



# Woolston Infant School

## Business Continuity Plan

Authorised on behalf of the Governing Body:	Andy Steege <b>Chair Governors</b> Date: September 2024	Next policy review due: September 2026
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## Aim:

Woolston Infant School has adopted policies and procedures to minimise risks to staff and pupils. The LGC recognises that not all circumstances are under the control of the school and emergencies and disasters may happen.

The purpose of this Business Continuity Plan is to define the school's response to a major incident and provide a framework within which specific emergency procedures can be established and operated. The Policy should be read in conjunction with HET policy and guidance on Health and Safety, the school's Health and Safety Policy, and Fire Safety Policy.

## Procedure:

### **Definition**

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

### **Roles and Responsibilities**

The Incident Management Team comprises Head Teacher, Site Manager, Deputy Headteacher & Business Manager, any of whom may determine that a major incident has occurred. An early action should be to alert the Emergency Team to what has happened. If the incident has occurred outside normal working hours, all available members of the team should report to school as soon as practicable.

The key functions include

- Assessing the risks to the environment and all stakeholders
- Contact with other agencies including HET and SCC
- Co-ordination of status reports/ communication for the benefit of all audiences (including staff, parents, media)

Additional staff may be recruited to the team to match the specific needs of the incident.

It is the responsibility of the team to restore normal conditions as soon as possible.

In the event that staff are sent home they should remain available during normal working hours to assist with any necessary tasks.

### **Access and Information**

Outside the working day, the Site Manager, Headteacher, Deputy Headteacher & Business Manager are able to access the school and deactivate the alarm system. All staff should have details of the emergency team contact numbers.

Pupil and staff information including addresses and emergency contact numbers are available on a manual system, stored in the office. This is updated yearly or when necessary.

In dealing with a major incident the Incident Management Team must assert control, create a sense of calm and work proactively in liaising with other services and parents.

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

- |                                 |   |
|---------------------------------|---|
| • Hamwic Education Trust        | <a href="mailto:Robert.farmer@hamwic.org">Robert.farmer@hamwic.org</a> <a href="mailto:Gemma.Carr@hamwic.org">Gemma.Carr@hamwic.org</a> |
| • Southampton City Council      | <a href="mailto:Nikki.thorne@hamwic.org">Nikki.thorne@hamwic.org</a>  |
| • Press office                  | <a href="mailto:school.emergencies@southampton.gov.uk">school.emergencies@southampton.gov.uk</a>  |
| • Local Police                  | 023 802756  |
| • Emergency Services            | 0845 045 4545   |
| • Emergency Planning Department | 999   |
|                                 | 023 80832089  |

An emergency or disaster could be related to

- Incident at a neighbouring school – St Patrick’s Primary School giving ‘mutual aid’
- Serious health hazard internally or externally eg Chemical or toxic substance release
- Phone or ICT Communication loss
- Utilities / energy supply failure
- Key supplier failure – eg catering supplies
- Disease, epidemics or pandemics (guidance on widespread school closure from Public Health England)
- Where a significant number of staff or pupils are affected by illness, advice should be sought from the Public Health England.
- A deliberate act of violence, or assault in school including the use of a knife or firearm
- A school fire, flood or explosion
- Severe weather damage or flooding or high risk of severe weather damage
- Bomb threat, receipt of a suspicious package or terrorist incident
- Public disorder
- A pupil or teacher being taken hostage/abduction or kidnapped
- The destruction or serious vandalising of part of the school or an area of building collapse
- The death, or serious injury, of a pupil or member of staff through natural causes, suicide or accident
- The request to school to ‘hold’ pupils beyond the normal end of the school day

#### ***Closure of the school in advance of a school day***

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

- Closure is authorised by The Headteacher or Deputy
- Notification of a school closure using the LA email system [school.emergencies@southampton.gov.uk](mailto:school.emergencies@southampton.gov.uk)
- Notification of a school closure to Hamwic Education Trust [Robert.farmer@hamwic.org](mailto:Robert.farmer@hamwic.org) [Gemma.Carr@hamwic.org](mailto:Gemma.Carr@hamwic.org) [Nikki.thorne@hamwic.org](mailto:Nikki.thorne@hamwic.org)
- School staff contacted via the school text messaging system
- School closure posted on the school website and SCC Schools closure page
- All parents contacted via the school text messaging system
- Notification posted on school Twitter feed

#### ***Closure of the school during the school day***

This is never the preferred option, but it can be done using the following systems

- Closure is authorised by The Headteacher or Deputy on the basis that pupils will continue to be supervised by staff until they are collected
- Parent authorisation for another responsible adult to collect their child by telephone or email and recorded by a member of staff
- Consider the use of a place of safety
- Notification of a school closure using the email system [school.emergencies@southampton.gov.uk](mailto:school.emergencies@southampton.gov.uk)
- Notification to Hamwic Education Trust [Robert.farmer@hamwic.org](mailto:Robert.farmer@hamwic.org) [Gemma.Carr@hamwic.org](mailto:Gemma.Carr@hamwic.org) [Nikki.thorne@hamwic.org](mailto:Nikki.thorne@hamwic.org)
- School closure posted on the school website and SCC Schools closure page
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- Notification posted on school Twitter feed

#### ***Place of Safety***

In the event of a major incident on site requiring the school to be evacuated, pupils will assemble in the playground. If this needs to be further away our approved off-site place of safety is St Patrick’s Primary School.

### **Lockdown Procedure**

Lockdown procedures are both a sensible and proportionate response to any internal or external incident that poses a risk to pupils, staff and visitors.

- An incident in the Local Community
- An intruder on the school site
- A warning of air pollution (gas, smoke)
- A major fire in the vicinity of the school
- A dangerous animal on the loose

The following procedure should be followed

- All pupils and staff should move inside the building
- All gates, doors and windows should be locked
- A register should be taken all staff, pupils and visitors and anyone missing should be reported immediately
- If deemed necessary pupils will move away from doors and windows and shelter under desks or be moved into the school hall
- If an evacuation is required, the fire alarm will be activated

Everyone will be encouraged to keep calm

In the event of a lockdown Pupils will **not** be released to parents

### **External Communication**

In the event of failure/jamming of the school's main telecommunication system, a member of staff may use their mobile phone for communication or use the systems at St Patrick's Primary School.

### **Media**

Managing the media needs carefully and, where possible, proactive handling. All approaches should be dealt with by the head teacher or member of the team co-ordinating our response through the LA Media Department. Be careful to avoid speculative or inaccurate comment.

As soon as practicable the head teacher should brief the chair of governors on the situation. As with staff, other governors are advised to avoid comment if approached, referring the matter the head or chair of governors.

### **After the Incident**

The Emergency Team and Governors should subsequently review events. The Senior Leadership Team will co-ordinate arrangements for contingency or other support work which may be required.