

INTRODUCTION

Business resilience (or continuity) is the process of planning and responding to incidents and disruptions in order to continue the delivery of services at an acceptable level.

Business continuity will enable the school to react to events, continue to deliver key services, meet any statutory obligations and recover from any loss, disruption or interruption.

This Policy should be read in conjunction with the Emergency Response Plan which gives detailed information on roles and responsibilities and contact numbers for key services.

PHASE I: ASSESS THE SITUATION

Assess Damage, Loss or Denial of Use

A preliminary assessment should be made of the damage that may have occurred. Damage may include physical damage to property or plant and equipment. It may also include harm to employees that may keep them away from work.

It may also include denial of use of property, plant and equipment or the inability of employees to attend their place of work.

Consideration should also be given to the potential damage to the reputation of the organization and the inability to meet statutory obligations.

Will this Cause Disruption or Interruption

An assessment should be made as to the disruption or interruption of business delivery that will occur due to the damage, loss or denial of use of critical assets, resources and activities.

BUSINESS RESILIENCE PLAN

STAFF PROCESS MAPPING – Minimum staffing required

STAFF	KEY ACTIVITIES, MINIMUM STAFFING LEVELS AND SKILLS, QUALIFICATIONS OR EXPERIENCE
Senior management	Headteacher, Deputy Headteacher vital to be available to make key decisions on staffing/premises & be in contact with LA & other services
Teachers	Maintain supervision level at 30 pupils per staff member – minimum of 8 qualified teachers. Regroup children if necessary. Employ supply teachers if possible.
Teaching assistants	Assist in supervision of pupils in absence of sufficient teachers, STA’s or HLTA’s could cover classes short term
SEN support staff	To support statemented pupils – 2 SEN teaching assistants
Administrative	To answer telephones, contact contractors, suppliers – minimum 1 SBM or administrative assistant
Technical support (e.g I.T)	Provided externally by South Glos
Site care	Caretaker
Breakfast Club	Out of School club run independently – required if after school care still needed/viable
Cleaning	External contractors
Catering	South Glos staff – will provide alternative meals if kitchen out of use
Pre School	Run independently

Contingency Options

CRITICAL FUNCTION	CONSIDERATIONS	POSSIBLE CONTINGENCIES
Staffing	<p>Who are the key staff and what do they do to keep the school open</p> <p>What would the impact of their absence be and when would it be felt?</p> <p>What is the minimum number of staff we need to stay open?</p> <p>What skills would any cover staff require?</p> <p>Can we cope without certain individuals?</p>	<p>See staff mapping plan above</p> <p>Use staff in normal role where possible.</p> <p>Supply cover to be used if required.</p> <p>Higher level & specialist teaching assistants are qualified to supervise pupils on a short term basis</p> <p>If necessary regroup pupils to provide sufficient supervision cover</p> <p>If insufficient staff to maintain 1:30 ratio consider larger groups with support from teaching assistants.</p> <p>Rotate class attendance at school</p>
Premises*	<p>What if we lose use of some of our classrooms and/or its contents?</p> <p>What if we lose administrative or office areas and/or contents?</p>	<p>Use spare capacity or space: meeting room, resource room, library, school hall. Change curriculum until replacement resources available. Change curriculum/defer certain specialist lessons until full recovery.</p> <p>Combine remote learning with school based learning</p> <p>Rotate class attendance at school</p> <p>Use spare capacity or space within the establishment. Contact S Glos IT for loan of computers and recovery of files</p>

	<p>What if we lose some traffic routes or common parts?</p> <p>What if we lose gas, electric or water supplies?</p>	<p>from external servers.</p> <p>Remote learning for pupils unable to access school</p> <p>Refer to Emergency response plan for contact numbers for recovery of services</p>
Catering Facilities and Staff	<p>What if we lose use of catering facilities?</p> <p>What if we do not have sufficient catering staff?</p>	<p>Catering services have in place contingencies for such eventualities and will implement their plans accordingly</p>
I.T & Communications	<p>What if we lose telephony?</p> <p>What if we lose our I.T servers (either physical damage or software issue)?</p> <p>What if we lose hardware?</p>	<p>Use of mobile telephone as back-up Dedicated telephone line remote from other system Teacher to Parent messaging service can be accessed off site via internet</p> <p>Data is backed up remotely and can be retrieved by S Glos IT staff. Provide lessons via hard copy materials rather than I.T. Headteacher, deputy & foundation leader have remote access to school data base for use of their laptops off site</p> <p>S Glos IT can offer emergency replacement for essential users</p>
Cleaning Staff	<p>What if we do not have sufficient cleaning staff?</p>	<p>Cleaning contractors hold a bank of permanent staff available to cover staff shortages</p>
Records	<p>What if paper versions of pupil or staff related records are lost or damaged</p> <p>How will we recover such</p>	<p>Records kept in secure, fire proof cabinets</p> <p>Electronic versions of all important documentation</p> <p>Data backed up remotely.</p>

	information	Recovery by S Glos IT
Pupil's Work	What if hard version of pupil work is lost or damaged	Keep work in secure, fire proof cabinets Consider what materials can be kept electronically

*Note: The school will work with services provided by South Gloucestershire where a total loss or denial of access occurs that will be long term and they will work with the Headteacher to ensure services are returned to possible as soon as possible

Informing Stakeholders of Arrangements

Whatever arrangements are made to ensure continuity of services appropriate stakeholders should be informed. Stakeholders will include parents/guardians, pupils, the Council, contractors etc.

Determining Damage and Recovery Resources

As well as taking action to ensure that the school can remain open and provide some form of continuity of service, to ensure full recovery, an assessment will be made as to what has been lost, how it can be restored and an estimate made of how long this may take. This may be carried out in conjunction with an insurance loss adjuster & the Local Authority. Issues to consider include:

- Damage to building fabric
- Damage or loss of plant, equipment and systems (non-teaching)
- Permanent loss of staff
- Damage or loss of I.T and communication equipment
- Loss of pupils' work
- Loss of teaching materials (hard and electronic)
- Damage or loss of teaching equipment
- Damage or loss of records and information (hard copy and electronic)
- Loss of suppliers and contractors

REMOTE LEARNING PLAN

It is possible for staff to email parents remotely using teachers 2 parents giving learning plans that pupils can follow at home.

Post-Closure Issues

Following any extended closure, the school will determine as to the short-fall in education& priorities established.

In relation to disruption of SATs tests guidance will be sought from the QCA .

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