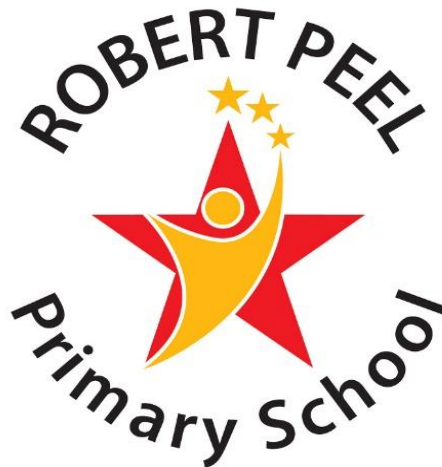


Robert Peel Primary School

Business Continuity Plan



Date policy last reviewed: March 2023

Signed by:

_____ Headteacher Date: _____

_____ Chair of Governors Date: _____

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Statement of Intent

Robert Peel Primary School is committed to protecting the welfare of our entire school community and, as such, understands that clear and effective procedures need to be in place to outline the school's response in a variety of situations.

Whilst most incidents within school can be dealt with following day-to-day school procedures, there are more serious incidents which will require an established emergency response – these are as follows:

- An inability to carry out daily and/or critical activities
- Loss of life or serious injury to staff, pupils or members of the school community/public
- Serious damage to, or loss of, a part of/full building or access to a building
- Adverse publicity and/or reputational impacts
- Loss or breach of ICT systems and/or data
- Loss or shortage of staff
- Loss of critical supplier or service

This Business Continuity Plan has been developed to ensure the school is prepared for, and is able to recover from, unexpected disruptions that are critical to the school.

1. School Policies & Procedures

This plan has been developed in accordance with, and will be implemented alongside, the following school policies and procedures:

- Emergency Plan
- Cyber-security Policy
- Bomb Threat Policy
- Adverse Weather Risk Assessment
- Fire Safety Management Policy
- Lockdown Policy

In line with the school's Cyber-security Policy, the school ensures that only relevant individuals have access to this Business Continuity Plan, with particular reference to the tables providing an overview of data held by the school within this plan, to uphold data security.

2. Contact details

Senior incident response team:

Role	Name	Telephone number 1	Telephone number 2
Headteacher	Liesl Ganney	01767681185	07961987594
Chair of Governing Body	Ian Chapman		01767681185
Deputy Head	Mick James	01767681185	

Coordinating incident response team:

Role	Name	Telephone number 1	Telephone number 2
SEND Manager	Nyeesha Taylor	01767681185	
SLT	Jess Ingrey	01767681185	
SLT	Claire Drohan	01767681185	
SLT	Rebecca Wood	01767681185	
SLT	Cheri Passfield	01767681185	

Operational incident response team:

Role	Name	Telephone number 1	Telephone number 2
Finance & Premises	Laura Statham	01767681185	
Site Agent	Sam Giddings	01767681185	

School staff and governors:

Role	Name	Telephone number 1	Telephone number 2
Headteacher	Liesl Ganney	01767681185	07961987594
Chair of Governing Body	Ian Chapman		01767681185
Deputy Head	Mick James	01767681185	
Site Agent	Sam Giddings	01767681185	

External contacts:

Organisation/company	Type of service	Name of contact	Telephone number 1	Telephone number 2
Caterlink	Catering	Claire Sheterline		
NP ICT	Network	Jo Newbury	07904675783	

3. Roles & Responsibilities

The Headteacher is responsible for:

- The overall implementation of this plan and ensuring that staff members are aware of their responsibilities.
- Ensuring the school has the capacity to respond to unforeseen circumstances.
- Determining the school's overall response and recovery strategy.
- Acting as part of the senior incident response team to coordinate a response to an incident.
- Taking lead responsibility for any decisions made during an incident.
- Maintaining the welfare of all staff and pupils.
- The development of the Business Continuity Plan.

The business continuity coordinators are responsible for:

- Acting as a key member of the coordinating incident response team and reporting directly to the Headteacher.
- Developing continuity arrangements and strategies, e.g. alternative relocation sites and use of temporary staff.
- Ensuring staff, pupils, governors, and any other relevant individuals, are involved in the development of the plan.
- Actioning practice run throughs of the plan for different emergency situations.
- Conducting debriefs following an incident or practice run through to identify ways in which the plan can be improved.
- Maintaining a log of all key decisions and actions taken in relation to an incident.
- Ensuring relevant staff members are trained to undertake their responsibilities in relation to the plan.
- Maintaining the welfare of all staff and pupils.
- Ensuring this plan is routinely reviewed and updated where necessary.

The senior incident response team are responsible for:

- Announcing when an incident is taking place and activating the response as appropriate.
- Leading the school's initial and ongoing response to an incident.
- Nominating a media and communications coordinator, as part of the coordinating incident response team, to lead on the school's communication response with key stakeholders and liaison with the media.
- Nominating a recovery coordinator, as part of the coordinating incident response team, to lead and report on the school's recovery process, identify next steps to take following an incident, and work with the business continuity coordinators to ensure next steps are incorporated into the plan.
- Notifying relevant stakeholders of the incident, plan activation and ongoing response.
- Providing direction and leadership to the whole school community.
- Managing the deployment of resources.
- Prioritising the recovery of key activities disrupted by the incident.
- Liaising with the coordinating incident response team.
- Maintaining the welfare of all staff and pupils.

The coordinating incident response team are responsible for:

- The general management and coordination of the incident response.
- Liaising with emergency services and children's services.
- Recommending the response of the operational incident response team.
- Maintaining a detailed log of the incident.
- Presenting possible options of response to the senior incident response team.
- Maintaining the welfare of all staff and pupils.

The operational incident response team are responsible for:

- Assisting with the recovery of the school.
- Communicating to and from the senior incident response team and coordinating incident response team.
- Maintaining the welfare of all staff and pupils.

The Site Agent is responsible for:

- Maintaining the security of the school premises during an incident.
- Communicating with the incident response teams during an incident with regards to any building or site issues.

The DPO is responsible for:

- Working alongside the ICT technician to ensure the resilience of the school's ICT equipment and security of the school's data.
- Working with the business continuity coordinator to develop proportionate responses to a compromise of ICT equipment or loss of data.
- Leading the school's response to a breach of the school's ICT equipment and potential loss data, in accordance with the Cyber-security Policy.

4. Critical School Activities

The school has identified critical activities which take priority for recovery in an incident, on the basis that if these were not recovered, it would have the greatest impact on the school community such that the school would be unable to deliver the service, or there would be significant harm or risk caused to individuals. These are detailed below.

Critical activity	Resources required for the critical activity	Need for resources						Comments
		4 hrs	24 hrs	24-48 hrs	1 week	2 weeks	1 month	
Teaching	<ul style="list-style-type: none"> Teaching staff Support staff Basic teaching resources 	X	X	X	X	X	X	
Safeguarding	<ul style="list-style-type: none"> DSL availability Use of C-poms Secure and safe teaching spaces including outdoors First Aiders available 	X	X	X	X	X	X	
Catering	<ul style="list-style-type: none"> Access to lunch food whether hot or a packed lunch 	X	X	X	X	X	X	
ICT/Communications systems	<ul style="list-style-type: none"> Internet access for email, G2 Integris and C-Poms Network and server access Photocopiers Parentmail access Phone lines 		X	X	X	X	X	
Examinations								Dependent upon National guidelines

5. Contractors

In line with the Critical school activities section of this policy, the following contractors are responsible for carrying out the critical activities identified:

Critical activity	Name of contractor	Name of contact	Telephone number 1	Telephone number 2
Network/Internet	NP IT	Jo Newbury	07904675783	
Catering	Caterlink	Claire Sheterline		

6. Paper-Based Records

The school has identified vital paper-based records that are not stored on the computer network which, if lost or damaged, would prevent or severely impair the school's ability to deliver a service, or would lead to a high risk to the rights and freedoms of individuals. These are identified below.

Document type	Information held	Location	Duplicated? (Y/N)	Where are duplicates held?
Admissions files	Pupils' personal data	Locked cabinets in main school office	N	N/A
SEND Files	SEND Information	Locked cabinets in SEND Managers Office	N	N/A
Staff Personnel Files	Staff personal details	Locked cabinets in Personnel Office	N	N/A
Health & Safety Files	H & S and servicing details	Some in the Site Agents, some in Personnel Office	N	N/A
Staff Appraisal Documents	Staff Performance Records	Headteacher's Office	Y	On server in secure area for HT & DH

7. Inventory of Classrooms

Each classroom has the following items:

- Set of Postura Chairs
- Class set of tables
- Bookcases
- Drawer units

8. High-Value Items

The table below identifies any items held within the school with a value over £500 – these have been included for insurance purposes following an incident.

Item	Amount	Owner (leased items only)
I-Pads 2 nd Generation	30 in main school and EYFS classrooms	RPPS
I-Pads 8 th Generation	30 in main school and 21 in server cupboard	RPPS
Photocopiers	3 machines	Annodata
Phones	6 phones	BT
Printer	1 in SEND Base	RPPS
Interactive Boards	One in every classroom except Sunshine room	RPPS
Hall Projector	1 projector and screen	RPPS
Staff Laptops	50 staff laptops	RPPS
Chromebooks	70 Chromebooks stored in the server cupboard	RPPS
Swimming Pool Equipment	Air Source Boiler, filter, automated chlorine pump and tank and UV pool filter	RPPS
Server & Back Up Drives	1 server, 2 server backup drives and 2 data back ups	RPPS
Small Laptops	30 laptops	RPPS
Kitchen Appliances	3 x gas ovens and hobs, large dishwasher, steamer, fryer, mixing, meat slicer, 3 large fridges, 4 freezers. In sunshine Class a cooker, freezer and fridge	RPPS
Office/SEND Computers	5 desk tops, 13 monitors	RPPS

9. Risk Ratings

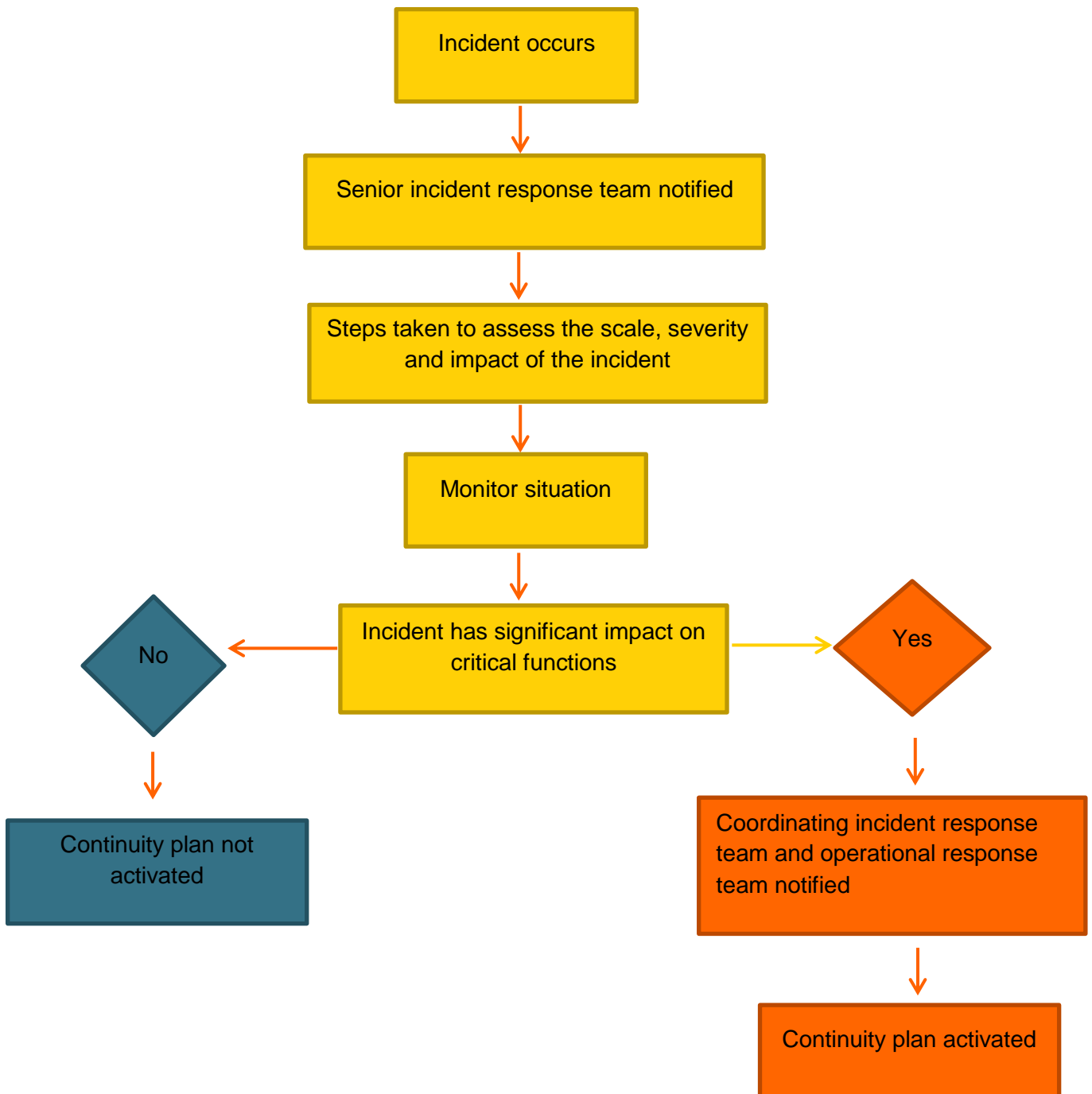
The school has defined a risk-rating system to determine the likelihood of an incident occurring and the possible impact of such an incident.

Likelihood		Impact	
1	Low	1	Minor
2	Medium	2	Significant
3	High	3	Major

Risk-rating impacts are further defined below:

Risk-rating	Description
Minor	<ul style="list-style-type: none"> • Disruption affects a single class, year group or other function and can be managed through normal operational activities • Disruption is not serious or widespread and is unlikely to affect school operations to a significant degree • No significant impact on staff or pupil safety • The senior incident response team needs to be notified and the incident needs to be monitored • Possible partial or full activation of the Business Continuity Plan
Significant	<ul style="list-style-type: none"> • Disruption affects more than one year group, class or other function and remains self-contained • The affected area has the capacity to manage the disruption – with or without support • May require activation of specific resources, e.g. ICT • Significant impact on staff or pupils' safety • Senior incident response team needs to be notified to discuss whether to activate the Business Continuity Plan • Escalation of the incident needs to be monitored • Likely partial or full activation of the Business Continuity Plan
Major	<ul style="list-style-type: none"> • Disruption affects the whole school and possibly the local community • Major impact on pupil or staff safety • Affected area does not have the capacity to manage the disruption • Requires the activation of specific resources, e.g. ICT • Senior incident response team needs to be notified to discuss whether to activate the Business Continuity Plan • Escalation of the incident needs to be monitored • Activation of the Business Continuity Plan, where necessary

10. Plan Activation



11. Potential Disruptions

The school has identified four key disruptions that would be critical to the school's ability to provide a service in the event of an incident, these are:

- Loss of premises.
- Loss of staff.
- Failure of ICT systems.
- Loss of services, e.g. electricity, gas, water or food.

The incident response, continuity and recovery procedures outlined in the Initial response, Business continuity and Recovery sections of this plan are applicable to all incidents; however, the school has identified specific provisions in addition to these procedures for each potential disruption.

Loss of Premises

Loss of premises may be caused as a result of fire, flood, loss of essential utilities or another incident. The school has a duty to provide a safe, suitable and secure site for staff and pupils. The provisions outlined below are implemented in accordance with the following school policies:

- Fire Safety Policy
- Bomb Threat Policy
- Adverse Weather Risk Assessment
- Lockdown Policy

Disruption	Risk rating		Incident response
	Likelihood	Impact	
Complete loss of site	2	3	<ul style="list-style-type: none"> • Agreements with local schools where there is capacity to accommodate additional pupils • Off-site activities, e.g. physical activities, school trips • Temporary teaching accommodation at school site
Partial loss of site	1	2	<ul style="list-style-type: none"> • Use of alternative on-site buildings • Use of temporary accommodation • Use of off-site facility if available • Off-site activities, e.g. physical activities, school trips
Temporary loss of premises (e.g. utility failure)	3	1	<ul style="list-style-type: none"> • Virtual learning

Loss of Staff

Loss of staff is most likely to occur during adverse weather, strike action or an outbreak of disease. It is a critical function of the school to provide a suitable number of teaching staff to deliver pupils' education.

Disruption	Risk rating		Incident response
	Likelihood	Impact	
Adverse weather	2	3	<ul style="list-style-type: none"> • Alternative teaching arrangements • School closure • Use of temporary staff • Use of pre-prepared teaching materials • Suspending non-critical activities • Larger class sizes, where possible • Mutual support agreements with other schools
Strike action	1	3	<ul style="list-style-type: none"> • Alternative teaching arrangements • School closure • Use of temporary staff • Use of pre-prepared teaching materials • Suspending non-critical activities • Larger class sizes, where possible
Outbreak of disease	3	3	<ul style="list-style-type: none"> • Alternative teaching arrangements • School closure • Use of temporary staff • Use of pre-prepared teaching materials • Suspending non-critical activities • Larger class sizes, where possible • Mutual support agreements with other schools • Hygiene precautions and use of PPE

Failure of ICT systems

Failure of ICT systems may occur as a result of a fire or flood disaster or may be caused by a data security breach. The school has a responsibility to uphold the security of all data it holds. The provisions outlined below are implemented in accordance with the following school documents:

- Cyber-security Policy

Disruption	Risk rating		Incident response
	Likelihood	Impact	
Failure of ICT system	2	3	<ul style="list-style-type: none"> • Back-up paper system for pupil contacts • Back-up server • 'Cloud' arrangements for finance, safeguarding, pupils details, assessments • Virtual learning • Report data loss to ICO where necessary • Notify data subjects where necessary
Loss of data	1	3	<ul style="list-style-type: none"> • Back-up paper system • Back-up server • Off-site back-up arrangements • 'Cloud' arrangements for finance, safeguarding, pupils details, assessments • Virtual learning • Report data loss to ICO where necessary • Notify data subjects where necessary

It is essential to maintain effective ICT back-up arrangements in order to prepare for, and recover from, any failure of an ICT system or loss of data. The ICT technician is responsible for conducting regular ICT back-ups in accordance with the Cyber-security Policy.

The school adopts the following back-up procedures for electronic data:

- Main server in Extension Block
- Two backup duplicate servers in School Offices – rotated weekly
- Two backup data drives in HT Office – rotated weekly
- Cloud Based Software
 - G2 Intergris – Data base for all children and staff, all details are stored securely on this platform
 - RM Finance – all finance systems
 - Access Budget Software – budgeting platform
 - C-Poms – safeguarding records
 - Staff Safe – Staff records, Single Central Record
 - Sonar Tracker – pupil data
 - Strictly Education - payroll

The school records some information using paper-based records, for example, SEND documents, staff appraisal paperwork and assessments.

In line with the paper-based records section of this policy, the school adopts the following back-up procedures for paper-based records:

- Some SEND paperwork is copied onto C-Poms
- Staff Appraisal documents on Staff Safe

Loss of Services

Loss of services may occur, for example, where a service provider suffers a critical incident and they are no longer able to provide the service to the school. The school has a responsibility to ensure that pupils and staff are provided with a safe environment at all times. The following provisions outline the school's response in the event of a loss of a service:

Disruption	Risk rating		Incident response
	Likelihood	Impact	
Electricity/gas loss	2	3	<ul style="list-style-type: none"> • Additional portable heaters • Pre-identified alternative suppliers • Insurance cover • School closure
Water loss	1	3	<ul style="list-style-type: none"> • Pre-identified alternative suppliers • School closure • Insurance cover

12. Initial Response

Requirement	Other action to take	Responsible person	Completed ? (✓)
Initial response			
Incident			
Assess the severity of the incident	<ul style="list-style-type: none"> • Determine: <ul style="list-style-type: none"> - The situation. - The impact on pupils and staff. - The scale/severity, duration and impact. • Disseminate information to others. • Call emergency services if necessary. • Evacuate/invacuate/lockdown the school building if necessary. 	HT/DH	
Nominate individuals to carry out the following roles: <ul style="list-style-type: none"> • Business continuity • Communications • Log-keeping • Media management 	<ul style="list-style-type: none"> • Information on responsibilities found in the Roles and responsibilities section of the Business Continuity Plan. • Remember to: <ul style="list-style-type: none"> ○ Allocate tasks amongst the senior incident response team. 	HT/DH	

<ul style="list-style-type: none"> Resources Welfare 	<ul style="list-style-type: none"> Ensure staff are clear about their responsibilities. Establish the location and frequency of meetings. 		
Inform all other staff of the incident	<ul style="list-style-type: none"> Contact the coordinating incident response team Contact the operational incident response team Inform all other staff and governors as appropriate 	HT/DH	
Consider how the incident affects extended services	<ul style="list-style-type: none"> Liaise with extended services as necessary 	HT/DH	
Maintain a log of any injuries sustained to pupils, staff or visitors	<ul style="list-style-type: none"> Ensure the log is provided to emergency services 	HT/DH	
Work closely with other services, e.g. emergency services, as required	<ul style="list-style-type: none"> Provide information to those arriving on the premises. Ascertain the whereabouts of all pupils, staff and visitors and ensure emergency services are aware of anyone who is unaccounted for 	HT/DH	
Contact relatives of those involved in the incident if appropriate	<ul style="list-style-type: none"> Decide the most appropriate method – if the incident is very serious, liaise with the police about informing next of kin 	HT/DH	
Where the incident involves failure of ICT systems or a loss of data, take steps to maintain security of systems as appropriate	<ul style="list-style-type: none"> Liaise with ICT technician and DPO to maintain security of the school's network and data Refer to the Cyber-security Policy Attempt to recover important documentation Contact organisations which can assist with document recovery if necessary Notify the ICO of personal data breach within 72 hours, if necessary Notify data subjects of personal data breach, if necessary 	HT/DH/IT Technician	
Resources			
Secure school premises	<ul style="list-style-type: none"> Consider disabling utility supplies 	HT/DH Site Agent	
Maintain access to school entrance	<ul style="list-style-type: none"> Ensure emergency services can access the school premises as required Prevent parking in restricted zones 	HT/DH Site Agent	

Work with school staff and the emergency services to control access to the school	<ul style="list-style-type: none"> • Advise staff to check the identity of others when arriving at the school premises • Provide authorised visitors with ID badges and ensure they sign in and out • Ensure media access is controlled • Advise emergency services of any property related issues or hazards, e.g. asbestos, and provide with a site map if appropriate 	HT/DH Site Agent	
Welfare			
Establish arrangements to meet the welfare needs of pupils, staff, parents, visitors and others	<ul style="list-style-type: none"> • Identify pupils who may require additional support: <ul style="list-style-type: none"> ○ Those with SEND ○ Those with other medical needs ○ Those with personal emergency evacuation plans ○ Any individual who is particularly vulnerable or badly affected, e.g. a witness to the incident • Identify any staff members, volunteers, parents or others who may be particularly affected by the incident 	HT/DH SEND Manager	
Log-keeping			
Attend meetings held by the senior incident response team	<ul style="list-style-type: none"> • Keep a log of important information, actions taken and decisions made 	HT/DH	
Ensure that each member of staff keeps an incident log	<ul style="list-style-type: none"> • Incident logs should be regularly communicated to the appropriate incident response team, who should then communicate to other response teams 	HT/DH	
Communications			
Dedicate telephone lines for incoming and outgoing calls	<ul style="list-style-type: none"> • Arrange extra support at reception if necessary 	HT/DH Office Staff	
Record a new message on the school answerphone if appropriate	<ul style="list-style-type: none"> • Consider setting the phone to 'answer only' mode 	HT/DH Office Staff	
Inform those involved in the response of any communication difficulties, e.g. poor signal	<ul style="list-style-type: none"> • Help staff with any communication needs 	HT/DH Office Staff	

Media Management			
Organise appropriate responses to media requests	<ul style="list-style-type: none"> Seek support from other organisations as appropriate, e.g. emergency services or the LA 	HT/DH	
Control media access to the premises, staff and pupils	<ul style="list-style-type: none"> Avoid allowing access to the site, pupils or staff unless there is a reasonable reason to do so and consent has been sought Liase with the police if necessary Designate a specific area for the media, away from the school entrance 	HT/DH	
Develop a brief media statement	<ul style="list-style-type: none"> Information must be limited until facts are clear and all parents have been notified 	HT/DH	

13. Business Continuity

Requirement	Other action to take	Responsible person	Completed? (✓)
Ongoing Response			
Incident			
Nominate a main contact for the coordination of the response	<ul style="list-style-type: none"> Continue to liaise with emergency services as required 	HT/DH	
Continue to allocate tasks for each incident response team	<ul style="list-style-type: none"> Work closely with the senior incident response team to coordinate actions and resolve any complications or difficulties If the response is likely to last for a significant amount of time, e.g. longer than two hours, consider staff rotation 		
Plan to maintain critical activities	<ul style="list-style-type: none"> Consider how the following activities are maintained: <ul style="list-style-type: none"> Immediate and ongoing priorities Communication strategies Resource availability Deployment of resources 	HT/DH SLT Office Staff	

	<ul style="list-style-type: none"> ○ Roles and responsibilities ○ Finance ○ Monitoring and reporting on the situation ○ Stakeholder engagement ○ Welfare issues ○ Planning the recovery of non-critical activities 		
Minimise disruption to education	<ul style="list-style-type: none"> • Ensure arrangements are in place to keep the school open and maintain normal routines wherever possible • Ensure parents are informed of any changes to the school routine 	HT/DH SLT	
Ensure regular briefings are given	<ul style="list-style-type: none"> • Give briefings to: <ul style="list-style-type: none"> ○ Staff ○ Pupils ○ Parents ○ Governors ○ Services – emergency or otherwise 	HT/DH SLT	
Work closely with the individual responsible for media management to provide regular briefings to the media	<ul style="list-style-type: none"> • Seek support from other organisations if necessary 	HT/DH	
Ascertain whether all necessary individuals have been informed of the incident	<ul style="list-style-type: none"> • In the event of a serious injury or fatality, ensure the HSE has been informed in line with RIDDOR 	HT/DH Office Staff	
Seek advice on legal and insurance issues if appropriate	<ul style="list-style-type: none"> • If the incident is a crime scene, seek advice from the police and other emergency services 	HT/DH	
Resources			

Liaise with utility suppliers as required		Office Staff Site Agent	
Establish safe and secure areas to assist with the response	<ul style="list-style-type: none"> • Areas may include: <ul style="list-style-type: none"> ○ Media briefing room ○ Briefing area for parents ○ Senior incident response team briefing room 	HT/DH	
Liaise with staff and other organisations to provide access to facilities and resources as required	<ul style="list-style-type: none"> • If necessary, open or close parts of the school premises • Liaise with the business continuity coordinator to establish temporary accommodation, if required 	HT/DH	
Ensure the school premises is secure	<ul style="list-style-type: none"> • Provide temporary fencing around damaged areas and arrange for broken windows to be boarded, for example 	HT/DH	
Welfare			
Assess the welfare of those involved	<ul style="list-style-type: none"> • Continue to monitor and provide support for those that have been affected by the incident • Ensure staff take regular rest periods 	HT/DH	
Determine arrangements for returning pupils to their parents	<ul style="list-style-type: none"> • Ensure members of staff are available to meet families 	HT/DH	
Inform pupils of the incident	<ul style="list-style-type: none"> • Seek support from educational psychologists about the best way to inform pupils, if necessary • Ensure pupils are spoken to before they leave the school premises to determine if any extra support is needed • Ensure religious and cultural factors are considered wherever necessary 	HT/DH SEND Manager	

Log-keeping			
Keep accurate records of any individual admitted to hospital or treated by the emergency services	<ul style="list-style-type: none"> • Ensure records are communicated to the senior incident response team 	HT/DH	
Keep accurate records of all items lost by pupils, staff or visitors	<ul style="list-style-type: none"> • Ensure records are communicated to the senior incident response team 	HT/DH	
Keep accurate records of all expenditure incurred	<ul style="list-style-type: none"> • Record all costs incurred as a result of the incident response 	HT/DH	
Communications			
Consider the most effective arrangements for contacting pupils' parents	<ul style="list-style-type: none"> • Ensure a record of all calls made to parents is maintained 	HT/DH Office Staff	
Liaise with the individual responsible for media management about contacting local radio stations		HT/DH	
Liaise with the business continuity coordinator to communicate to parents	<ul style="list-style-type: none"> • Consider letters home that include information on: <ul style="list-style-type: none"> ○ The details of the incident. ○ How their child was involved. ○ The actions taken to support those involved. ○ Who to contact if they have any concerns or queries. 	HT/DH Office Staff	
Media management			
Devise an ongoing strategy for handling media requests	<ul style="list-style-type: none"> • Work closely with the media to establish what information is required and any deadlines • Gather information from the senior incident response team and other 	HT/DH	

	organisations as appropriate		
Provide regular statements to the media	<ul style="list-style-type: none"> • Ensure messages are accurate • Ensure the protection of identities is considered • All press releases need to be checked and agreed by emergency services 	HT/DH	
Advise staff on where to direct media enquiries	<ul style="list-style-type: none"> • Ask staff, pupils and parents to avoid speculation when talking to the media • Avoid the spread of misinformation by ensuring individuals are clear on where to direct enquiries • Ensure there is a plan in place to manage any distress that could be caused by ongoing police enquiries, legal proceedings or media attention 	HT/DH	

14. Recovery

Requirement	Other action to take	Responsible person	Completed? (✓)
Recovery Incident			
Nominate an individual to act as the main point of contact for the recovery process	<ul style="list-style-type: none"> • Allocate tasks amongst the different response teams 	HT/DH	
Ensure that post-incident support is available to anyone who requires it	<ul style="list-style-type: none"> • Ensure access is given to educational psychologists • Allow staged returns to school where necessary • Staff member will visit the pupil at home or hospital, if applicable, to determine necessary support 	HT/DH SEND Manager	
Minimise disruption to education	<ul style="list-style-type: none"> • Put arrangements in place for remote learning where possible 	HT/DH SLT Class Teachers SEND Manager	

	<ul style="list-style-type: none"> • Work with school staff to restore the usual school routine as much as possible 		
Work closely with senior incident response team in organising remedial work	<ul style="list-style-type: none"> • Organise remedial work to the school premises • Liaise with insurance companies and other organisations as appropriate • In the event of a public health incident, consider ordering infection control supplies and increasing the cleaning regime 	HT/DH	
Complete any necessary forms or paperwork	<ul style="list-style-type: none"> • Ensure an inventory is held of any equipment that has been damaged or lost • Arrange for important items/documentation to be recovered, replaced or destroyed 	HT/DH Office Staff	
Arrange debriefs	<ul style="list-style-type: none"> • Debriefs should be arranged for all staff, pupils, parents and visitors • Represent the school at other debriefs which may take place 	HT/DH	
Initiate a review of the Business Continuity Plan	<ul style="list-style-type: none"> • Review should be held in conjunction with the different incident response teams to discuss effectiveness and any changes required 	HT/DH	
Consider contacting nearby schools	<ul style="list-style-type: none"> • Inform them of any important issues relating to the incident 	HT/DH	
Resources			
Procure temporary classrooms if required		HT	
Arrange a site visit with relevant personnel involved		HT	

in the recovery phase, e.g. the LA and emergency services			
Welfare			
Introduce a strategy to monitor and support pupils and staff particularly affected by the incident	<ul style="list-style-type: none"> • Ensure all staff are aware of this strategy • Offer pupils and staff the opportunity for psychological support and counselling • Ensure pupils and staff know how to access the above services • Arrange any support required and ensure this is in place for as long as necessary • Ensure pupils have access to areas where they can take a timeout if necessary 	HT/DH SLT Class Teachers SEND Manager	
Consider which pupils need to be briefed, how and who by	<ul style="list-style-type: none"> • Provide opportunities for pupils to discuss their experiences • Ensure all new pupils are made aware of the incident and how the school and/or community were affected 	HT/DH SLT Class Teachers SEND Manager	
Log-keeping			
Collate all incident logs and make copies if necessary		HT/DH SLT SEND Manager Office Staff	
Ensure records are archived securely	<ul style="list-style-type: none"> • Ensure these are available to necessary staff members for future reference 	HT/DH SLT SEND Manager Office Staff	
Communications			
Provide ongoing updates to all pupils and parents	<ul style="list-style-type: none"> • Organise an event for parents to discuss any issues or concerns 	HT/DH SLT SEND Manager	
Assist the business continuity coordinator with providing remote learning, if necessary		HT/DH	

Check that information in the public domain is accurate and up-to-date		HT/DH	
Media Management			
Keep the media informed of developments in the recovery process	<ul style="list-style-type: none"> • Ensure a positive image is maintained • Be aware of the media's interest in memorials or anniversaries of the event 	HT/DH	

Activity Log

Completed by:		Sheet number:	
Incident:			
Time	Log details	Further action required	Signed by

Financial Expenditure Log

Completed by:		Date:		
Incident:				
Time	Details	Cost (£)	Transaction method	Authorised by