Kingsfield First School

Business Continuity Policy (BCP) 2025

The Business Continuity Policy in respect of Kingsfield First School has been discussed and adopted by the Local Advisory Board in Autumn 2025
Chair of Board: *Mr C Clulow*
Responsible *Headteacher – Mrs C Hodson*
Agreed and ratified by the Local Advisory Board on: 01.12.2025
To be reviewed: *December 2026*

Business Continuity Policy

Introduction

An emergency is an event which disrupts the normal running of the school. Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident. An emergency would normally involve threats to the safety, loss of life or destruction of the premises.

Emergencies may happen inside the school or outside it, during the school day or out of hours.
In accordance with Health and Safety statutory requirements it is the responsibility of the school to have a plan in place for responding to emergencies.

Aim

The aim of this plan is to inform staff of their responsibilities and the actions required by staff in response to any given emergency.

Types of Emergency

A major emergency in a school can arise out of many different events, such as:

- a serious accident involving pupils and school personnel on or off the premises
- a violent intrusion onto school premises by malicious person(s), terrorist, either in person or by means of arson or a bomb
- an school building becoming unsafe as a result of fire or structural damage
- a release of hazardous substances (chemicals) near or on the school site
- severe weather such as floods, high winds or extreme storms etc
- epidemic e.g. meningitis, legionnaires disease, flu etc
- the death or major injury of a child, staff member, governor or visitor (through accident, suicide or murder)
- other events may also be deemed to be emergencies in schools because of the impact they have on teachers, pupils or other staff, sometimes for a protracted period of time. Such events could be:
  - an incident in the community which is seen or experienced by pupils or staff
  - an incident affecting relatives of pupils and which is known about within the school
  - an incident affecting a nearby comparable school

The main threats are perceived to be:

- The loss of buildings/parts of buildings by fire, storm, damage etc
- The failure of major utilities – electricity, gas, water
- The loss of school data/records/expertise by fire, storm, theft or loss of key personnel etc
- The loss of equipment, particularly computer equipment, by fire, storm, theft, etc.

Reducing the Impact of an Incident

Fire, Storms etc

All normal procedures must be strictly followed, equipment maintained and serviced in accordance with the manufacturer's instructions in an effort to reduce the impact of an incident. Personnel must be trained on the Emergency evacuation drills which must held regularly (for fire/other emergency)

- Fire extinguishers regularly serviced/inspected
- Fire doors kept shut
- Litter kept to a minimum and bins emptied regularly - rubbish should not be allowed to

accumulate
- Hazardous material must be kept in secure and suitably marked storage
- Buildings kept secure and water tight
- Site kept secure
- Security systems (fire alarms, intruder alarm, access control, CCTV) maintained in good order
- Backup for financial procedures is to be undertaken regularly

Theft: all normal procedures must be regularly followed:

- Buildings and equipment kept secure
- Site kept secure
- Security systems maintained in good order
- Staff vigilance
- Regular inventory checks to be conducted
- Loss of ICT records and information: Daily back up of records are to be kept in a fire proof safe and backed up on central storage. Centrally provided networked data files and software are relatively easily restored with these secure and reliable backup and recovery mechanisms in place.

Loss of key personnel

The Senior Leadership Team (SLT) is to take responsibility in the absence of the Headteacher.

Security of equipment and assets:

This should include:

- All equipment records filed in the relevant asset register and inventories with up-to-date records and values
- Vigilant site and building security

The following people have a copy of the SCHOOL EMERGENCY PLAN:

- The Headteacher
- SLT members
- The Chair of Local Advisory Board
- The Office and Finance Manager
- The Site Supervisor

The full postal address of the school site is:

Kingsfield First School
Gunn Street
Biddulph
Staffordshire
ST8 6AY

IDENTIFIABLE RISKS: These include (but are not limited to), School kitchens, ICT suite, cookery room.

INVENTORY OF USEFUL RESOURCES:

First Aid Kits are to be available in the main Office, kitchen area, cookery room and staff room

Types of emergency

Risks within school site:

- Access by un-authorised person(s). The doors and gates are kept locked whilst staff and pupils are on site and can only be opened manually from within or by using, where fitted, access cards. Fences around the perimeter are high enough to deter easy access to the grounds.

Risks to pupils/staff:

- Records are kept of pupils who are subject to court orders and who may not be approached by named individuals.

Known risks in the community:

- All local academies have a system of informing each other of suspicious or unusual persons in the vicinity of the school or local area.

Pandemic:

A pandemic is always possible. The school has a duty of care towards staff and pupils to ensure that measures are in place to prevent the rapid spread of any infection and to cope with the effects should it be necessary – i.e. closure in the event of too few staff.

In the event of such action being necessary, staff will be texted and updated where possible and local radio will be informed. Parents and carers will be made aware of the issue through local radio and the text message service. They will be advised to look regularly at the school website's and to listen to local radio.

Pupils will be reminded regularly about the need to use tissues and to maintain personal hygiene. Cleaning staff will be made aware of the need to use disinfection products in high use/risk areas.

Action to be taken in the event of an emergency

Emergency Procedures

Phase One:

During School Day

Full emergency procedures are displayed in each room.

- On discovery of a fire the staff member will hit the nearest fire alarm call point and if it is safe to do so, make a brief attempt to put out the fire
- On hearing alarm, a member of office staff will call 999 and request fire brigade and ambulance if necessary
- Staff to give precise details to Headteacher or their nominated replacement
- All adults and pupils to be evacuated to nearest assembly point and a roll call taken –

this is to include visitors
- Administer first aid (if required) - First Aid trained staff only
- Receive emergency services and direct on arrival
- Shut down electricity and gas - Fire Brigade
- Contact Local Authority
- Contact Chair of Board of Trustees

Outside School hours
- Receive call from monitoring station - Emergency key holder
- Contact Headteacher - Emergency key holder
- Arrive at School, call ambulance if required - Emergency key holder
- Communicate with Fire Brigade - Emergency key holder
- Administer first aid if required – Ambulance
- If possible shut down services if it is safe to do so - Fire Brigade and Site Supervisor
- Contact Local Authority and Chair of Governors as soon as practicable -Headteacher

Phase Two
During School Time and Outside School Hours:
- Fire Officer to advise on state of buildings – Business Manager/ Headteacher
- Decide on best course for pupils – Headteacher
- Protect rest of school, staff, visitors – Headteacher

Phase Three
- Set up Disaster Recovery Team meeting time and place – Headteacher
- Contact governors, insurers, press etc as appropriate –Headteacher

Recovery Plan

To follow phases 1 and 2 of the Emergency Procedures.

During this phase the Disaster Recovery Team is responsible for all actions on the site and parts of the site may only be released for school activities after it has been confirmed that it is safe and reasonable to do so. The team will be made up from the following members of staff:
- the Headteacher
- the Assistant Head
- the Senior Officers of the Emergency Services
- Chair of the Local Advisory Board(if present)
- the Local Authority Liaison Officer (if present)
- and any other staff requested by the Headteacher

The Disaster Recovery Team Room will be the Headteacher's office and should contain:
- Note pads, pens, pencils to record all messages received and sent by whatever means
- Operational telephone contact list
- Major incident log
- Nominal roll of employees and pupils or access to this information
- Portable/mobile telephones.

In the event the Headteacher's office is unavailable as a result of the incident an alternative is to be identified following consultation with the emergency services.

Priorities for Disaster Recovery Team

- Establish communications - telephone, fax, etc
- Establish a control room base
- Check all buildings are safe and secure
- Assess damage
- Identify and cordon any unsafe areas
- Liaise with Local Authority officers
- Assess how much of the school can be used, who should use it and when
- Discuss with Local Authority/other school schools availability of temporary accommodation
- Assess equipment shortages
- Look for temporary equipment replacement
- Seek advice from engineers, insurers, loss adjusters, on damage and ways to restore.
- Make (temporary) repairs to consolidate the situation
- Salvage and clean items which can be salvaged
- Make plans for parking/delivery of pupils, etc to site

Procedures

In the first instance, the Headteacher or the nominated replacement will follow the current emergency procedures. This will provide access to the full range of 'in-house' and contract services currently available to our school, covering all aspects of premises and communication support.

Beyond these procedures there are areas essential to the immediate recovery plans for any facilities related crisis/disaster. These include (but are not limited to):

- Accommodation
- Communications
- Utilities
- Furniture
- Security and Security Hardware

Accommodation

In the event of loss of premises, or a part thereof, there will clearly be an immediate need for space in which to house core activities. We will provide for such an occurrence by a number of means:

- Hire of portable accommodation
- Rescheduling the use of existing accommodation
- Short term rentals/leasing/hire of local accommodation through other academies in the immediate vicinity
- The organisation of any alternative accommodation will need to be confirmed/accepted at the time by the Board of Trustees.

Communications

In the event of a crisis/disaster resulting in the failure of existing telecommunication system, the school will use a mobile phones to communicate.

Utilities

Should a Major Incident occur affecting the utility supply to school premises, repairs to those utility supplies would be carried out by the relevant supply authority or contractors. If a heating source to a building is destroyed, arrangements will be made to expedite the repair/replacement as soon

as possible. If necessary temporary heat sources may be hired.

Furniture
If the school furnishings are damaged beyond repair temporary replacements are to be sourced from School storage or local school surplus if available.

Security and Security Hardware
Our school would need to ensure that the affected areas do not present a security loop hole; all damaged windows would need to be boarded and damaged roofing weather proofed. If security fencing is required we would need to ensure the Local Authority is proactive in sourcing the required measures.

Expenditure
The Headteacher will be responsible for authorising any expenditure incurred in connection with an incident and in doing so will ensure that School Financial Regulations and Procurement procedures are complied with.

Information for when there are incidents at Academies
Evacuation from the building - is to the school grounds where classes line up at their usual assembly point.
Sheltering within the School - in the event that we are advised to shelter in the building, the pupils will be accommodated in the school hall which has access to toilets and water. There are chairs for use, and mats for the pupils to lie on if necessary.
Food and water are available in the school kitchen and staff room.

Information for when incidents happen to Staff and Pupils out of School:
On school trips/visits:

- The teacher in charge carries a mobile phone with all emergency numbers needed. The pupils can be easily identified by their school uniform when worn.
- The teacher has a class list with them so they know who is on the trip.
- The teacher carries copies of medical information which can be passed on in the event of a medical emergency.
- The school office has the mobile number of the staff member responsible for the trip as well as other staff on the trip and has contact numbers for all pupils.

Contact List
Staff will communicate via e-mail and the telephone contact list which is updated termly. The Headteacher will be responsible for e-mailing the Local Advisory Board to keep them informed. See Appendix 1 for information.
Information will be issued to key personnel directly involved in recovery / control.
Relatives are informed in liaison with the police.
Announcements as agreed with the Local Advisory Board will be sent to Local Radio and other media. Other parents/carers will be notified through letter/email/text message as appropriate.
The Headteacher should obtain access to records so that the person to be identified in the event of any casualties can be informed. It should be noted that it is the responsibility of the Police to notify these individuals as it is they who will finally prepare the report for H.M. Coroner.

It may be necessary to prepare a statement for issue to the news media and liaise with the media thereafter. (Please see below)

Casualty Management
Following discussions with the Police, it is recognised that upon the confirmation of a death, it is

accepted that the police have established procedures and this task forms part of their statutory duty towards the preparation of the report for H.M. Coroner.

It is the responsibility of the Senior Officer in the Police Communications Centre to decide when the Casualty Bureau should be activated, each incident being assessed individually. In making the decision, consideration is given to the potential number of casualties and/or enquiries regarding casualties. There is no minimum number of casualties. The fact that it is a 'low casualty' incident could generate a significant number of enquiries.

In view of the staff and pupil numbers at our school, an incident would almost certainly generate a number of queries and lead to the activation of the Police Casualty Bureau. The Police will inform the school once they activate the Bureau.

In the early stages, before the Police Casualty Bureau is operational, all staff will defer from offering any information on casualties. This will be the responsibility of the emergency services and the local authority.

Procedures for dealing with the Media

Experience has shown that the publicity effects of a crisis/disaster situation will be instantaneous and could be misleading. If you do not know do not speculate, this can be misconstrued and presented as a fact. A responsible person from the School will be nominated as 'Press Officer' with all media enquires directed to them.

Procedures to deal with Human issues

Incidents will normally affect individuals in one of two ways. There could be incidents which result in the death of a person, or a person suffering an injury or sickness which could prove fatal. Alternatively the 'major incident' itself will have an impact upon an individual or group of individuals.

The response of our school will differ according to the event, but in every circumstance will be directed to the support of the individual and those directly related to that person. The school will seek to work in a sympathetic yet efficient, coordinated manner. To ensure an appropriate response to those incidents resulting in death, or an event or sickness potentially fatal, reference should be made taking Local Authority guidance.

Major Incidents have an impact on people's lives in five main ways:

- It is the emotional consequences of disaster that are most usually discussed, but given the catalogue of practical, psychological and emotional problems facing those affected by disaster, it is perhaps not surprising that considerable strain is often placed upon relationships.
- Consequently relationships will require support, and relatives and partners may need as much support as those directly involved. It is important to recognise at an early stage that long-term commitments need not only to be made but must also to be adhered to.
- The key aspect of the work undertaken in the aftermath of the disaster is simply the process of listening to relatives and survivors' painfully explicit accounts. Not everybody will seek out or accept professional help. The major barriers to accepting or requesting help - recognition, acceptance, worthiness, information, and stigma - have important implications for our school and the running of a post-incident service. The majority will not seek help without being

prompted.

- Practical support is likely to dominate the early stages, together with, or followed by, a strong element of 'personal support': accompanying people to a wide variety of public and private events and adopting a befriending role – essentially 'being there' for people, not just in early days, but later on when other sources of support have disappeared, or when particularly stressful occasions arise. The offer of practical support and help is not seen by most people as threatening.
- External help would be recruited as necessary with guidance from the Local Authority. In the immediate aftermath of an incident there should be no differentiation as to whether an individual was a member of staff, a pupil or a member of the general public.

It is recommended that after a major incident, all staff and pupils should be encouraged to telephone whosoever would be concerned to say that they were safe. This should avoid much unnecessary concern by those people and remove significant potential incoming traffic from parents and relatives.

External Support

The Emergency Services will have been called by school staff or security services prior to the designation of a "Major Incident". Although they will liaise with the Headteacher essentially they will operate under their own command following their own procedures.

The Local Authority is legally required to provide support 'at times of Disaster'. The Local Authority response in such circumstances will be led by:

- Local Authority Emergency Planning Department, which is manned 24 hours, will have been alerted by the emergency services and will implement the relevant Incident Procedure. The Headteacher will be notified by the Police of contacts with telephone numbers.

  The Local Authority response is described as: - Psychological support, which will be provided for the first 72 hours, and depending on the nature of the incident possibly for a longer period. This will in the main be care and counselling for victims and their relatives and friends. This support provision will need to be linked back into the support services available via our school.

- Psychological debriefing - an abrogative not investigative process - for all involved at the scene as rescuers and helpers. This will be provided by staff specially trained for such events. The Emergency Services tend to be self-sufficient in this regard but our school staff and pupils would need to be catered for.

Finance and ICT
In the event of an emergency the cheque books are located in the finance offices.

Only the authorised personnel noted below have access to finance and staff data.

Headteacher
Office and Finance Manager
Clerical Assistants

Please note the Data Protection Act allows disclosure of personal information to other bodies such as the Local Authority etc. Care should be taken when disclosing personal information.

The school is registered under the current Data Protection Act.

All data for management purposes is backed up regularly by the Office and Finance Manager. Back up of records are kept in a fire proof safe. Centrally provided networked data files and software are relatively easily restored with these secure and reliable backup and recovery mechanisms in place.

Antivirus software is installed on computers and is regularly updated from the internet and all staff are aware of the importance of allowing the updates to proceed. The school has Virus protection installed on all computers including the server. If a virus is identified by a computer then this is reported immediately to the ICT team who will take action to remove the virus. The infected computer should not be used until the virus has been removed.

The school regularly down-loads the Windows Update for the server and each computer on the network.

All staff are aware of safe Internet Use and the Acceptable Use instructions.
All computers, printers, equipment etc. are listed on the School Asset Register with serial numbers and other relevant information. These inventories are maintained regularly by the ICT technician/site manager.

Returning to Normal

The SLT will discuss such measures as are deemed necessary in order to restore the school to normality. This will depend upon the type of emergency. It may involve outside agencies, and advice will be sought from the health services, the police, other emergency services and the LA should counselling be required for any member of the school family.