

…those who hope in the LORD will renew their strength.

They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.’ Isaiah 40:31

**connect | nurture | aspire | learn | excel | hope**

****

Charing Church of England Primary School

**School Emergency Management and Business Continuity Plan (SEMBCP)**

|  |  |  |
| --- | --- | --- |
| Document Information | Date/source of Policy | Responsibility |
| Date of review | September 2019 | EHT |
| Date of new review | September 2021 | EHT |

Our Vision -As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future. Everyone is empowered to recognise their God-given potential and to become lifelong learners. We work together to ensure we achieve our aspirations and encourage independence.

***Love Friendship Kindness Truth Hope***

CHARING CP PRIMARY SCHOOL

**School Emergency Management and Business Continuity Plan (SEMBCP)**

|  |  |  |
| --- | --- | --- |
| **School Address** | School Lane  Charing  Ashford Kent  TN27 0JN | |
| **School Contact Number** | 01233 712277 | |
| **Plan Administration** | | |
| Version number | 1 | |
| Date of issue | September 2019 | |
| Electronic copies of this plan are available on | Website | |
| Hard copies of this plan are available from | School office | |
| Location of emergency grab bag(s) | School office. | |
| Date of next review | September 2020 | |
| Person responsible for review | School Business Manager | |
| **Plan Distribution** | | |
| **Name** | **Role** | **Issue Date** |
| **Mrs K Wratten** | **Executive Headteacher** |  |
| **Mr T Bird** | **Headteacher** |  |
| **Mrs R Golden** | **Assistant Headteacher** |  |
| **Mrs S. Sage** | **School Business Manager** |  |
| **Mr D Milham** | **Chair of Governors** |  |
| **Mr Alexandre** | **Caretaker** |  |

***This plan is protected and confidential. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.***

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**SECTION 1 – INTRODUCTION**

**1.1 Aims and Objectives**

# To provide a flexible response to an emergency or disruptive incident so that Charing CP Primary School can:

* minimise the impact of an emergency or major incident,
* ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
* maintain high standards of welfare and duty of care arrangements for pupils, staff and carers,
* ensure that decision making and actions during the emergency situation are properly recorded,
* to minimise educational and administrative disruption within a school,
* to facilitate the return to normal working arrangements at the earliest time.

**1.2 Scope of the Plan**

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

* within the school during the school day,
* to the school outside of school hours,
* on school trips and journeys,
* to pupils on the way to or from school,
* from events immediately outside the school gates,
* from events that adversely affect an area wider that the school itself.

**SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION**

**SECTION 3 – CONTACT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1 School Emergency Management Team (SEMT)** | | | |
| **Name & Title** |  | **24hr Telephone Contact** | **Address** |
| *Executive Headteacher*  *Mrs K Wratten* |  | **All phone numbers are available on SIMS.** |  |
| *Headteacher*  *Mr T Bird* |  | **All phone numbers are available on SIMS.** |  |
| *Assistant Headteacher*  *Mrs R Golden* |  | **All phone numbers are available on SIMS.** |  |
| *Office Administrator Mrs S Halliday* |  | **All phone numbers are available on SIMS.** |  |
| *Site Caretaker*  *Mr C Alexandre* |  | **07376252651** |  |
| *Chair of Governors*  *Mr D Milham* |  |  |  |

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| --- | --- | --- | --- |
| **3.2 Multi Academy Trust - Aquila** | | | |
| **Name & Title** | **24hr Telephone Contact** | **Email** | **Address** |
| Aquila  Chief Operations Officer  Head of Finance & Business Services | 07895 108744  07814 940253 | [awiles@diocant-aquila.org](mailto:awiles@diocant-aquila.org)  [MarianScally@diocant-aquila.org](mailto:MarianScally@diocant-aquila.org) | Unit 33, Folkestone Enterprise Centre  Shearway Business Park  Folkestone, Kent CT19 4RH |
| Duty Emergency Planning Officer | 01622  221 321 | [emergency.planning@kent.gov.uk](mailto:emergency.planning@kent.gov.uk) | Resilience and Emergencies Unit  Kent County Council  Invicta House  Maidstone ME14 1XX |
| Contact Centre | 08458  247 247 |  |  |

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| **3.3 Stakeholders and Extended Services** | | | |
| **Name & Title** |  | **24hr Telephone Contact** | **Address** |
| School Cook |  | TBC |  |
| Catering Company - Nourish Contract Catering | Steve -  Operations Manager | 07813468858 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.4 Other School Staff** | | | |
| **Name & Title** | **24hr Telephone Contact** | **Email** | **Address** |
| All staff details |  | **All phone numbers are available on SIMS.** |  |

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| --- | --- | --- | --- |
| **3.5 Other Organisations** | | | |
| **Name & Title** | **24hr Telephone Contact** | **Email** | **Address** |
| BCTEC | **01634 363585** | **helpdesk@bctec.co.uk** |  |
| SNS | **01843 847208** |  |  |
|  |  |  |  |

**SECTION 4 – MULTI ACADEMY TRUST/LOCAL AUTHORITY SUPPORT NETWORK**

In the event of a school related emergency the proposed arrangement with the MAT - Aquila is:

**Incident Occurs**

Executive Headteacher is notified and School Emergency Management and Business Continuity plan is triggered

**Access the Multi Academy Trust Support Network**

Executive Headteacher calls Aquila Chief Operations Officer 07895 108744

The Area Education Officer may also be notified via the KCC Contact Centre 08458 247 247.

**MAT Support Network will inform**

* Trust Directors
* Trust Heads
* Press Office
* Educational Psychology

**MAT Support Network will standby or deploy SUPPORT TEAM OFFICERS**

COO or DBFS attends site to:

* Assist/advise Executive Headteacher
* Determine support needs
* Take action accordingly

**If you cannot contact the Aquila Chief Operations Officer or the AEO:**

Call KCC Duty Emergency Planning Officer on 01622 221 321

Executive Headteacher:

* Nominates on-site

co-ordinator

* Identifies on-site facilities
* Mobilises on-site team

(if appropriate)

* Informs Chair of Governors

**SECTION 5 – ROLES AND RESPONSIBILITIES**

The following checklist is provided to assist the School Emergency Management Team to carry out their roles and responsibilities once the SEMBCP has been activated. These checklists are a general guide, further actions may be required that are specific to the incident as it occurs.

**5.1 Executive Headteacher**

|  |  |  |
| --- | --- | --- |
| **Action** | **Completed by** | **Time** |
| Activate the School Emergency Management Team. |  |  |
| Commence a log of all action and decisions (see Appendix 1). |  |  |
| Ensure safety/welfare of pupils and all adults in the care of the school. |  |  |
| Identify any vulnerable pupils or adults needing specific support. |  |  |
| Activate the Aquila Support Network. |  |  |
| Decide whether to keep pupils in classrooms and safe areas or consider evacuation (see Appendix 3). |  |  |
| Consider activating school closure arrangements. |  |  |
| Ensure that the SEMT are effectively carrying out their designated roles and responsibilities. |  |  |
| Ensure that the school emergency grab bag has been collected. |  |  |
| Liaise with the emergency services. |  |  |
| Keep staff informed of the situation. |  |  |
| Ensure Chair of Governors is kept informed of the situation and the response arrangements. |  |  |
| Prepare information and advice to parents. |  |  |
| Call meetings of the SEMT as required and ensure that the SEMT and MAT receive regular situation updates. |  |  |
| Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions. |  |  |

**5.2 Headteacher or Assistant Headteacher**

|  |  |  |
| --- | --- | --- |
| **Action** | **Completed by** | **Time** |
| In the absence of the Executive Headteacher adopt their roles and responsibilities. |  |  |
| Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT. |  |  |
| Obtain as much information as possible from the Executive Headteacher about the situation. |  |  |
| Commence a log of all action and decisions. |  |  |
| Lead arrangements to ensure safety/welfare of pupils and all adults in the care of the school. |  |  |
| Lead and direct all school staff to support decisions taken by the Executive Headteacher. |  |  |
| Seek advice from the Executive Headteacher on whether to keep pupils in classrooms and safe areas or consider evacuation. |  |  |
| If directed by the Executive Headteacher – make arrangements for the evacuation of the school to designated evacuation points or back up location. |  |  |
| If directed by the Executive Headteacher – make arrangements to activate closure arrangements. |  |  |
| Keep staff informed. |  |  |
| Assist the Executive Headteacher in providing consistent advice/information to parents. |  |  |
| Attend meetings of the SEMT as required, and ensure that you receive regular situation updates. |  |  |
| Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions. |  |  |

**5.3 Office Administrator**

|  |  |  |
| --- | --- | --- |
| **Action** | **Completed by** | **Time** |
| Obtain as much information as possible from the Executive Headteacher, Headteacher and/or Assistant Headteacher about the situation. |  |  |
| Call emergency services |  |  |
| Collect Emergency Grab Bag /Registers etc |  |  |
| Commence a log of all actions and decisions |  |  |
| Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT. |  |  |
| Support the Executive Headteacher, Headteacher and/or Assistant Headteacher in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP. |  |  |
| Advise the Executive Headteacher, Headteacher and/or Assistant Headteacher if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities. |  |  |
| Ensure copies of the SEMBCP are available for the SEMT. |  |  |
| Ensure that pupil records and registers are available. |  |  |
| Ensure that pupil medical records are available. |  |  |
| Highlight to SEMT any pupils that may need specific support. |  |  |
| Ensure that parental/carer records and contact numbers are available. |  |  |
| Ensure that staff records and contact details are available. |  |  |
| Ensure that the visitor and pupil signing in/out book is available. |  |  |
| Lead the office staff in assisting the SEMT with information needs and the emergency response. |  |  |
| Assist the Executive Headteacher, Headteacher and/or Assistant Headteacher in providing consistent advice/information to parents. |  |  |
| Where possible cancel any planned visitors to the school. |  |  |
| Advise service providers of the interruption to the normal arrangement for provision of goods/services to the school (catering/transport etc). |  |  |
| Attend meetings of the SEMT as required, and ensure that you receive regular situation updates. |  |  |
| Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions. |  |  |

**5.4 Caretaker on Duty**

|  |  |  |
| --- | --- | --- |
| **Action** | **Completed by** | **Time** |
| Obtain as much information as possible from the School business manager about the situation. |  |  |
| Commence a log of all actions and decisions. |  |  |
| Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT. |  |  |
| Ensure that emergency services are able to access the incident quickly and without obstruction. |  |  |
| Ensure all building and gate keys are available. |  |  |
| If required   * Immobilise the gas supply, electricity, oil or water supply (see Appendix 2). |  |  |
| If required assist with evacuation. |  |  |
| Where possible assist with ensuring the security of the school site. |  |  |
| Attend meetings of the SEMT as required, and ensure that you receive regular situation updates. |  |  |
| Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions. |  |  |

**5.5 Chair of Governors**

|  |  |  |
| --- | --- | --- |
| **Action** | **Completed by** | **Time** |
| Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT. |  |  |
| Obtain as much information as possible from the Executive Headteacher, Headteacher and/or Assistant Headteacher about the situation. |  |  |
| Commence log of all actions and decisions. |  |  |
| Assist the Executive Headteacher, Headteacher and/or Assistant Headteacher in providing consistent advice/information to parents. |  |  |
| Attend meetings of the SEMT as required, and ensure that you receive regular situation updates. |  |  |
| Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions. |  |  |

**SECTION 6 – BUSINESS CONTINUITY**

6.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical functions are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some ‘non critical’ functions may need to be suspended at this time.

* 1. **Critical Function Analysis and Recovery Resources**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Function Details** | | | | | **Resource Requirements** | | | | |
|  | **Critical Function** | **MTPD** | **RTO** | **Minimum Service Level** | **Staff** | **Data/**  **Systems** | **Premises** | **Equipment** | **3rd Party Dependencies** |
| *1* | *Deliver a timetable of education for all pupils* | *7 days* | *1 day* | *1 member of qualified teaching staff per 30 pupils with key resources* | *1 member of staff qualified to teach per 30 pupils* | *N/A* | *Heated room with access to water and toilet facilities* | *Tables / chairs / learning resources* | *N/A* |
| *2* | *Maintain Attendance Records* | *7 Days* | *1 day* | *Maintain paper records* | *1 trained member of staff* | *N/A* | *N/A* | *Paper record sheets* | *N/A* |
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* + 1. **Strategies for Continuity of Services**

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| --- | --- | --- |
|  | **Arrangements to manage a loss or shortage of Staff or skills**  ***The Executive Headteacher will consider all of the following:*** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Use of temporary staff e.g. Supply Teachers, Office Staff etc. | Jean Read 01233 610227 |
|  | Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave. |  |
|  | Using different ways of working to allow for reduced workforce, this may include:   * Larger class sizes. * Use of Teaching Assistants, Student Teachers, Learning Mentors etc. * Virtual Learning Environment opportunities. * Pre-prepared educational materials that allow for independent learning. * Team activities and sports to accommodate larger numbers of pupils at once. |  |
|  | Using mutual support agreements with other Schools: emergency secondments. | Kennington CE Academy  Downs View 01233 632339  Towers 01233 634171  Aquila Chief Operations Officer 07895 108744  Head of Finance & Business Services 07814 940253 |
|  | Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc. |  |
| **f.** | As a last resort, providing a child-minding (rather than educational) service using the above volunteers and remaining staff (to less impact on local and wider economy). |  |
|  | **Arrangements to manage loss of technology / communication / data / power** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Back–ups of key school data e.g. CD or Memory Stick back–ups, photocopies stored on and off site, mirrored servers etc. | All data on server is backed up every day which are stores locally. The offsite backup is swapped every 2 weeks and by the BCTEC technician. Contact BCTEC Support Team |
|  | Reverting to paper-based systems e.g. paper registers, whiteboards etc. | Paper registers in use as well as recording on computer |
|  | Flexible lesson plans. | Teachers all have lesson plans on laptops or server |
|  | Emergency generator e.g. Uninterruptible Power Supply (UPS). | Not available (contact Aquila Premises) |
|  | Contact the utility company responsible or appropriate repair contractor. | Site team to carry out |
|  | Emergency lighting. | Available in hall only |
|  | **Arrangements to manage denial of access to your premises or loss of utilities** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Using mutual support agreements with other Schools. | Headteacher, Kennington CE Academy |
|  | Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises. | None |
|  | Virtual Learning Environment opportunities. | Website/KLZ |
|  | Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio. | Use playgrounds, hall, recreation ground, memorial garden depending on where the incident is. |
|  | Off-site activities e.g. swimming, physical activities, school trips. | Risks assessments carried out, parental consent forms completed and children’s records kept on SIMS |
| **f.** | Stagger lessons across break times and lunch to maximise use of available space, and extend the school day to expand the time available in classrooms. | Headteacher to make decisions |
|  | **Arrangements to mitigate the loss of key suppliers, third parties or partners** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Pre-identified alternative suppliers. | N/A |
|  | Ensuring all external providers have business continuity plans in place as part of contract terms. | N/A |
|  | Insurance cover. | EFA RPA membership number 144835 |
|  | Using mutual support agreements with other schools. | Kennington CE Academy |

**SECTION 7 – RECOVERY AND RESUMPTION**

7.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume ‘business as usual’ working practises for the school as quickly as possible. Where the impact of the incident is prolonged, ‘normal’ operations may need to be delivered under new circumstances e.g. from a different location.

**7.2 Recovery and Resumption Actions**

|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED? *(tick/cross as appropriate)*** |
| --- | --- | --- | --- |
|  | Agree and plan the actions required to enable recovery and resumption of normal working practises. | Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated. |  |
|  | Respond to any ongoing and long term support needs of staff and pupils. | Depending on the nature of the incident, the School Emergency Management Team may need to consider the use of Counselling Services. |  |
|  | Once recovery and resumption actions are complete, communicate the return to ‘business as usual’. | Ensure all staff are aware that the SEMBCP is no longer in effect.  This will be done by email/telephone. Inform parents/carers normal working practises have been resumed by website or telephone or Facebook. Inform Aquila. |  |
|  | Carry out a ‘debrief’ of the incident with staff (and possibly with pupils).  Complete a report to document opportunities for improvement and any lessons learnt. | The incident de-brief report should be reviewed by all members of the School Emergency Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school. |  |
|  | Review this SEMBCP in light of lessons learnt from incident and the response to it. | Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan are read by all members of the SEMT. |  |

**APPENDIX 1. SAMPLE LOG SHEET**

|  |  |  |  |
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| **Date** | **Time** | **Action** | **Initials** |
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# APPENDIX 2 - SITE INFORMATION

|  |  |  |
| --- | --- | --- |
| **Utility Supplies** | **Location** | **Notes/instructions for turning off supply** |
| Gas | CORRIDOR BEHIND ICT SUITE, WHITE BOX OUTSIDE HOUSE, INSIDE KITCHEN DOOR (HEAD HEIGHT) GREEN BOX BEHIND CLASS FIELD SIDE. | HANDLE ON METERS |
| Water | YR3 CORRIDOR UNDER MAT, IN FLOWER BEDS BEHIND KITCHEN IN CARPARK | HANDLE ON WATER METER |
| Electricity | CORRIDOR BEHIND ICT SUITE | HANDLE IN CORRIDOR |
| Heating | CARPARK BOILER ROOM  TOP PLAYGROUND BOILER ROOM  BOILER IN OLD HOUSE | BOILER ROOM SWITCHES |

|  |  |  |
| --- | --- | --- |
| **Internal Hazards** | **Location** | **Notes/instructions** |
| Asbestos | BOOK IN MAIN OFFICE | ALL IN BOOK |
| Chemical Store (s) | CLEANING CUPBOARD | DOOR LOCKED KEYS IN UNDERSTAIRS CUPBOARD BY OFFICE |

|  |  |  |
| --- | --- | --- |
| **Pre-designated areas** | **Location** | **Notes/instructions** |
| SEMT briefing area | Executive Headteacher’s office |  |
| Media briefing area | Hall |  |

# APPENDIX 3 - EVACUATION

|  |  |
| --- | --- |
| **Signals** | |
| Signal for fire evacuation | Continuous bell |
| Signal for bomb evacuation | Continuous bell |
| Signal for all-clear | Bell switched off and instructions from Executive Headteacher |

|  |  |
| --- | --- |
| **Assembly points - fire evacuation** | |
| Fire evacuation assembly point A | Upper Playground/Recreation Ground/Memorial Gardens/Downs View depending on location of fire |
| Fire evacuation assembly point B | Lower Playground/Recreation Ground/Memorial Gardens/Downs View depending on location of fire |

|  |  |
| --- | --- |
| **Assembly points - bomb evacuation** | |
| Bomb evacuation assembly point A | Upper Playground/Recreation Ground/Memorial Gardens/Downs View depending on location of bomb |
| Bomb evacuation assembly point B | Lower Playground/Recreation Ground/Memorial Gardens/Downs View depending on location of bomb |

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school).

|  |  |
| --- | --- |
| **Pre-identified buddy school / place of safety / rest centre** | |
| Name of premise | Downs View Infant School |
| Type of premise | School |
| Contact name and details of key holder(s) | Headteacher |
| Address | Ball Lane, Kennington |
| Directions / map | Opposite Kennington Academy |
| Est. travel time (walking, with pupils) | 2 minutes |
| Facilities / resources | Normal school facilities |

|  |  |
| --- | --- |
| **School Closure** | **www.kentclosures.co.uk** |
| Email | Held by Headteacher/Assistant |
| Password | Held by Headteacher/Assistant |

# APPENDIX 4 – REST CENTRE

Not applicable as Charing CE Primary School is not a registered Rest Centre.