?
	<ul style="list-style-type: none"> Ensure all pupils are inside the school building. 	SLT
	<ul style="list-style-type: none"> If appropriate, move pupils away from the incident (e.g. to the other side of the building). Dial 999, if required. 	SLT
	<ul style="list-style-type: none"> If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off. 	All staff
	<ul style="list-style-type: none"> Check for missing / injured pupils, staff and visitors. 	Office
	<ul style="list-style-type: none"> Reassure pupils and keep them engaged in an activity or game. 	All staff
	<ul style="list-style-type: none"> Notify parents / carers of the situation. 	Office
	<ul style="list-style-type: none"> Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. 	All staff

Evacuation	Action	Who?
	<ul style="list-style-type: none"> Ensure that all staff and pupils understand the protocols and procedures for an evacuation. 	All staff
	<ul style="list-style-type: none"> Ensure clear signage for assembly points. 	Caretaker
	<ul style="list-style-type: none"> If the school has been evacuated and pupils are not able to return into school or go home, relocate temporarily to St. Ethelbert's Church. 	SLT
	<ul style="list-style-type: none"> Ensure Personal Emergency Evacuation Plans (PEEPs) are in place. 	Office
	<ul style="list-style-type: none"> In the longer term, liaise with Bolton Council to identify a back-up site. 	HT
	<ul style="list-style-type: none"> Many decisions around evacuation, shelter and lockdown will need to be made dynamically depending on the circumstances of the incident and who is impacted. 	All staff

APPENDIX A: KEY CONTACTS

School:

School	01204 333036	Chair of Governors	07880 726 828
EYFS	01204 333040	Vice- Chair of Governors	07900 165 838
Headteacher	07827 378 674	Kitchen Manager	07901 957 159
Deputy Headteacher	07757 176 605		
Assistant Headteacher	07713 153 992		
Caretaker	07983 632 971		
Office Manager	07855 598 007		
Office Administrator	07814 176 342		

Other contacts:

Police	999 / 0161 872 5050/101 (for general enquiries) 101 for non-emergency calls	Department for Education	0370 000 2288
Police Community Support Officer		Foreign Office	0207 008 1500
Greater Manchester Fire & Rescue Services	999 / 0161 736 5866 (for general enquiries)	Public Health England	The Public Health England GM Health Protection Team can be contacted in/out of office hours: 0344 225 0562, Option 3.
Bolton Royal Infirmary		Information Commissioner's Office	0303 123 1113
Parish Priest		Health and Safety Executive	0345 300 9923
BBC Manchester	0161 335 6000	United Utilities	0345 672 3723
School Nurse	01204 337 578	Electricity North West	0800 195 4141
Salford Diocese		British Gas	0800 111 999
Lancaster Maloney (Buildings)	0161 477 3500		

Local Authority Contacts:

Security & Response	01204 336 900	Human Resources	01204 332 802
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Transport	01204 337 981	Occupational Health	01204 332 589
Catering	01204 336 940	Business Support	01204 332 010
Educational Visits	01204 336 968	Schools Finance	01204 338 610
Emergency Planning (Policy, Strategy & Partnerships)	01204 334 253	Bernie Brown (Director of People)	bernie.brown@bolton.gov.uk 01204 331 208
Risk & Resilience	01204 331 620	Paul Rankin (Assistant Director)	paul.rankin@bolton.gov.uk 01204 331 208
Insurance & Claims	01204 331 679	Asset Management	01204 332 068
Legal	01204 338 782	Schools ICT	01204 332 034

APPENDIX B: EVACUATION PROCEDURES



ETHELBERT'S R.C. PRIMARY SCHOOL

FIRE EVACUATION

These procedures should be displayed in a prominent place in each classroom, close to the door.

The person discovering the fire will immediately inform the nearest member of staff or activate the nearest fire alarm.

The Redcare system will automatically notify the fire brigade.

Pupils will line up quickly and quietly in their rooms and will be led out by the teacher. The fire doors will close automatically. Do not open them to gain access. Use an alternative route to exit the building.

The designated exits are as follows:

Location	Exit Point	Assembly Point
EYFS	Nearest classroom door	KS2 playground (shelter)
Y1	Classroom fire exit	KS2 playground (football pitch)
Y2	Main entrance	KS1 playground (near church)
Y3	Metal steps near KS2 boys' toilets	KS2 playground (football pitch)
Y4	Blue door at bottom of stairs	KS1 playground (near church)
Y5	Blue door at bottom of stairs	KS1 playground (near church)
Y6	Metal steps near KS2 boys' toilets	KS2 playground (football pitch)
Computer Suite	Computer suite door	KS2 playground (football pitch)
Staff room	Main entrance	KS1 playground (near church)
Adult toilets	Main entrance	KS1 playground (near church)
Headteacher's office	Main entrance	KS1 playground (near church)

Office	Main entrance	KS1 playground (near church)
Reprographics room	Main entrance	KS1 playground (near church)
Rainbow Room	Main entrance	KS1 playground (near church)
Meeting room	Fire exit opposite meeting room	KS2 playground (football pitch)
Sunshine Room	Fire exit opposite meeting room	KS2 playground (football pitch)
Art room	Metal steps near KS2 boys' toilets	KS2 playground (football pitch)
Library	Metal steps near KS2 boys' toilets	KS2 playground (football pitch)
Blue area	White door	KS1 playground (near church)
Hall	Hall fire exit down metal steps	KS2 playground (football pitch)

The following checks must be carried out:

Area	Checked by	If absent
Nursery toilets	Miss Davies	Mrs Patel
Reception toilets	Miss Edgar	Mrs Turner
KS1 toilets	Mrs Kirkham	Mrs Munro
Staff toilets	Mrs Kirkham	Mrs Munro
KS2 toilets	Miss Woodcock	Mrs Carter

Once classes are lined up at their designated fire point, each teacher must carry out a head count. If this tallies with numbers of children in attendance and with the names listed on their attendance board, the teacher should hold up their hand.

All staff and children should remain outside the building until the all clear has been given.

In the event of building works, and exits being out of use, staff will be informed of changes. If an exit is compromised by fire, staff must seek out the nearest safe exit.

**APPENDIX C:
INVACUATION PROCEDURES:**



ST. ETHELBERT'S R.C. PRIMARY SCHOOL

INVACUATION PROCEDURES

These procedures should be displayed in a prominent place in each classroom, close to the door.

The following is a list of situations (not exhaustive) which may require implementation of an **Invacuation** instruction and procedures to allow the effective, efficient and safe transfer of pupils and staff to inside the buildings.

Potential Invacuation Situations:-

- The presence/suspicion of a dangerous animal(s) on site
- The presence/suspicion of a dangerous person(s) on site
- Falling trees/power cables etc.
- External flooding/ major weather event or conditions etc.
- Advice from external agencies (i.e. Police or local authority)
- Any other incident or likely incident deemed by the Headteacher to require **Invacuation**

Situation A: Invacuation required while pupils are in lessons :

1. Member of staff discovering need for **Invacuation** to contact main office immediately.
2. Headteacher or Deputy will decide if **Invacuation** is required.

If Invacuation is required:

3. **SIGNAL:** Intermittent or continuous ringing of the school bell will signal to staff that there is an incident in school and that they must stay where they are and await further instructions. EYFS staff will be contacted immediately by telephone. Pupils are not to be allowed out of class until further notice. SLT will decide on the next course of action and will direct as required, depending on the situation.

4. **ACTION:** Members of staff must remain with their classes, close the classroom door and all windows and continue with their lesson. Staff remain with their class until told otherwise. No pupil or staff member should be out of a classroom.
5. **ACTION:** Any member of staff who is “free” should go into their nearest classroom to support. They should remain with that class and not move between classrooms.
6. **CANCEL SIGNAL:** The SLT/ office staff will inform staff that the **Invacuation** is cancelled by ringing the internal bell.

Situation B: Invacuation required during break time/lunch time.

The signal for an invacuation from the playground is three blasts from an air horn. These will be stored in two drawstring bags; for KS1, this will be kept in the reprographics room; for KS2, it will be hung outside the hall. A member of staff on playground duty will carry the bag for the duration of morning or lunchtime break. The bags must be returned to their designated place at the end of break.

1. Member of staff discovering need for **Invacuation** to contact main office immediately.
2. Headteacher or Deputy will decide if **Invacuation** is required.

If invacuation required:

3. **SIGNAL:** The air horn will be blasted three times.
4. **SIGNAL:** Staff on duty will manage the movement of children inside the school buildings. Pupils will be taken into the hall, where they will line up in their year groups so that a roll call can be taken. Staff will close all windows and the curtains in the hall. Everyone will remain in the hall until informed by the SLT/office staff.

If necessary, the Critical Incident / Business Continuity Plan will come into force.

