



Emergency Management and Business Continuity Plan (EMBCP)

Committee	FAR Committee
Author	Dean Jones
Version	2.0
Approved on	28 th November 2023
Signature	Kimberley Foulkes
New Review date	December 2024

Review Procedures

This Policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the Policy as a result of a review will be presented to the Board of Trustees for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by
1.0	05/12/22	Approved	Trust Board
2.0	28/11/23	Updated personnel information	FAR Committee

Contents

Rationale	4
Planning for and Managing Emergencies or Critical Incidents	6
ICT Continuity	6
Emergency Management and Business Continuity Plan (EMBCP)	7
SECTION 1 – INTRODUCTION	9
1.1 Aims and Objectives	9
1.2 Scope of the Plan	9
1.3 Guiding Principles.....	9
SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION	11
SECTION 3 – CONTACT DETAILS	12
SECTION 4 – TRUST SUPPORT NETWORK	21
SECTION 5 – ROLES AND RESPONSIBILITIES	22
5.1 Headteachers.....	22
5.2 Assistant Headteachers/SLT	24
5.3 Business Manager	25
5.4 Site Manager/ICT Team.....	27
5.5 Chair of Local Academy Committee	28
SECTION 6 – BUSINESS CONTINUITY	29
6.1 Purpose of the Business Continuity Phase	29
6.2 Critical Function Analysis and Recovery Resources	29
6.3 Strategies for Continuity of Services including ICT	32
SECTION 7 – RECOVERY AND RESUMPTION	37
7.1 Purpose of the Recovery and Resumption Phase	37
7.2 Recovery and Resumption Actions	37
APPENDIX 1. SAMPLE LOG SHEET	39
APPENDIX 2 – NOTIFICATION & LOGGING OF INCIDENTS	40
APPENDIX 3 - SITE INFORMATION-Chartham Primary	42
APPENDIX 4 – EVACUATION-Chartham Primary	43
APPENDIX 5 - SITE INFORMATION-St Stephen's Infants	44
APPENDIX 6 – EVACUATION-St Stephen's Infant.....	45
APPENDIX 7 – REST CENTRE	46
Key Holders – Contact Details – Chartham Primary.....	47
Key Holders – Contact Details – St Stephen's Infant	47
Appendix 8 – EMERGENCY CLOSURE CHAIN.....	49
Appendix 10- Incident Impact Analysis Matrix	52
Appendix 11 – IT Continuity	53

Rationale

This policy sets out the Trust's policy for planning and responding major incidents which affect the continuity of the academy's business and the safety of its staff, pupils and others.

It is not possible, or desirable, to write a plan for every possible disruption. No matter what the cause of the incident, the *effect* can generally be summarised as:

- An inability to carry out daily and/or critical activities
- Loss of life or serious injury to Academy staff and students/pupils or members of the public
- Loss of building, or part of building or access to the building
- Loss of ICT
- Loss/shortage of staff
- Loss of critical supplier or partner
- Adverse publicity and/or reputational impacts

Procedures for administering and recording First Aid and medical treatment are contained in the Trust's First Aid and Medical Policy. The Trust's policy and procedures for assessing Health and Safety risks are contained in the Trust Health and Safety Policy.

This policy also recognises that individuals (adults and young people) may be affected by critical incidents which occur in or outside of school. For example:

In-school:

- the death of a pupil or member of staff through natural causes, such as illness;
- a traffic accident involving a pupil or staff member;
- a deliberate act of violence, such as a knifing or the use of a firearm;
- a school fire or flood;
- allegations or actual incidents of abuse against pupils by staff and staff against pupils;
- an arson or other attack on the school.

Out-of-school:

- deaths or injuries on school journeys, trips or residential trips;
- tragedies involving children from many schools at public events such as football matches;
- civil disturbances;
- refugee children joining a school, uprooted from their countries and perhaps shocked by wars or atrocities;
- abductions / disappearances;
- Incidents involving the murder of school children that attract the attention of national and international media over prolonged periods;

- a civil disturbance or terrorism;
- a disaster in the community;
- a transport accident involving school members.

The emotional effects of disasters on children are not always immediately obvious to parents or school staff. Indeed, at times children find it difficult to confide their distress to adults as they know that it will upset them. In some children the distress can last for months, even years, and may additionally affect their academic attainment.

Some young people may not feel comfortable enough or be able to share their feelings and thoughts in public or with staff either because they are unable to do so or because they fear their confidence may be abused. Similarly, because many adults are not able to talk about death, bereavement and tragedy, they may unwittingly stop children talking about similar emotional experiences.

At the Trust, all our academies take all children's needs seriously, including emotional and psychological and are committed to ensuring all children receive the help they require to explore such matters as death and significant harm or injury in an environment of trust, care and safety. We also recognise the impact such incidents can have on the well-being of staff and parents/ carers and will do our utmost to support any recovery needed and to work with any agencies.

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented and the effects of others minimised by taking sensible precautionary measures. The Trust expects that:

- Staff and pupils will be familiar with the schools routines for fire and the evacuation of the school building on hearing the fire alarm;
- Staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in this policy);
- Staff and pupils will be familiar with the school's security procedures, in particular that all visitors not wearing a visitors badge should be questioned and escorted to the school entrance area;
- Staff organising school trips and visits follow the guidelines and write a risk assessment to be signed off by the Headteacher;
- Staff will sign in and out of the premises;
- Staff are aware of pupils with medical needs or health problems;
- Staff are aware of school procedures in dealing with violence at work;
- Staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity;
- Staff are aware that they are responsible for assessing risks to themselves before undertaking an activity.

Additionally, in the event of a critical incident the priorities of those adults in charge of the school or trip will be to:

- Save life
- Minimise personal injury
- Safeguard the interests of all pupils and staff
- Minimise loss and to return to normal working as quickly as possible.

Planning for and Managing Emergencies or Critical Incidents

Each academy will carry out a risk assessment of activities to identify key risks to its operation and the safety of its pupils, staff and others. This assessment will be led by the Headteacher and will inform the local emergency and business continuity planning.

This plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impacts on the delivery of our critical activities or the safety and well-being of our pupils, staff and others; and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

ICT Continuity

ICT Continuity has been risk assessed and the details are continued within the academy's Risk Register.

This ICT disaster recovery plan at section 6.3 identifies actions to take in the event of loss of ICT hardware, software, infrastructure or connectivity; or the loss of key ICT related staff.



Emergency Management and Business Continuity Plan (EMBCP)

Trust Registered Office	Chartham Primary School Shalmsford Street Chartham Canterbury Kent, CT4 7QN	
School Contact Number	01227 769204	
Plan Administration		
Electronic copies of this plan are available from	Business Continuity Plan	
Hard copies of this plan are available from	School Grab bag	
Location of emergency grab bag(s)	School Offices	
Date of next review	1 st December 2024	
Person responsible for review	Dean Jones-Chief Executive Officer	
Plan Distribution		
Name	Role	Issue Date
Jamie Noble	Headteacher Chartham Primary School	
Alice Edgington	Headteacher St Stephen's Infant School	
Sam Sage	Chief Finance Officer	
Danielle Bennett	School Business Manager	
Richard Hover	Chair of Trustees	
Claire Morgan	Co-Chair of Local Academy Committee Chartham Primary School	
Emily Wassell	Co-Chair of Local Academy Committee Chartham Primary School	

Peter Ould	Chair of Local Academy Committee St Stephen's Infant School	
Helen Owens	HR Officer	

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, GDPR guidelines apply to all information.

SECTION 1 – INTRODUCTION

1.1 Aims and Objectives

To provide a flexible response to an emergency or disruptive incident so that academies within the Inspira Academy Trust 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, including breakfast and after school clubs
- 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 than the school itself.

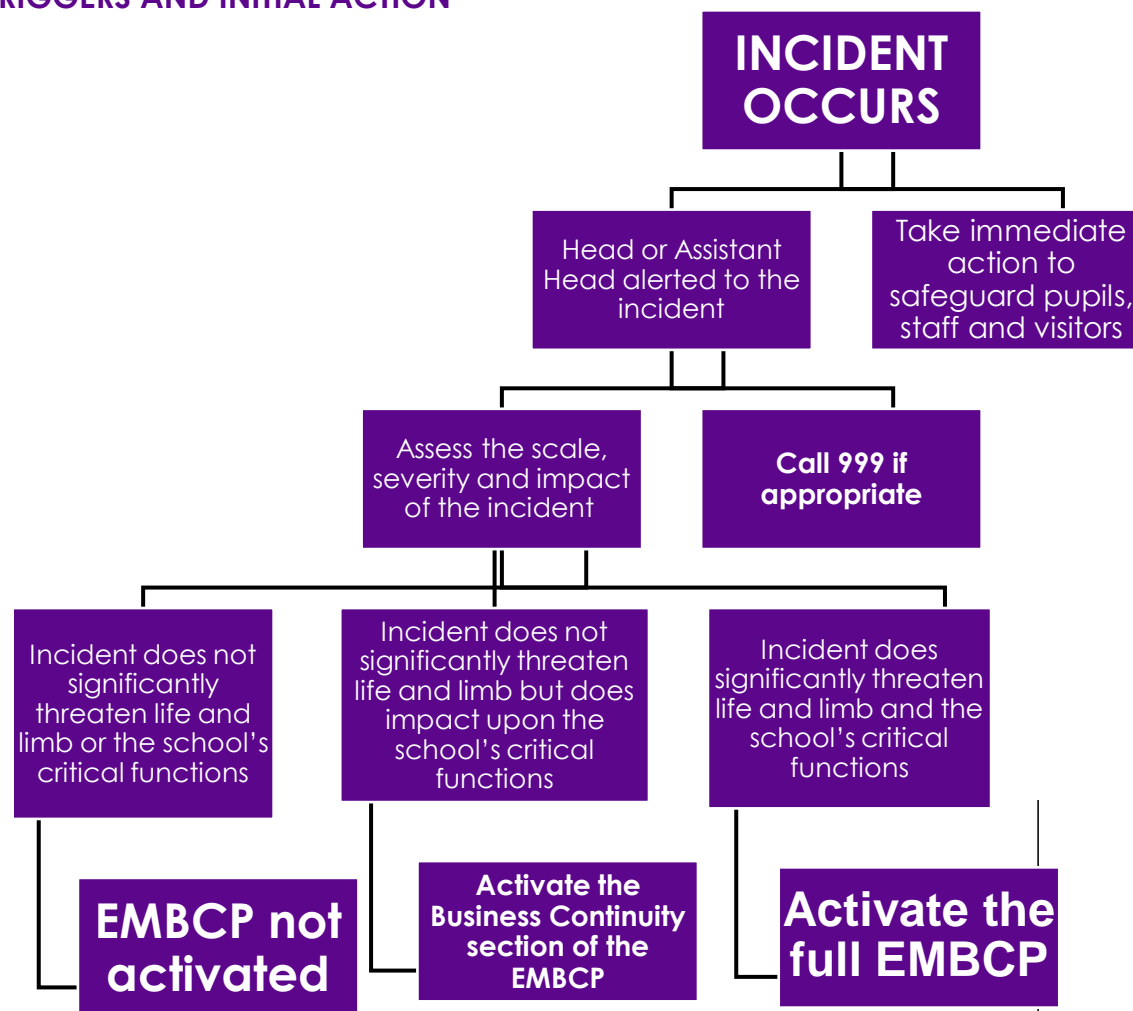
1.3 Guiding Principles

It is impossible to anticipate the nature of every critical incident. However a number of guiding principles ought to be considered by those staff who are involved, particularly where the incident has resulted in injury or death to members of the Academy family or those connected to it:

- Establish a Senior Emergency Management Team immediately if it becomes clear an incident has occurred
- Continually brief relevant persons
- Always verify the facts as soon as possible;

- Do not overreact, especially with the media;
- Always be seen to be positive and caring;
- Communicate on a need-to-know basis;
- Delegate to colleagues, do not be a martyr;
- Try and have a witness to conversations;
- Be very flexible;
- Be compassionate and sensitive.

SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION



SECTION 3 – CONTACT DETAILS

3.1 School Emergency Management Team			
Name & Title	24hr Telephone Contact	Email	Address
Dean Jones <i>Chief Executive Officer</i>			
Sam Sage <i>Chief Finance & Operations Director</i>			
Jamie Noble <i>Headteacher Chartham Primary</i>			
Alice Edgington <i>Headteacher St Stephen's Infants</i>			
Danielle Bennett <i>School Business Manager</i>			
Richard Hover <i>Chair of Trustees</i>			

3.1 School Emergency Management Team			
Name & Title	24hr Telephone Contact	Email	Address
Claire Morgan <i>Co-Chair of Local Academy Committee Chartham Primary</i>			
Emily Wassel <i>Co-Chair of Local Academy Committee Chartham Primary</i>			
Peter Ould <i>Chair of Local Academy Committee St Stephen's Infants</i>			
Malcolm Flisher <i>Site Manager Chartham Primary School</i>			
Mark O'Brien <i>Site Manager St Stephen's Infant School</i>			

3.2 Local Authority & other Key stakeholders			
Name & Title	24hr Telephone Contact	Email	Address
Marisa White Area Education Officer East Kent - KCC			
Lorraine Medwin – Area Schools Organisation officer East Kent			
Aimee Lloyd – PA to Marissa White East Kent AEO			
ESFA	N/A	Academy.QUESTIONS@education.gov.uk	Ministerial and Public Communications Division Department for Education Piccadilly Gate Store Street Manchester M1 2WD
Browne Jacobson Trust Solicitors	0330 045 2636		Mowbray House Castle Meadow Road Nottingham NG2 1BJ
Trust Insurance ESFA RPA scheme	0330 0585566	rpa@topmarkcms.com	www.rpaclaimforms.co.uk
Health & Safety Consultants			Judicium Ltd, 72 Cannon Street, London, EC4N 6AE

3.2 Local Authority & other Key stakeholders			
Name & Title	24hr Telephone Contact	Email	Address
			www.judiciumeducation.co.uk
Health & Safety Executive (HSE fax no)	0151 922 9235 – duty officer 0345 300 9923 Monday – Friday 8.30am – 5pm	https://www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm	Kent HSE Office International House Dover Place Ashford Kent TN23 1HU
Local Police	101		Canterbury Police Station Old Dover Road Canterbury Kent CT1 3JQ
Local Fire Service	01622 692121	https://www.kent.fire-uk.org/contact-us	Kent Fire and Rescue Service Headquarters The Godlands Straw Mill Hill Tovil Maidstone ME15 6XB
Laura Cutts Sarah Heaney			
The Firs Nursery Children's Centre – Emily Wassell	01227 731876 Or 07572 545810	firs.chartham@virgin.net	The Firs Nursery Shalmsford Street Chartham Canterbury

3.2 Local Authority & other Key stakeholders			
Name & Title	24hr Telephone Contact	Email	Address
			Kent CT4 7QN
The Squirrels Nursery	01227 766537	squirrels Canterbury@yahoo.co.uk	Squirrels Pre-school CIO Hales Drive Canterbury, CT2 7AB
Richard Dalton Headteacher St Nicholas School	01227 464316	r.dalton@stns.org.uk	Holm Oak Close, Canterbury CT1 3JJ
Gary Shackleford Team Theme		director@teamthemekent.co.uk	Teamtheme Kent Unit 224 Thunderhill Business Park Hickmans Green Boughton ME13 9NT

3.3 Stakeholders and Extended Services			
Name & Title	24hr Telephone Contact	Email	Address
Department for Education	0370 0002288		
Foreign & Commonwealth Office	020 70081500 (24hr)		
Environment Agency	Floodline 0845 9881188 (24 hr)		

3.3 Stakeholders and Extended Services			
Name & Title	24hr Telephone Contact	Email	Address
Met Office	0870 9000100 (24 hr)		
Kent County Council Local Media – Education and Communities	03000 416071 Or 07834 051150 Out of hours – 07738 860726	Murray.evans@kent.gov.uk	
External Staff welfare & Support	08000 562561	Education Support Helpline support@edsupport.org.uk	

3.4 Other Key School Staff			
Name & Title	24hr Telephone Contact	Email	Address
Assistant Headteacher SSIS – Danielle Whiteing			
Assistant Headteacher SSIS – Liz Martin			
Assistant Headteacher CPS – Zoe Arcott			

3.4 Other Key School Staff			
Name & Title	24hr Telephone Contact	Email	Address
Assistant Headteacher CPS – Vicki Copeman			
Assistant Headteacher – CPS – Fenella Holden			
FLO SSIS – Louise Byrne			
FLO CPS – Dee Russell			

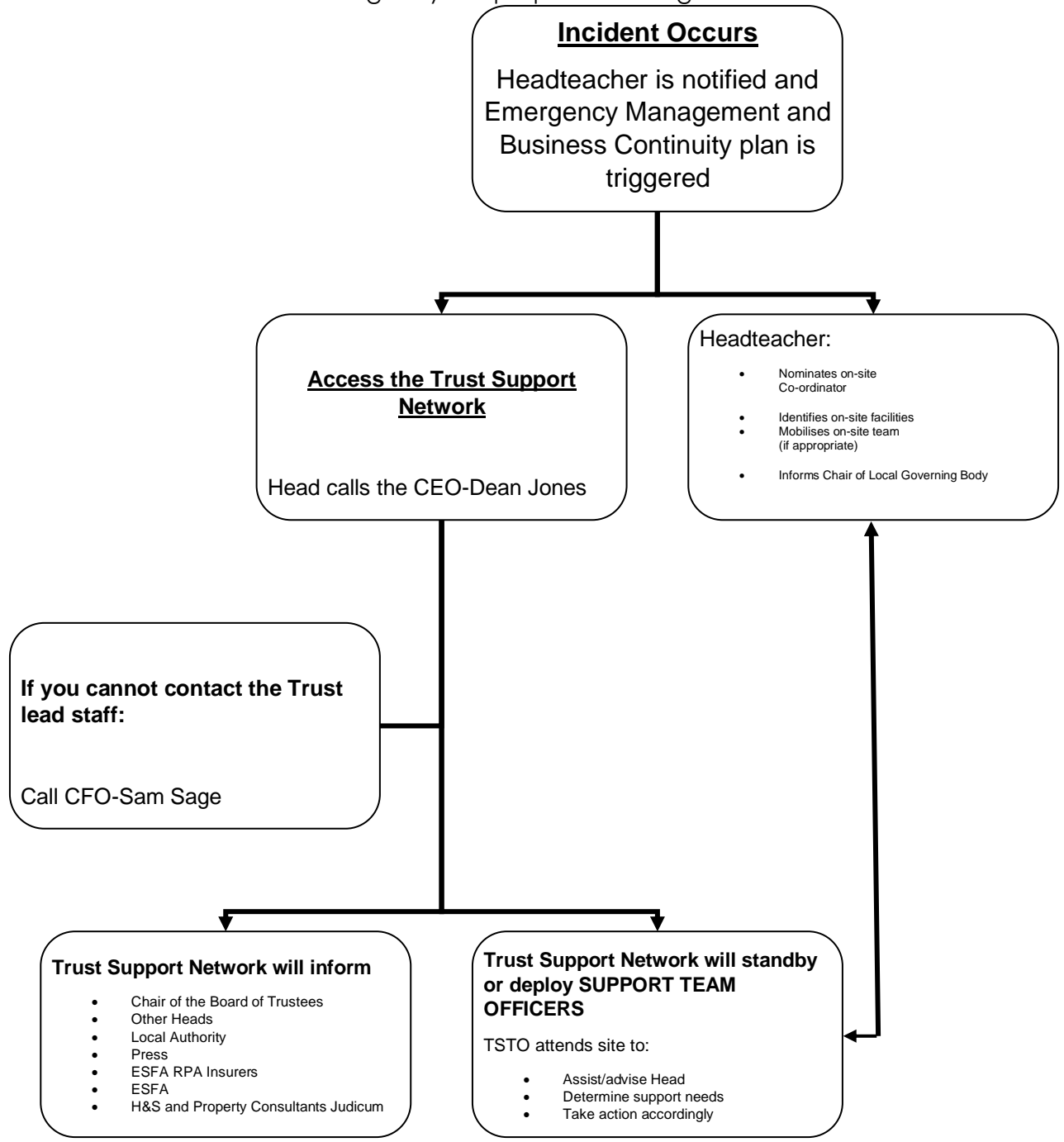
3.5 Other Organisations			
Name & Title	24hr Telephone Contact	Email	Address
Suppliers (ICT)	01843 847208	info@snsuk.co.uk	Structured Network Solutions (East Kent) The Old Coach

3.5 Other Organisations			
Name & Title	24hr Telephone Contact	Email	Address
			House 211 Canterbury Rd, Birchington Kent CT7 9AH
KCC Transport	03000 418484	homeschooltransport@kent.gov.uk	
Suppliers (Catering) – CH & Co Jane McIntyre	07392 125451	Jane.mcintyre@chandcogroup.com	
Suppliers (Cleaning) – Ecoserv	0800 6126756	enquiries@ecoserv.group	
Suppliers (Agency staff) Three R's	0345 1303338	nicki@3rs-ltd.co.uk	8 Highpoint Business Village, Henwood, Ashford, Kent, TN24 8DH
Utilities Suppliers - Gas	0800 4840840	Laser-info@csLtd.org.uk	
Utilities Suppliers – Electricity	0800 4840840	Laser-info@csLtd.org.uk	
Utilities Suppliers - Oil	0345 600 3541	Commercial.north@certasenergy.co.uk	

3.5 Other Organisations			
Name & Title	24hr Telephone Contact	Email	Address
Trade Unions NEU – Tim Dams		Tim.dams@neu.org.uk	
Trade Unions NASUWT – Mark Dickinson		Mark.dickinson@exec.nasuwf.org.uk	
Trade Unions NAHT -	0300 3030333	info@naht.org.uk	
Trade Unions GMB – Karen Davies		Karen.davies@gmb.org.uk	
Trade Unions Unison – Maureen Cleator		Maureen.cleator@kent.gov.uk	
Trade Unions – ASCL – Michael Kidd		Michael.kidd@ascl.org.uk	

SECTION 4 – TRUST SUPPORT NETWORK

In the event of a school related emergency the proposed arrangement with the Trust is:



SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the Emergency Management Team to carry out their roles and responsibilities once the EMBCP 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 Headteachers

Action	Completed by	Time
Activate the School Emergency Management Team (SEMT).		
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 Trust 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 the Local Academy Committee is kept informed of the situation and the response arrangements.		
Prepare information and advice to parents.		

Action	Completed by	Time
Call meetings of the SEMT as required and ensure that the SEMT and Trust 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 Assistant Headteachers/SLT

Action	Completed by	Time
In the absence of the Head, CEO will 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 Head 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 Headteacher.		
Seek advice from the Head on whether to keep pupils in classrooms and safe areas or consider evacuation.		
If directed by the Head – make arrangements for the evacuation of the school to designated evacuation points or back up location.		
If directed by the Head – make arrangements to activate closure arrangements.		
Keep staff informed.		
Assist the Head 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 Business Manager

Action	Completed by	Time
Obtain as much information as possible from the Headteacher and/or Assistant Headteacher 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.		
Support the Head and/or Assistant Head in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP.		
Advise the Head and/or Assistant Head if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities.		
Ensure copies of the EMBCP 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 is available.		
Lead the office staff in assisting the SEMT with information needs and the emergency response.		
Assist the Head and/or Assistant Head in providing consistent advice/information to parents.		

Action	Completed by	Time
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 Site Manager/ICT Team

Action	Completed by	Time
Obtain as much information as possible from the Business/office 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 <ul style="list-style-type: none"> • Immobilise the gas supply, electricity 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 Local Academy Committee

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 Head and/or Assistant Head about the situation.		
Commence log of all actions and decisions.		
Assist the Head and/or Assistant Head 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.

6.2 Critical Function Analysis and Recovery Resources

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 rd Party Dependencies
1	Deliver a timetable of education for all years	7 days	1 day	1 member of qualified staff per 30 pupils with key resources	1 member of staff qualified to 30 pupils	N/A	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 rd Party Dependencies
2	Maintain Attendance Records	7 Days	1 day	Maintain records on cloud based system	1 trained member of staff	N/A	N/A	Laptop Printed registers - printer	Arbor
3	Phone and ICT Communications Loss	7 Days	1 day	Parents updated through social media	1 member of staff with access rights	N/A	N/A	Hardware to access social media platforms	N/A
4	Finance systems	7 days	1 day	Maintain records in cloud based system	1 member of staff with access rights	N/A	N/A	Hardware to access system	Access
5	Payroll facilities	7 days	7 days	Staff paid as usual	CFO and HR	N/A	N/A	Laptop	Capita
6	Utilities failure	7 days	1 day	Generator provided	Site Staff	N/A	n/A	Generator	Hire company

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 rd Party Dependencies
7	Heating failure	7 days	1 day	Temporary heaters	Site staff	N/A	N/A	Temporary heaters	Hire company/ local schools
8	Provision of meals	3 days	0 days	Food to be provided to all pupils as required	SBM	N/A	Kitchen	Cooking equipment and food resources	CH & Co

6.3 Strategies for Continuity of Services including ICT

	Arrangements to manage a loss or shortage of Staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Use of temporary staff e.g. Supply Teachers, Office Staff etc.	Support from other trust academies Agency Contacts
b.	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.	Assistant Site Manager if required If the CEO/CFO is incapacitated, the Chair of Trustees will seek CEO support from the Kent MAT Alliance- John Truman- john.truman8@gmail.com
c.	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> • Larger class sizes. • Use of Teaching Assistants, Student Teachers, Learning Mentors etc. • Virtual Learning Environment opportunities. 	

	Arrangements to manage a loss or shortage of Staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
	<ul style="list-style-type: none"> • Pre-prepared educational materials that allow for independent learning. • Team activities and sports to accommodate larger numbers of pupils at once. 	
d.	Using mutual support agreements with other Schools: emergency secondments.	Sharing staff from other trust academies-CEO
e.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	HR to advise
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).	Ensuring ratios of adults to children will be maintained.

	Arrangements to manage loss of technology / communication / data / power	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Back-ups of key school data e.g. CD or Memory Stick back-ups, photocopies stored on and off site, mirrored servers etc.	Our ICT support company take backups nightly and a copy is kept both locally and off site which will be accessible.
b.	Reverting to paper-based systems e.g. paper registers, whiteboards etc.	Paper registers are generated each week at all academies.
c.	Flexible lesson plans.	
d.	Emergency generator e.g. Uninterruptible Power Supply (UPS).	Site staff to source
e.	Contact the utility company responsible or appropriate repair contractor.	SBM to lead
f.	Emergency lighting.	SBM/Site staff to source
g.	Loss of Broadband	Network will still be accessible. Contact broadband supplier.
h.	Replacement hardware	We have disaster recovery subscription with our ICT support company who would supply a server and 6 workstations. Switches they hold in stock to purchase and would be replaced within 48 hours.

	Arrangements to manage denial of access to your premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Using mutual support agreements with other Schools.	Other Trust Academies KMA Links
b.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	St Stephen's Junior School Chartham Parish Hall
c.	Virtual Learning Environment opportunities.	Microsoft Teams is in place for virtual learning
d.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	Use of school hall, canteen, Trust office
e.	Off-site activities e.g. swimming, physical activities, school trips.	Arrangement of alternative pick up points.
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.	Headteachers

	Arrangements to mitigate the loss of key suppliers, third parties or partners	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Pre-identified alternative suppliers.	Catering-KCC Framework-support for alternative provider-Jenny Wood Cleaning- Caretakers of academies to take on cleaning role
b.	Ensuring all external providers have business continuity plans in place as part of contract terms.	Cleaning-mobilisation plan Catering-KCC framework SNS
c.	Insurance cover.	Risk Protection Agency

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)
1.	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.	<input type="checkbox"/>
2.	Respond to any ongoing and long term support needs of staff and pupils.	Depending on the nature of the incident, the Emergency Management Team may need to consider the use of Counselling Services.	<input type="checkbox"/>
3.	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.	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
		This will be done informing staff through snow ball system. Parents will be notified through text message/email system. Local Authority will be notified by CEO.	
4.	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 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.	<input type="checkbox"/>
5.	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.	<input type="checkbox"/>

APPENDIX 1. SAMPLE LOG SHEET

Date	Time	Action	Initials

--	--	--	--

APPENDIX 2 – NOTIFICATION & LOGGING OF INCIDENTS

Name of Informant	
Contact Details of Informant	
Date & Time of Call	
Date & Time of Incident	
Exact Location of Incident	
Details of Incident	
People affected (including names, injuries, where they are, where they are being taken to)	
Arrangements in Place for people not directly involved in the incident?	
What emergency services are involved and what advice has been given	
Who has been informed	
Are any other actions required?	

Log-Keeping Guidelines

- Notes should be clear, intelligible and accurate.
- Include factual information recorded in chronological order
- Use plain and concise language.

- Keep records of any expenditure.
- Do not remove any pages.
- Do not use correction fluid or try to overwrite, cross out in a single line

APPENDIX 3 - SITE INFORMATION-Chartham Primary

Utility Supplies	Location	Notes/instructions
Gas	In Cupboard by back of kitchen outside	Locked Blue Cupboard
Water	Stopcock by front entrance small gate on grass area	
Electricity	Intake shed rear of kitchen back door	Locked store
Heating	Boiler Room – Main Entrance Boiler Room – Early years reading recovery room	

Internal Hazards	Location	Notes/instructions
Asbestos	Floors all areas Boiler Room	Asbestos Register at Reception
Chemical Store (s)	Cleaning Cupboard – Main Corridor Locked Store – Canteen Area Caretakers workshop	

Pre-designated areas	Location	Notes/instructions
SEMT briefing area	Car Park	
Media briefing area	Car Park	

APPENDIX 4 – EVACUATION-Chartham Primary

Signals	
Signal for fire evacuation	Continuous bells-fire alarm system
Signal for bomb evacuation	Alertus
Signal for all-clear	Alertus

Assembly points - fire evacuation	
Fire evacuation assembly point A	Playground
Fire evacuation assembly point B	Field

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Field
Bomb evacuation assembly point B	Village Hall

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	Parish Hall-CPS St Stephens Infants
Type of premise	Hall School
Contact name and details of key holder(s)	Tim Clark – Parish Councillor 01227 731044
Address	Parish Hall, Station Road, Chartham CT4 7JA
Est. travel time (walking, with pupils)	30 minutes
Est. travel time (by coach, with pupils)	10 minutes
Capacity (inc. sleeping)	250
Facilities / resources	Toilets, kitchen, utilities

KCC School Closure Website	
Email	
Password	

APPENDIX 5 - SITE INFORMATION-St Stephen's Infants

Utility Supplies	Location	Notes/instructions
Gas	Gas cut off in cupboard behind boiler room	Key kept in key safe in office
Water	Stop cock in gas cupboard behind boiler room.	There is a mains cut off outside the gates between school gates and dentist.
Electricity	Electric cut off in cupboard behind boiler room	Key kept in key safe in office
Heating	Controls in Boiler room	Key kept in key safe in office
Ladybirds Heating	Controls in cupboard in Ladybirds room	

Internal Hazards	Location	Notes/instructions
Asbestos	Various see log book	
Chemical Store (s)	In site office	

Pre-designated areas	Location	Notes/instructions
SEMT briefing area	Car Park	
Media briefing area	Car Park	

APPENDIX 6 – EVACUATION-St Stephen's Infant

Signals	
Signal for fire evacuation	Continuous bells-fire alarm system
Signal for bomb evacuation	2 bells from fire alarm system
Signal for all-clear	Verbal message

Assembly points - fire evacuation	
Fire evacuation assembly point A	Playground
Fire evacuation assembly point B	Field

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Field
Bomb evacuation assembly point B	

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).

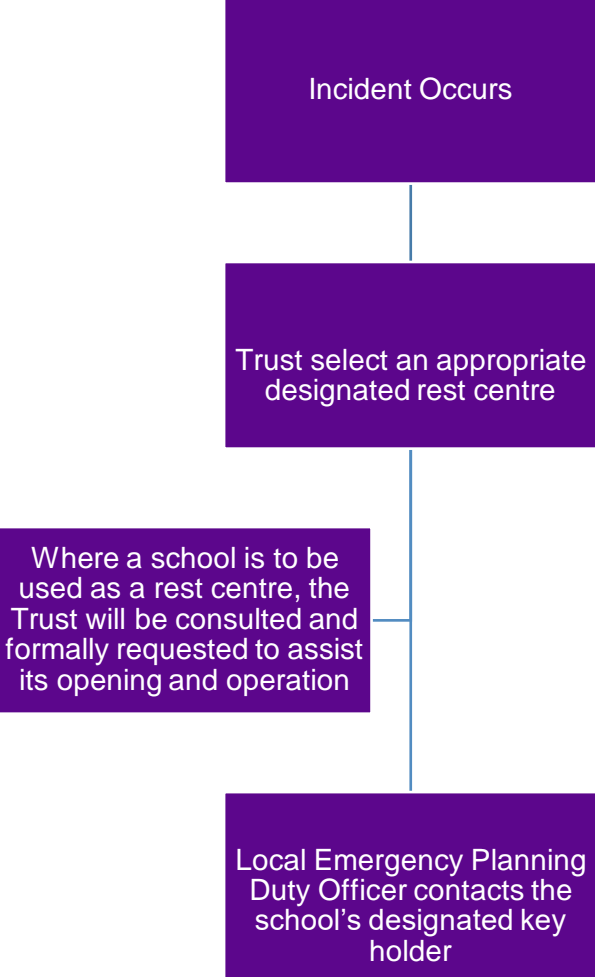
Pre-identified buddy school / place of safety / rest centre	
Name of premise	St Stephen's Junior School
Type of premise	School
Contact name and details of key holder(s)	Laura Cutts or Sarah Heaney see above
Est. travel time (walking, with pupils)	2 minutes
Est. travel time (by coach, with pupils)	N/A
Capacity (inc. sleeping)	270
Facilities / resources	Full school facilities

KCC School Closure Website	
Email	
Password	

APPENDIX 7 – REST CENTRE

Chartham Primary School is a designated rest centre.

Activation arrangements



Key Holders – Contact Details – Chartham Primary

Name & Title	24hr Telephone Contact	Email	Address
Jamie Noble			
Danielle Bennett			
Dean Jones			
Malcolm Flisher			
Jake Stokes			

Key Holders – Contact Details – St Stephen’s Infant

Name & Title	24hr Telephone Contact	Email	Address
Alice Edgington			

Name & Title	24hr Telephone Contact	Email	Address
Danielle Bennett			
Dean Jones			
Mark O'Brien			

Appendix 8 – EMERGENCY CLOSURE CHAIN

Snow Ball - CPS

Snow ball - SSIS

Appendix 9 – REMOTE LEARNING POLICY

Remote Learning Policy

Appendix 10- Incident Impact Analysis Matrix

The Academy's critical activities, as detailed below, take priority for recovery following an incident because these activities, if not completed for any reason, would cause the greatest impact on the Academy community in the shortest time.

Below are some guidelines as to the impact levels

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant implementation of SEMBCP
Moderate	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	A significant impact in a number of areas that warrants the implementation of the SEMBCP
Very Significant	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

Prepared By:	Incident Date and description:					Comments:
CRITICAL Academy Activity	Insignificant	Minor	Moderate	Significant	Very significant	
Education						
Child welfare/well-being /Safeguarding						
Parents/Guardians						
Statutory Compliance						
Reputation						
Extended Services						
Staff/ Well-being support						
Access to ICT						

NB - this assessment should be carried out taking account of individual local risk assessments of academy activities (see the Trust Health and Safety Policy for further guidance)

Appendix 11 – IT Continuity

Issue			Responsible Personnel	Timeframe
Inadequate IT provision which is vulnerable to cyber attacks or not fit for purpose	Cyber essentials review	Review undertaken annually, action plan created and implemented.	CEO/CFO	Complete
Damage or loss of hardware	List of hardware Held by trust	Replacement of hardware.	SBM to contact IT Support Company. Disaster recovery support purchased from IT support company.	Disaster recovery implemented with IT Support Company who will supply a replacement server and 6 work stations. Within 24 hours order placed.
Software not available	List of software used held by trust	Replacement software easily accessible.	SBM to contact IT Support Company.	Within 24 hours order placed.
Cloud services not available	List of software used held by trust	The recovery of this is not within our control. Paper based registers will be used. Hard copies of pupil emergency contacts are held securely in each school office. Safeguarding would be done on "Green" individual concern sheets. Bank payments could be raised for salaries if needed.	SBM to liaise with HT to organise production of paper registers/safeguarding forms. CFO/HR officer to liaise with Payroll company to ensure staff are paid within time frame.	Immediately

Issue			Responsible Personnel	Timeframe
Unauthorised access	Breach of security	<p>MFA is in place to reduce the likelihood of unauthorised access.</p> <p>Auto run for mass storage devices is disabled.</p> <p>Acceptable use policy updated and circulated.</p> <p>IT Support company would lockdown any further access as soon as identified.</p> <p>Sophos anti virus software used across all devices.</p>	SBM to liaise with IT support company to restrict further unauthorised access and review if any further actions need to be taken.	Complete
Internet access not available	Loss of Broadband	The recovery is out of our control.	SBM would liaise with IT support company and broadband supplier	Immediate contact made. Supply reconnection out of our control.
No access to electricity	Loss of power	Recovery is out of our control but checks would be made by Site staff to ensure not an internal fault.	Site staff to co-ordinate recovery with power companies ensuring SBM informed at all times.	Immediate.

