

BUSINESS CONTINUITY PLAN

Scalby Learning Trust

General Statement

This plan has been developed to be used in conjunction with NYCC's School Emergency Response Guide which is utilised by all the Trust's schools

Each Trust school is to publish and review its own Business Continuity Plan. While this policy will be based on the NYCC template to ensure consistency across organisations, it will be subject to contextual changes pertaining to each individual site.

In the event of an emergency at any of the school's sites, the Headteacher should inform the CEO and Chair of the Local Governing board as well as the local authority, as soon as it is safe and practicable to do so.

As Scalby Learning Trust's staff are based on the Scalby School site, this plan will be used in consultation with Scalby School's Headteacher who is responsible for the safety of the school site and its possible closure. The Headteacher's decision making will be guided by the NYCC Business Continuity Plan.

Objectives

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

The most likely scenarios in such an event are:

- Loss of whole premises for an extended period through fire or flood or Storm Damage.
- Partial loss of premises, through fire, flood, Storm Damage i.e. loss of a classroom or Admin Offices.
- Large scale loss of property and equipment through fire, flood or theft, particularly IT equipment.
- Loss of information through a catastrophic IT failure.
- Mass unavailability of staff e.g. pandemic.
- Temporary Closure at Short notice (due to severe weather or loss of utilities etc.)

The School Emergency Response Guide details relevant actions to take and the various people and agencies that school should co-ordinate with in the event of an emergency situation arising,

and deals with specific issues such as Bomb Threats, Bereavement, Snow Closures, etc. **The Emergency Response Guide is located in the Finance Director's office.**

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

Procedures

In the event of ANY critical incident on site the following steps should be followed:

Step 1 – Continually assess the situation for the level of impact.

Step 2 - Ensure that all persons are not in any imminent danger.

Step 3 - Call for support:

- Dial 999, if appropriate OR

During office hours

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

Out of office hours

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

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

Step 4 - ensure that you:

- Log all communications and actions as and when required as evidence.
- Assemble the Emergency Management Team and relieve them of their normal duties. (See Appendix 1 below for details).
- Refer to the full list of emergency contact numbers.

Where possible, try to avoid closing and try to maintain normal routines.

Where Adverse Public Interest has arisen, the Headteacher, SLT or SEMT should immediately seek advice from the NYCC Emergency Planning Unit using the numbers shown above.

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

1. Loss of Premises through Fire or Flood

It is anticipated that the organisation would not be able to influence the outcome of this eventuality

and that matters would be taken over by the NYCC Emergency Planning Unit. This would probably involve the sourcing and fitting out of alternative temporary premises pending a re-build of the building.

Should there be a need to evacuate the site it is envisaged that following normal evacuation procedures **Trust staff would re-locate to the Newby & Scalby Primary School site CPD room.**

2. Partial Loss of Premises

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

The organisation would again liaise closely with the NYCC Emergency Planning Unit and their Insurers, but would also anticipate assistance in establishing temporary accommodation arrangements in the short term where possible in conjunction with the NYCC Emergency Planning Unit **and their other school sites, principally Newby & Scalby because it is the closest geographically.**

It would be the intention, in the first instance, to designate temporary areas. For example, if an area was temporarily out of use a further area would be used, that has computer access and also visitors can be let in to the building safely and securely.

3. Large Scale Property Loss, Particularly IT Equipment

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

Due to the layout and size of the building it may be that certain areas would still be in use whilst some areas closed and if so maybe utilised in the short to medium term.

In liaison with the NYCC Emergency Planning Unit, their Insurers and ICT Services it is anticipated that being able to re-order and replace lost items as a matter of urgency will be a priority and would expect to be back up and running within at least one month, if not sooner.

A partial loss only of equipment would be accommodated by a re-distribution of remaining resources and loaned items may be made available.

Several electronic copies and a hard copy of the inventory are kept.

Wi-Fi, laptops and iPads / tablets could be used if a loss of hard-wiring is unavailable through a power surge.

The recovery plan will be formulated by the Trust ICT Manager.

4. Loss of Information Through Catastrophic IT Failure

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

Backups

Backups are performed on the network (curriculum server each day as a matter of course). They are recorded on tapes (a separate one for each day), and kept securely away from the server in

a cabinet that is locked in a secure area.

5. Mass Unavailability of Staff (e.g. Pandemic)

It is likely that in such a scenario the organisation may not be the only one affected.

In the first instance advice will be available from the on-call Assistant Director, from NYCC Children & Young People's Service or the Health & Safety Risk Manager at NYCC and the local Public Health England, (telephone numbers available in within the emergency response folder.

Once advice had been obtained and passed on to parents as appropriate the organisation will then need to consider the opening/closing arrangements having regard to ensuring the safety of all pupils and existing staff, visitors, contractors on the premises.

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

- Recently retired staff still covered by DBS/safer recruitment requirements used as available.
- Other Supply Agencies

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

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

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

The organisation may decide that in the interests of safety it is appropriate to send **employees** home early.

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

The priority of the organisation will be to inform staff of any closure as soon as is possible.

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

- All staff will be informed verbally if during the day and by personal telephone call if at another time.
- The LA will be informed by phone call or email by the Responsible Person (see separate information attached).
- Local Radio will be informed of the circumstances.

Signed:	David Read (approved 20.05.20 by Board of Trustees)
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Date:	20.05.20
Review Date:	20.05.21

APPENDIX 1

EMERGENCY MANAGEMENT TEAM & ROLES

Emergency Management Team consists of:

Name	Role
Chief Executive Officer	Person responsible
Finance Director	Deputy person responsible
Trust ICT Manager	ICT maintenance and security.

Roles	In School Hours	Out of School Hours
Person Responsible	Assess and authorise any Trust staff closure in consultation with the Headteacher of the school who will make the decision regarding the safety of the site.	To assess and authorise any closure for Trust staff Contact Emergency Management Team Contact relevant Officers at LA Inform Chair of Trustees

APPENDIX 2

NYCC CYPS - UNAVOIDABLE CLOSURE CHECKLIST

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

Closure of the site will be co-ordinated with the Headteacher who will use his own Emergency Plan to contact the relevant people such as parents and organisations such as the Local Authority.

Action 1 – Inform staff

1.1 Inform staff by your normal channels. This may be by letter (if you have more than 24 hours' notice of a closure), **email**, text message, website, telephone and or by the local radio. The following radio stations will make announcements and, in the case of BBC Radio York, will update their web pages throughout the day. Remember you will need to have the password.

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

<u>Outside Office Hours</u>		
Emergency repairs not covered specifically by the two providers below AND all major emergency incidents (e.g. flood, storm)	NYCC Property Service Major Emergency out of hours	01609 772062
Fire alarms, emergency lighting, stair lifts & hoists, lifts, security alarms, emergency generators, automatic & roller doors/stage lighting	Express Elevators	0845 130 7373
Oil, gas & solid fuel heating, kitchen extract, thermostatic mixing valves, air conditioning, fan convactor waste disposal units, fume cupboards, dust, chip and heat extraction)	HCS Mechanical Services	01609 773 999

If you are unable to contact any of the three providers above for emergency building repairs outside of normal office hours	Message Pad – emergency out of hours	0800 093 0537
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