



BUSINESS CONTINUITY PLAN

Agreed by the Governing Body on:18.03.2025.....

Signed:
(Chair of Governors)

Date Reviewed:18.03.2025.....

To be reviewed annually.

Review date:19.03.2026.....

Table of Contents

INTRODUCTION	3
RATIONALE	3
RESPONSIBILITIES	3
AIM	3
COMMUNICATION FOLLOWING AN INCIDENT	4
PHASE I (Strategic):.....	5
PHASE II (Tactical):.....	9
PHASE III (Operational):	10
Annex 1: REMOTE LEARNING PLAN.....	13
Annex 2: CONTACT LIST (Support)	16

INTRODUCTION

RATIONALE

The purpose of the Business Continuity Plan (BCP) is to consider various types of emergency situations, assess how the school and service is able to deal with a crisis and to plan for continuing delivery or resumption of the school's services as soon as possible.

A Risk Register of potential incidents has been compiled and is reviewed by the Governing Body once a year. BCP provides contingency arrangements which may be implemented when other controls fail to adequately address the risks to which the school is exposed.

The BCP relates to:

1. **PREMISES** - loss or damage to premises e.g. burning down, flooding, or loss of utilities rendering the building uninhabitable
2. **STAFFING** – insufficient staff due to injury/illness (e.g. pandemic) or industrial action
3. **ENVIRONMENTAL / CLIMATIC EVENTS** – e.g. “snow days”
4. **PROPERTY / EQUIPMENT** - large scale loss through fire or theft
5. **INFORMATION/RECORDS** – loss through theft or catastrophic failure of IT systems

RESPONSIBILITIES

The responsibility for maintaining a current and effective BCP rests with the Governing Body and Headteacher who are also responsible for its effective implementation when needed.

Day-to-day maintenance, management and review of the plan are the responsibility of the School's BCP Officers: Headteacher and Bursar.

It is the Headteacher's responsibility to ensure that all staff are aware of the BCP and that those designated to carry out actions when the plan is implemented are adequately briefed, trained and competent to perform their tasks.

AIM

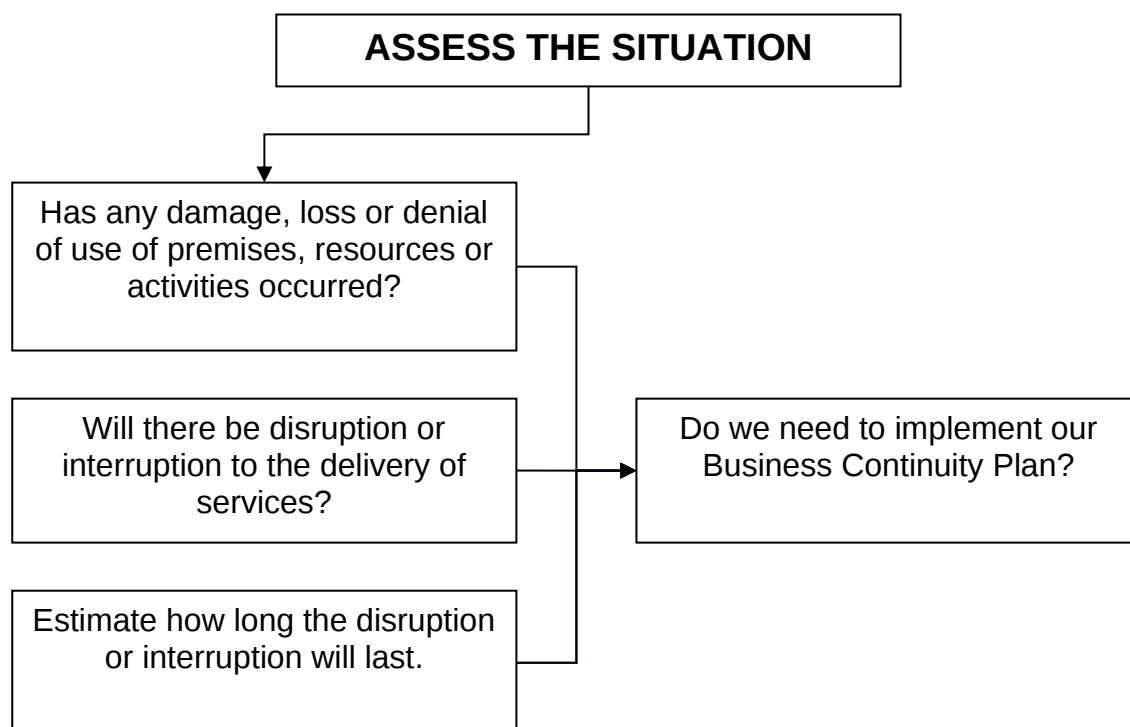
The School has in place an EMERGENCY EVACUATION PLAN for critical incidents - in all rooms and critical incident plan in secretaries office.

This plan should be followed in the first instance. The BCP is intended to plan for dealing with the longer term impacts and effects of a critical incident.

COMMUNICATION FOLLOWING AN INCIDENT

One of the highest priorities, following the safe evacuation of staff and pupils from the building, will be to re-establish communication with key stakeholders - including parents and carers. The school subscribes to "Group Call" for sending text messages. It also has a website where upon opening the site a pop up box appears with any important information. The effective management of BCP will depend upon establishing these lines of communication immediately following an incident – using the resources of another location. In the case of Walmley Junior School the nearest location is Walmley Infant school or the Deanery School in the case of the Infant school being similarly affected.

PHASE I (Strategic): ASSESS THE SITUATION



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school based services:

Critical Function	Description
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Year 3 to Year 6 approx 360 children).
Support staff	The provision of sufficient experienced support staff to provide safe supervision and assist in the education of pupils and running of establishment services including extended services.
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements, health & safety legislation etc.
Catering facilities and staff	The provision of suitable catering facilities to enable the preparation of school meals including free school meals. The provision of suitably trained catering staff to prepare school meals to national standards.

Utilities-gas	The supply of gas to enable the heating of premises and preparation of school meals etc.
Utilities-water	The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing etc.
Utilities-electric	The supply of electricity to enable ICT systems to run, lighting of premises, etc.
Provision of ICT education	The provision of ICT to deliver education and communication.
Provision of ICT administrative (network)	The provision of ICT to support essential school management functions – via access to the shared network.
Provision of ICT (local PC's)	The function of local PC's and data.
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within the establishment.
Provision of Cleaning	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal.

The '**Maximum Tolerable Period of Disruption**' (MTPD) has been determined by the Governing Body and Headteacher based upon whether an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function:

CRITICAL FUNCTION	MTPD	Level of Impact	NOTES
Teaching Staff	2 days	VS	Very Significant Impact. Lack of sufficient staff to provide safe supervision would have an immediate impact upon service delivery.
Support Staff	1 week	S	Significant Impact. Lack of sufficient staff to provide safe supervision would have immediate impact upon service delivery.
Premises	1 week	VS	Damage to premises and utilities or denial of access to premises will have a Very Significant Impact if lasting for more than 1 week.
Catering	1 week	MOD	Loss of normal catering arrangements would mean the delivery of alternative cold meals. Catering contractor to have in place appropriate BCP.

CRITICAL FUNCTION	MTPD	Level of Impact	NOTES
Utilities	1 week	S	Loss of utilities, depending on circumstances may result in immediate school closure, depending on circumstances and seasonal factors (e.g. summer or winter). Such closure will have a significant impact after 1 week similar to loss of use/denial of access to premises.
ICT Education	2 weeks	MOD	Although disruptive it would be possible to continue education.
ICT Administration	2 days	S	Loss of access to network is less critical so long as access is retained to locally stored backups of critical data.
Records and Information	1 month	S	Dependent upon the amount of data lost and how much recoverable.
Cleaning	2 days	M	This would become an immediate H&S risk but alternative arrangements could be put in place fairly quickly.

Below are some guidelines as to the impact levels

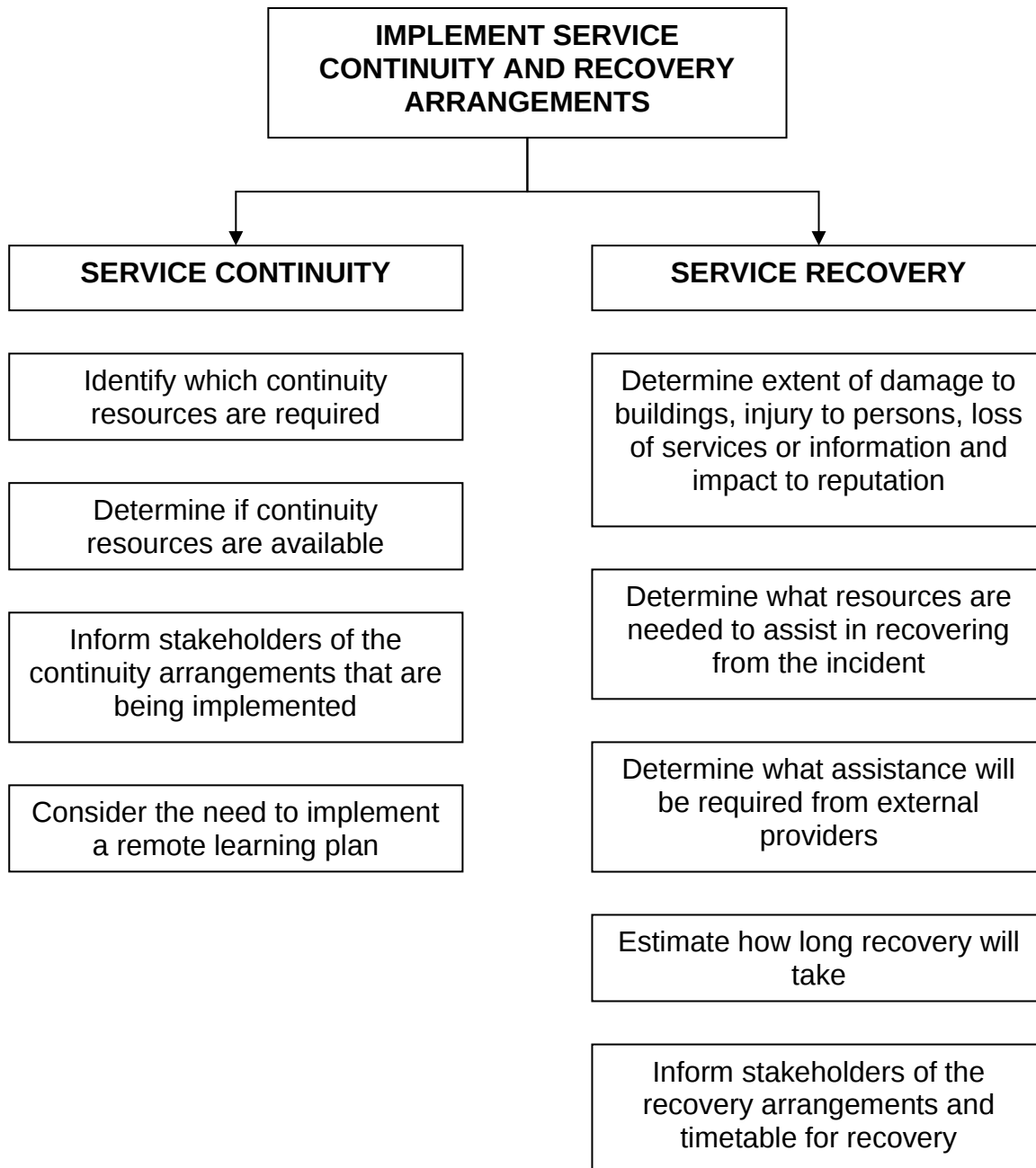
Category	Descriptor
Insignificant (i)	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP.
Minor (M)	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP.
Moderate (MOD)	There is thought to be some impact on some areas. This may require the implementation of BCP if the impact is considered to affect critical areas such as education or child well-being.
Significant (S)	A significant impact in a number of areas that warrants the implementation of the BCP.
Very Significant (VS)	The impact is severe with major detrimental impact on education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment, Children's Services and Council. Immediate implementation of BCP.

Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Descriptor
Education	Impacts on education may include loss of large number of days of teaching, disruption to education, loss of work and assessments.
Child welfare/well-being	Impacts on a child may include physical impacts (e.g. hunger, cold etc), psychological impacts (e.g. loss of accumulated work, adjustment to change of surroundings, routine, personnel), behaviour, future prospects and educational abilities.
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment and BCC Children's Services.
Statutory Compliance	Statutory compliance may include duty of care, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc.
Reputation	Reputation may be the reputation to the establishment and BCC Children's Services.
Extended Services	Extended services may include Outreach, After School Clubs and Playschemes.
Staff	Impacts on staff can be financial, physical, psychological.

PHASE II (Tactical): IMPLEMENT BUSINESS CONTINUITY PLAN

The Governing Body in consultation with the Headteacher and Local Authority will decide upon the tasks required to be undertaken in response to the scenario that exists following the BCP incident.



PHASE III (Operational): SERVICE CONTINUITY ARRANGEMENTS

The school's staff, supported by the local authority and other external agencies as specified below, will implement the contingency arrangements specified below and in accordance with direction of the Governing Body and Headteacher.

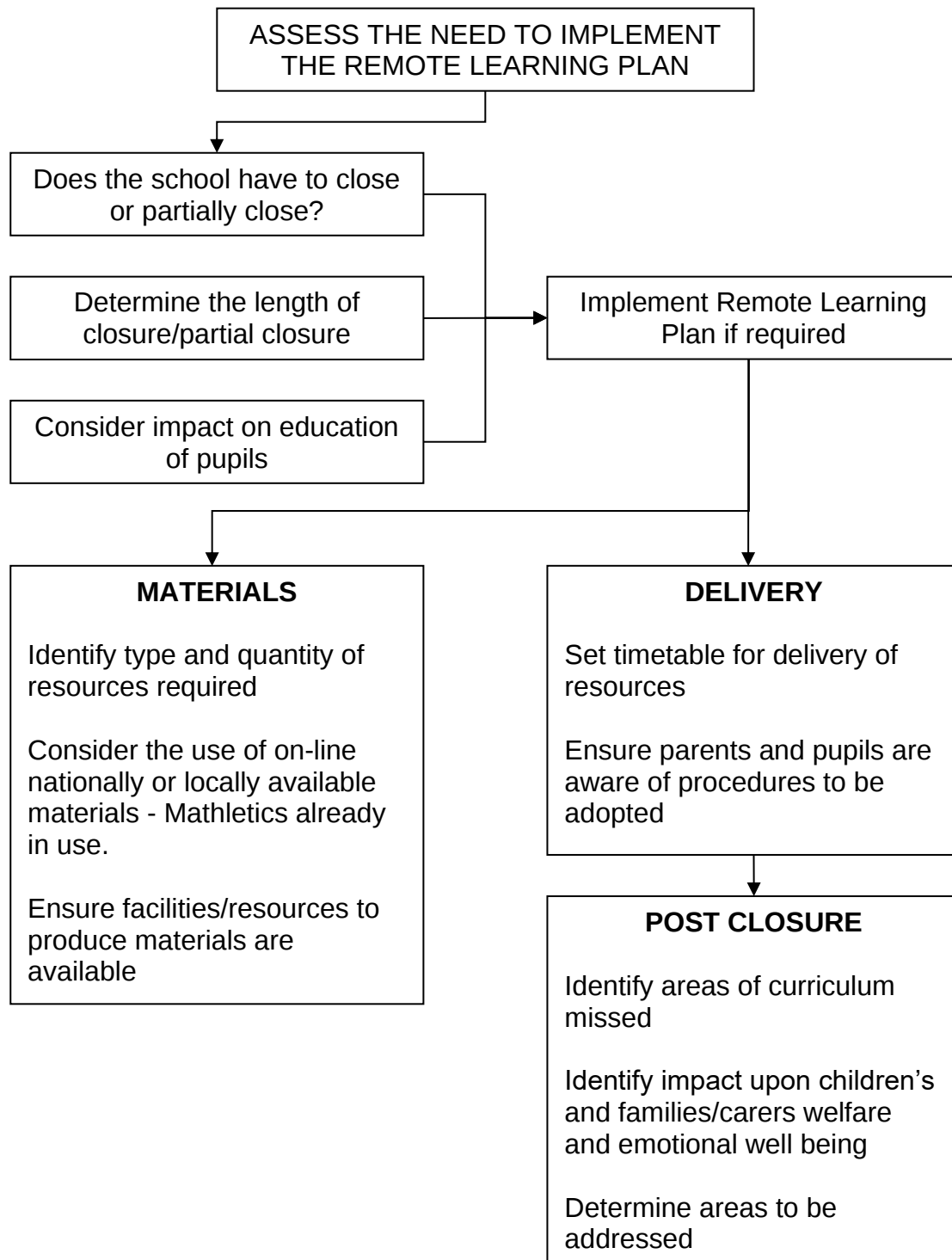
RESOURCE LOSS - STAFFING	CONTINGENCY REQUIREMENT
Headteacher	An Assistant Headteacher to step up to Headteacher. Chair of Governors and BCC to be advised.
Assistants Headteacher	Two Assistant Headteachers
Bursar	Support to be purchased from School Finance Services who already act in an advisory capacity and are aware of the financial position. Finance Clerical Officer to provide cover with support from SFS
School Data and Administration Manager	School Bursar with support from Link2ICT and IT Consultant
Teaching staff	Cover initially by other teaching or cover staff. Longer term absences by Agency Teachers or by short term contract
Learning Support Staff	Cover by additional hours for LSAs or by Agency Staff.
Technicians	Initial support from Link2ICT or ICT Consultant. Longer term cover – expertise to be purchased in from IT Contractors or similar company.
Administrative Support Staff	Initial cover to be provided by additional hours for available staff or by Teaching and Learning Support Staff familiar with the school's routines. Longer term cover by Agency staff. Finance back up can be purchased from School Finance Services
Caretaking Staff	Initial cover to be provided by BCC supply service. Purchase in handyman (contractor) as required or agency
Cleaning	Initial cover to be provided by additional hours for available staff. Cover with Agency Cleaners as necessary. Tame Cleaning to support.
Catering	Sue Pawley to provide cover or advice. Packed lunches to be sent in with children if necessary.

RESOURCE LOSS - PREMISES	CONTINGENCY REQUIREMENT
Denial of use of whole site. Examples: • uninhabitable (fire, flood) • extended denial of use due to utility failure.	Scenario-specific! • Up to 2 days to recover premises – close school. • Up to 5 days – close school – implement remote learning where applicable. • Over 5 days – liaise with Children’s Services to identify alternative arrangements. • Ask Deanery/Infants and Minworth to provide temporary cover-children in halls or spare spaces. • Contact Insurance Company to instigate process for installing portakabins on school field (plenty of external space to accommodate portakabins)
Damage/partial denial of use of classroom(s) and/or associated contents	Relocate class(es) to alternative usable area – e.g. ICT suites, Earlybirds Hall, Breakout rooms. • If appropriate divide into smaller groups. • Redistribute resources across school. • If necessary request loan of furniture from local school/BCC.
Damage/denial of use of ICT room and/or associated contents	Relocate class(es) to alternative usable area – e.g. Green Room, hall etc. • If appropriate divide into smaller groups. • Redistribute ICT resources from other areas within the school. • If necessary request loan of ICT equipment from local school/BCC
Damage/denial of use of administrative areas and/or associated contents	Headteacher/DHT Office : Use PPA area as a base. Confidential information stored on encrypted portable hard drives (including copy held securely offsite by remote backup). • Access to emails via Internet. • Reception: Foyer to be used as temporary reception. If Foyer not accessible a temporary reception could be set up in the Earlybirds entrance (with access via the playground). Pedestrian gate will have to remain open. • Main Admin Office: Key Admin Staff to use ICT Suite or laptop computers. • Could also request space in infant building. • Electronic Records: Information stored on encrypted portable hard drives or on remote backup • Children’s Files: Essential data can be rebuilt from electronic backups. • Lunch Records: all held in electronic backup of database.

Damage/denial of use of some common areas (e.g. halls for dinners/gym)	Dining Hall : Relocate into Earlybirds' hall or classrooms as appropriate. Gym: Use alternative hall as appropriate.
RESOURCE LOSS - SERVICES	CONTINGENCY REQUIREMENT
Loss of utilities (gas, electric, water)	Assess impact and whether building should be closed. Liaise with relevant utility to effect resumption of service.
Damage/denial of use of catering facilities	Revert to Catering Management Consultancy contingency plans.
No catering staff	Catering Management Consultancy contingency plans. Children to bring own packed lunch if necessary.
Loss of telephony system	Use "Groupcall" to send text message (SMS) to all parents and staff with alternative Mobile Numbers. Use Website to communicate further information as appropriate to the scenario. Display information on "A-Boards" at school entrance.
Loss of I.T servers/software	Server is fully backed up. Jack Orton, IT Consultant and Link2ICT to resolve.
Loss of I.T hardware	Replace a.s.a.p.
Loss or damage to paper files (including administrative records, children's' records and work)	These files generally provide easy access to documents otherwise held electronically. In exceptional cases, where documents cannot be restored from other sources, some documents (i.e. forms requiring parental signatures) may need to be re-created.

Annex 1: REMOTE LEARNING PLAN

The Remote Learning Plan is activated in scenarios resulting in denial of use of the school premises for a period in excess of 5 days – or as otherwise directed by the Governing Body and Headteacher.



REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ALTERNATIVE SITE	In conjunction with Children's Services, identify an alternative site(s) where the remote learning could be carried out (e.g. material preparation, delivery and support). Materials could be prepared centrally from another school or LA building. Person(s) Responsible : Headteacher
HEALTHY & SAFETY REQUIREMENTS	Carry out Risk Assessments of any alternative accommodation. Person(s) Responsible : Health & Safety group
TRANSPORT	Liaise with parents to organise transport to and from alternative accommodation if applicable. Person(s) Responsible: Assistant Headteacher
ELECTRONIC LEARNING ONLY	Determine how many pupils have access to I.T facilities / IT equipment.
	Consider the option of loaning equipment to pupils.
	Can pupils gain access through other means?
	Ensure electronic learning platforms are secure and protected from viruses.
	Can access be gained to the learning platform away from the school (if school access is denied)?
MATERIAL PREPARATION	• Identify any core materials that can be developed and stored in advance of an incident? • Identify how much material has to be prepared to enable 1 weeks' worth of remote learning (general materials) • Ensure materials can be stored electronically and accessed off-site in case access to the school is denied

	• Identify the person(s) responsible for developing learning materials now and during any period of closure • Do these persons require any training (e.g. on electronic systems) • (If yes detail below training requirements) • Identify delivery and collection methods
FAMILY / CARER SUPPORT	Contact Social Services to advise of any support require for Families and Carers of Pupils during disruption. Person(s) Responsible : Headteacher / Assistant Headteachers
OUTREACH SERVICE	N/A Person Responsible : Inclusion Manager
INFORMATION	Ensure all stakeholders are kept fully advised. Person(s) Responsible: Children's Services, Governing Body, Headteacher

Annex 2: CONTACT LIST (Support)

The contact list is the section of the plan most liable to frequent change. The list should be reviewed for accuracy at six monthly intervals and should otherwise be subject to daily revision as changes to personnel or their contact numbers are advised. (Accountable: School Business Manager)

CONTACT	NAME	TELEPHONE NUMBER/S
MAJOR INCIDENTS School and Governor Support	School and Governor Support	During working hours: 07516 031742 / 07881 617187 07912 793437
Business Continuity Manager	Headteacher or Bursar	Headteacher 07834 268567 Bursar 07711 035620
Insurance Service	Claire Robinson (Zurich) Relationship Manager	Policy No : KSC-242095-0423 Claire Robinson : 07875 887 866 Out of Hours Emergency : 0800 028 0336
Building Technical Services	Building Site Supervisor	07974 020763 / 07749 637811
Security Alarms	ADT Security Systems	0344 800 1999 Contract number MR 1079
Electricity :-	Crown Gas & Power	0161 762 7744 Report a power cut : 105 Site Reference No : CQ098079 Mpan No: S14 2065 6100 005 Meter Serial No : EM24D26733
Electrical contractor	Parton Electrical (Damian)	07852 941904 0121 820 7477
Fire Alarms – Multi Alarm Systems	Justice Fire & Security – Fire Alarm ADT – Intruder Alarm and Red Care	Justice Fire & Security 0845 468 0927 (Site ID 7974) Contract Number WAL82 ADT 0344 800 1999 Contract number MR 1079
Gas:	SEFE Energy (Apr 2024)	Gas leak: 0800 111 999 Customer Serv: 0161 837 3395 Customer Ref: AG06243140 Meter Serial No: M040K0138611D6 Meter Point Ref: 22108907
Heating contractor	Complete Construction 3D Facilites	07966 969299 0121 321 2244
Water	Water2business	Account Number: w2b000249

		0345 600 2600 (quote Zenergi)
Legionella Testing	3D Facilities	0121 321 2244
ICT	Entrust (SIMs/FMS), ICT Technician, IT Support	Entrust : 0121 303 5100 ICT Support : Edit Ltd 0330 1271 888
Groupcall	Groupcall Messenger	020 8506 6100
Staff Agencies – Teaching	ABC Teachers Zest Education	0121 274 0345 Jack Baugh 0121 803 8880 Liam Fitzpatrick
Press Office	Duty Officers	Working Hours: 0121 303 3287 (voicemail with option to be put through to duty press officer) Press.office@birmingham.gov.uk
Chair Of Governors	Patricia Colden	07714 756850
Catering Services	Catering Management Consultants Ltd (Sue Pawley)	07815 130198 01254 351887
Finance Assistance	Walmley Infant School (Neil Pettitt) Schools Financial Services (Tom Clarke)	WIS 0121 313 1355 SFS 0121 303 2675 Emergency: 07584 480546
Tree Surgeon	Countrywide Grounds Maintenance Ltd	Richard Goodwin 07415983131
Other establishments	Jayne Luckett Helen Murphy	Deanery: (0121 351 6441) Walmley Inf: (0121 351 1355)
Good Hope hospital A&E	Postcode: B75 7RR	0121 424 2000