

MARLFIELDS PRIMARY ACADEMY

Business Continuity Plan

For

Disaster Recovery in the event of a Critical Incident

Policy Author (s)	Mrs S Isherwood
Responsible Committee	Resources
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Chair of Governors Signature	
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Review Month	May
Academy Website	

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1.0 Introduction

This Marfields Academy Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with:

- The matching Marfields Financial Business Continuity Plan
- The Academy's fire evacuation plan (the operation of which does not necessarily activate the BCP).

2.0 Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3.0 General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Teams and the Academy Trust Board.

3.2 Associated Documents/information

Associated Documents include:

- Marfields Financial Business Continuity Plan
- Fire Evacuation Plans
- Fire Risk Assessment
- Snow Chain

3.3 Emergency Contact Information

An emergency information pack is kept at reception in the main Academy office and includes:

- Copies of this document
- The snow chain

Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS.

4.0 Strategy

If a disaster is declared by Marlfields Academy's Principal or their deputy and/or Marlfields Academy's Board of Governance, the Marlfields Business Continuity Plan will be activated.

Staff communication will be via email and the website if this is operable, or by use of the snow plan telephone lists if not.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Director of Children's Services office, Cheshire East
- Buildings Team
- Press Office
- Health and Safety Advisors
- Health and Safety Executive (HSE)
- Insurance Advisors
- Local Police
- Local Fire Service

5.0 Roles and Responsibilities

5.1 *Principal or their Deputy*

The Principal is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the Marlfields Board of Governance if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated.
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DfE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the School Business Manager for updates.

5.2 *Incident Management Team (IMT)*

Lead by the Principal, the Incident Management Team includes the Senior Leadership Team, and the Marlfields Site Manager. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Principal (or their Deputy) to restore normal conditions as soon as possible.

5.3 *Staff*

Staff are required to co-operate with the IMT in support of the BCP.

If staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.0 Procedure for Closing the Academy

6.1 Closure in advance of a School day

The school can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Principal or their Deputy
2. Notification of a school closure using the Local Authority On-line website (actioned by – Admin).
3. Implementing the school staff ‘snow chain’ (actioned by – Senior Leadership Team)
4. Recording the closure on the home page of the school website (actioned by – Admin)
5. Sending out text messages via the Text to parents system to all parents (actioned by – Admin).

6.2 Closure during a School Day

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

1. Closure authorised by the Principal or their Deputy on the basis that students with parental authorisation may make their way home by themselves. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - a. Parental authorisation can be provided by text message or email from a parental phone number or email address directly to the student’s phone and seen (and recorded) by a member of staff
 - b. Consider use of Places of Safety (as described below).
2. Notification of the school closure using the website (actioned by – Admin).
3. Recording the closure on the home page of the school website (actioned by – Admin)
4. Sending out text messages to all parents via Text to parents and email system (actioned by – Admin).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly points. If these are not useable staff will escort students to the secondary assembly points.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of Astbury Mere from where they can be collected.

7.0 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a ‘lockdown’.

If a lockdown is declared:

- The Marfields Academy Site Manager will be advised to implement the lockdown via word-of-mouth.

- The IMT will communicate via Marlfields Academy communication tree.
- The school will be advised that it is in 'lockdown' by word-of-mouth or by announcement via the building's public address system.
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons will be advised to return to the classroom – if not safe to do so they will make their way to the emergency gathering points.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises (3 gates)
- The following doors will then be locked:
 - Main building front entrances (1)

Note that the other external doors to the buildings cannot be opened from the outside.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor Academy entrances via CCTV, and discretely from the side windows. The gates should only be opened by Marlfields Academy when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 Silent Evacuation

Staff will be aware that the majority of fire escapes are only accessible when the fire alarm releases the Maglocks to open doors. The building is also equipped with a single release that will free Maglocks without the need for the fire alarm. This provision is available if it ever became necessary to complete a silent evacuation. Doors will be released by Marlfields Academy following an instruction from IMT. Notification of a silent evacuation would be made by word-of-mouth.

9.0 Business Recovery in the Event of a Loss of Buildings or Site Space

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the PFI Contractor and Cheshire East. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the School and Academy Trust for which it holds insurance (see below).

9.2 Insurance

The schools hold insurance to the value of unlimited claim amount to cover the cost of temporary accommodation.

9.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with RPA through the DfE agreement.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Two possible locations that have been identified for consideration should temporary accommodation / buildings need to be sited are:

Erecting additional buildings on our current campus site will always be the preferred solution.

10.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is a serious reality.

In the event of mass staff illness, the IMT will shut the school to students using the same procedures described above.

11.0 Other Threats

The following Other Threats have been considered:

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – Marlfields Academy are unable to provide buildings or ICT support
- Key Supplier Failure other than Marlfields Academy – Catering, transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes by staff
- Terrorist Attack or Threat

12.0 Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1. Mobiles will be used to continue with communication	Office Staff	
Finance Process Breakdown – payments to staff & suppliers fail	1. If FO officer off – supply purchased to ensure process continue	Agency staff	
Utilities / Energy Supply failure	1. Services to be restored by main suppliers asap. 2. If delayed then alternative premises sought.	SMT	
Building Loss – partial or complete (Fire, Flood etc.)	1. Temporary accommodation on site 2. Other premises sought – support from local school partnership.	SMT	
Building Denial leading to short term lack of access	1. Temporary accommodation sort. 2. Other premises sought – support from local school partnership	SMT	
Service Delivery Loss of General Nature Marlfields Academy are unable to provide buildings or ICT support	1. Temporary accommodation/services used	SMT	
Key Supplier Failure other than Marlfields Academy – e.g. Catering, transport	1. Children encouraged to bring packed lunches. 2. New cook/supplier found asap 3. Compensation for lack of service sort.	Parents/Staff Admin	
Evacuation due to Nearby Incident	1. As procedure	SMT	
Lockdown due to Nearby Incident	1. As procedure	SMT	
Fire	1. As procedure 2. Re house if necessary for rebuild 3. Source premises elsewhere for interim period	SMT	
Bad Weather prolonged	1. School can open due to walking distance of Principal and key staff.	Staff in local area.	
Strikes	1. Only closure will be lack of First Aid – all other can be covered if not all unions on strike at same time. 2. If all Unions of educational staff on strike then a closure will be necessary as Health and Safety could not be met	Principal decision with Governors and admin support.	
Terrorist Attack or Threat	1. Follow guidance from emergency services	SMT	

CRITICAL INCIDENTS CHECK LIST

Critical Incident Management Team

Position	Name	Office #	Home #	Mobile #	Notes
Principal / Accounting Officer	Mrs S Isherwood	01260 633120			
Chair of Governors	Mrs M Gartside				
School Business Manager / Chief Financial Officer	Mrs M Hatton	01260 633120			
Site Manger	Mr S Pointon			07739 421402	
Local Police		101 or 999	0845 458 000		

Cheshire East

Position	Name	Office #	Email
For Critical Incidents – Personnel (staff, pupil, family)	SCIES team	01606 275 039	SCIESteam@cheshireeast.gov.uk
Potential Closure – Public Health/Covid	Nicola Axford	07798 925 902	EducationReferenceGroup@Cheshireeast.gov.uk
Potential Closure – Buildings/Heating, Leaks etc.	Facilities Management 24hr via EQUANS	01270 686 888	property@cheshireeast.gov.uk
Potential Closure – Bad Weather			schoolgovernance@cheshireeast.gov.uk
Potential Closure – Site Intrusion/ Terrorist threat	Mark Bayley Contact Police	07770 322 965	
Critical Systems - GPDR			ChessDPandFOsupport@cheshireeast.gov.uk
Critical Systems - IT	Schools ICT Helpdesk & Contact ISP	0300 123 5121	
Media & Communications Support/Advice			media@cheshireeast.gov.uk

Other Useful Contacts

Social Services	Access Team	01625 374700	
Social Services	Out of hours	01606 76611	
Education Welfare Officer		01270 375139	
Local			
Local Press	Congleton Chronicle	01260 273737	
	BBC Radio Stoke	01782 208080	
	Signal Radio	01782 441300	
Hospitals	Leighton	01270 255141	