



## **Business Continuity Plan**

**THE KINGS SCHOOL**

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# 1. Statement of Intent

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- 1.1 This plan and associated procedures applies to **all** the Trust and it's schools and sets out the framework for our Trust's emergency response and business continuity management arrangements so that the Trust as a whole and/or any one of its individual schools can provide a flexible response to an emergency or disruptive incident which:
- Minimises the impact of the emergency or major incident;
  - Ensures that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
  - Maintains high standards of welfare and duty of care arrangements for pupils, staff and carers,
  - Ensures that decision making and actions during the emergency situation are properly recorded,
  - Facilitates the return to normal working arrangements at the earliest time
- 1.3 This plan will be activated in the event of an incident or an emergency which impacts upon the delivery of our critical activities and where normal responses and procedures are deemed insufficient to deal with the effects.
- 1.4 The approved Pontefract Academies Trust log book must be kept with this plan at all times. The Pontefract Academies Trust log book for each school will consist of:
- School Contact List
  - Lockdown procedure
  - Activity Log
  - Finance Log
  - Lost Items Log
  - Critical Activities

## 2. Plan Control

### 2.1 Plan Remit

The following critical functions are covered by this plan:

- Safeguarding staff members and pupils
- Teaching
- Catering
- Access to Systems and Records
- Examination Centre

The following Trust premises are covered by this plan:

Trust Premises Name	Address	Postcode
Carleton Community High School	Green Lane, Carleton	WF8 3NW
Carleton Park J&I School	Moxon Close	WF8 3PT
De Lacy Primary School	Chequerfield Lane	WF8 2TG
Halfpenny JI & N School	Halfpenny Lane	WF8 4BW
Larks Hill J&I School	Larks Hill	WF8 4RJ
Orchard Head J&I School	Orchard Head Lane	WF8 2NJ
The Kings School	Mill Hill Lane	WF8 4JF
The Rookeries, Carleton J&I School	Carleton Road	WF8 3NP
Trust Offices located in St Mary's Community Centre	The Circle, Chequerfield	WF8 2AY

### 2.2 Plan Distribution

This Business Continuity Management Plan is distributed as follows:

- Chief Executive Officer
- Chair of Trust Board
- Chair of Audit and Risk Committee
- Director of Finance, Business and Operations
- Exec HT/Headteachers/Head of School
- Deputy Headteachers
- Chairs of Governors
- School Business Managers

### 2.3 Plan Storage

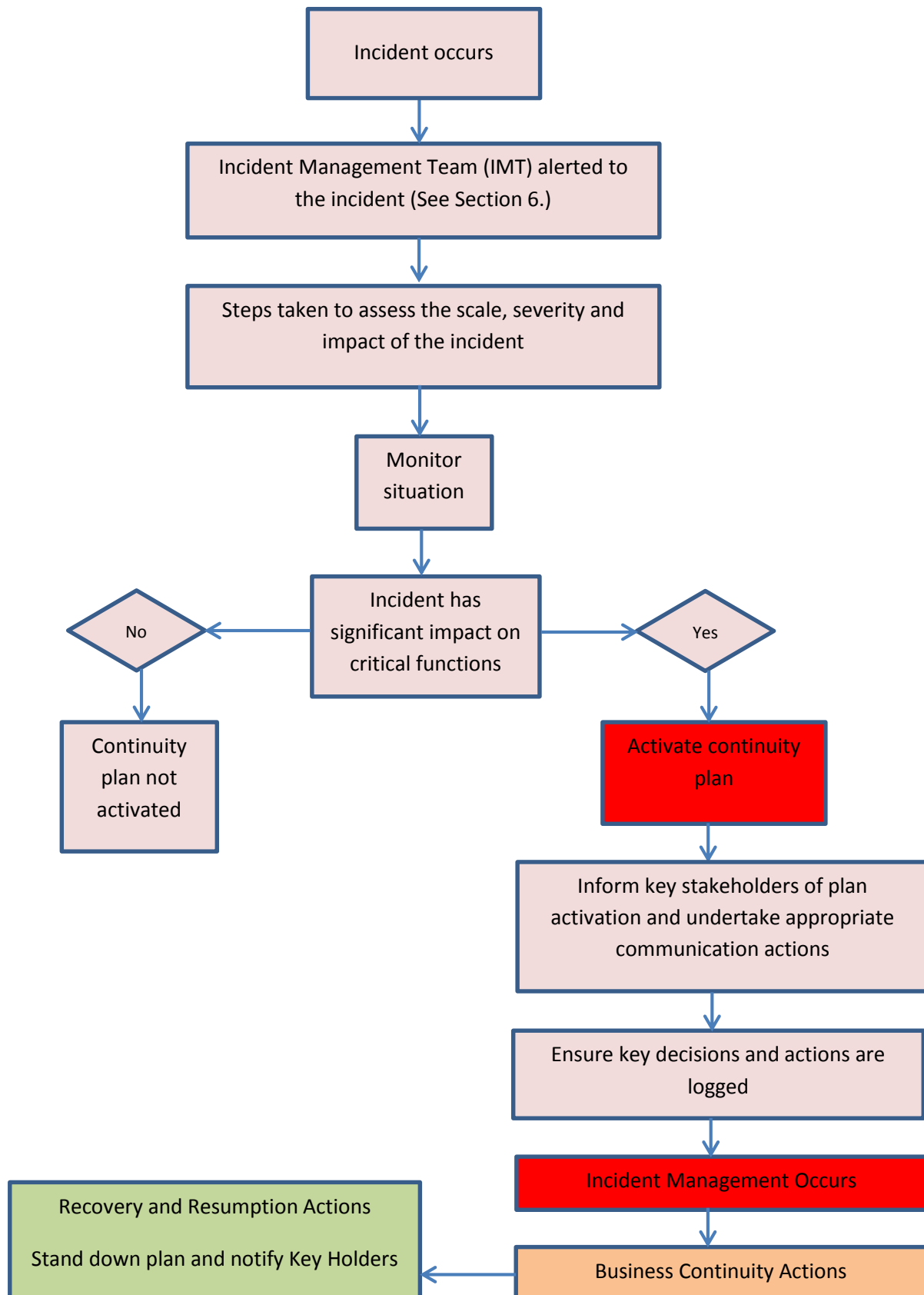
All parties on the plan distribution list are required to safely and confidentially store a copy of this plan at their regular place of work and within the Central Trust HQ

### 2.4 Plan Review

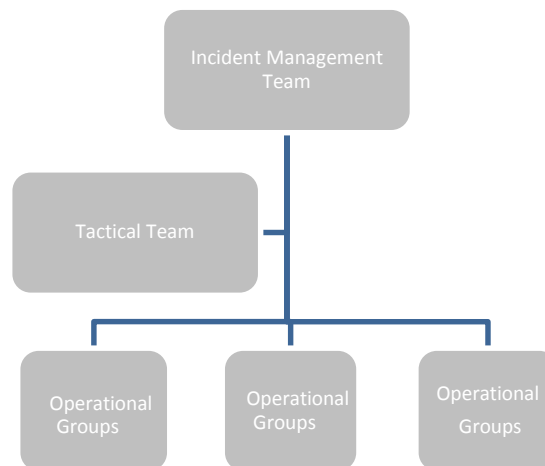
Updates to the plan will be co-ordinated by the Director of Finance, Business and Operations. Headteachers are responsible for ensuring the plan is kept up to date by providing updates in a timely manner for changes in their respective school.

### 3. Plan Activation

Use this flowchart to help ascertain whether or not to activate the Business Continuity Plan. A member of the Incident Management Team (see Section 4) will activate and stand down this plan.



## 4. Incident Management Structure



### 4.1 Incident Management Team

#### Terms of Reference

The purpose of the incident management team is to ensure appropriate actions are taken to:

- Protect the safety and welfare of pupils, staff, visitors and the wider community
- Protect vital assets e.g. equipment, data, reputation
- Ensure urgent and necessary communication takes place
- Support the Business Continuity phase
- Support the Recovery and Resumption phase.

#### Membership and Responsibilities

	Position	Responsibilities
Central Trust	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Collates information about the incident for dissemination in Press Statements</li> <li>• Approves all other media contact / communications</li> <li>• Senior responsible owner of the Business Continuity Management for the Trust</li> <li>• Co-ordinates additional capacity to the school where insufficient within the school</li> </ul>
School	Exec HT/Headteacher Head of School	<ul style="list-style-type: none"> <li>• Overall responsibility for the day-to-day management of the School, including principal decision-maker in times of crisis.</li> <li>• Liaising with the CEO to ensure that the school has sufficient capacity to respond to crisis.</li> <li>• Agreeing with the CEO the School's overall response and recovery strategy.</li> </ul>
School	Deputy Headteacher	<ul style="list-style-type: none"> <li>• Supports the Headteacher in the day-to-day management of the school, including in times of crisis.</li> </ul>

## 4. Incident Management Structure

Central Trust	Chair of Trustees	<ul style="list-style-type: none"> <li>• Liaises with the CEO and Headteacher in response to a crisis</li> <li>• Coordinates with the CEO and Headteacher to provide strategic direction in planning for and responding to a crisis.</li> <li>• Supports the school's crisis response and subsequent recovery.</li> <li>• Reporting to parents on the resilience of the School Business Continuity Plan.</li> </ul>
Central Trust Rep	Chair of Audit & Risk Committee	<ul style="list-style-type: none"> <li>• Supports the Chair of Trustees in response to a crisis and subsequent recovery</li> <li>• Ensures that the School Business Continuity Plan remains fit-for-purpose.</li> <li>• Considers lessons learnt as a result of the incident and oversight to ensure these inform future updates to plans</li> </ul>
School	Chair of LGB	<ul style="list-style-type: none"> <li>• Supports the Headteacher and Chair of Trustees in communications to parents on the resilience of the School Business Continuity Plan;</li> </ul>
Central Trust	Director of Finance Business and Operations	<ul style="list-style-type: none"> <li>• Business Continuity Plan development</li> <li>• Support the CEO in collating information about the incident for dissemination in Press Statements</li> <li>• Identifying lessons as a result of the incident</li> <li>• Ensuring that future updates of plans reflect lessons learnt</li> </ul>
School	School Business Manager	<ul style="list-style-type: none"> <li>• Advise on any issues relating to the school physical infrastructure</li> <li>• Lead point of contact for any contractors who may be involved in incident response</li> </ul>
School/ External	ICT Support (where appropriate)	<ul style="list-style-type: none"> <li>• Ensure the resilience of the School's ICT infrastructure</li> <li>• Work with the Director of Finance Business and Operations to ensure resilience of the ICT infrastructure across the Trust and within individual schools.</li> </ul>

## 4. Incident Management Structure

### 4.2 Tactical Team

Position	Responsibilities
Representative from the SLT	As directed by the Incident Management Team
Department Heads	As directed by the Incident Management Team
Site Manager	Undertaking duties as necessary to ensure site security and safety in an incident Support the School Business Manager in identifying issues relating to the school physical infrastructure
Incident Recorder	Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately reporting directly to the Incident Management Team.

### 4.3 Operational Groups

Other teachers, staff members and grounds workers may be utilised to support the tactical team with the responses. All **key holder information** for each school to be updated as appropriate with PAT central admin office ensuring all schools have identified key holders for term time and holidays.



## 5. Contact List

Address	Mill Hill Lane WF8 4JF	Telephone Number	01977 601701
Number of Staff	167		
Number of Pupils	1050 places	Pupils on roll (Jan 2015)	1039
Age Range of Pupils	11-16		
Normal Operating Hours	8.50 – 15.15		
Assembly Point & Entrance Points	Ackworth Road elevation of field		
Alternative Assembly Point & Entrance Points	Mill Hill elevation near the Caretaker's House		
	<b>Name</b>	<b>Mobile</b>	<b>Home</b>
Key Holders (Name & Contact Number)	Ian Corbett	07740 110143	
	Jason Hunter	07714 249473	
	Simon Griffiths	07714 249471	

Contact	Name/Company	Telephone Number Office	Telephone Number Mobile	Telephone Number Home	Email address
<b>INCIDENT MANAGEMENT TEAM</b>					
Chief Executive Officer	Julie Craig	<b>01977 707346</b>			<a href="mailto:jcraig@ptrust.org.uk">jcraig@ptrust.org.uk</a>
Headteacher	Barbara Tibbetts	<b>01977 601706</b>	<b>07891 298446</b>		<a href="mailto:btibbetts@kings.wakefield.sch.uk">btibbetts@kings.wakefield.sch.uk</a>
Deputy Headteacher	Maher Rashid	<b>01977 601742</b>	<b>07891 298519</b>		<a href="mailto:mrashid@kings.wakefield.sch.uk">mrashid@kings.wakefield.sch.uk</a>
Chair of Trustees	Ulric Murray OBE				
Chair of Audit & Risk Cttee	John Gough				
Chair of Governors	Ian Prout	<b>N/A</b>			
Director of Finance, Business and Operations	Debbie Samwell	<b>01977 707351</b>			<a href="mailto:dsamwell@ptrust.org.uk">dsamwell@ptrust.org.uk</a>
School Business Manager	Karen Josse	<b>01977 601702</b>	<b>07891 300409</b>		<a href="mailto:kjosse@kings.wakefield.sch.uk">kjosse@kings.wakefield.sch.uk</a>

## 5. Contact List

Contact	Name/Company	Telephone Number Office	Telephone Number Mobile	Telephone Number Home	Email address
<b>TACTICAL MANAGEMENT TEAM</b>	The Tactical Management Team will comprise of whichever members of SLT are available at the time of the incident and the Facilities, Health and Safety Manager				
Headteacher	Barbara Tibbetts	01977 601706	07891 298446		<a href="mailto:btibbetts@kings.wakefield.sch.uk">btibbetts@kings.wakefield.sch.uk</a>
Deputy Headteacher	Maher Rashid	01977 601742	07891 298519		<a href="mailto:mrashid@kings.wakefield.sch.uk">mrashid@kings.wakefield.sch.uk</a>
Business Manager	Karen Josse	01977 601702	07891 300409		<a href="mailto:kjosse@kings.wakefield.sch.uk">kjosse@kings.wakefield.sch.uk</a>
Facilities, Health and Safety Manager	Ian Corbett	01977 601764	07740 110143		<a href="mailto:icorbett@kings.wakefield.sch.uk">icorbett@kings.wakefield.sch.uk</a>
Operations Manager	John Trevorrow	01977 601712	07891 309072		<a href="mailto:jtrevorrow@kings.wakefield.sch.uk">jtrevorrow@kings.wakefield.sch.uk</a>
Assistant Headteacher	Yvonne Hawthorne-Lacy	01977 601741	07891 311081		<a href="mailto:Yhawthorne-lacy@kings.wakefield.sch.uk">Yhawthorne-lacy@kings.wakefield.sch.uk</a>
Assistant Headteacher	Steve Banks	01977 601788	07891 312197		<a href="mailto:sbanks@kings.wakefield.sch.uk">sbanks@kings.wakefield.sch.uk</a>
Assistant Headteacher	Tony Marks	01977 601787	07891 312029		<a href="mailto:tmarks@kings.wakefield.sch.uk">tmarks@kings.wakefield.sch.uk</a>
<b>Key local authority contacts</b>					
WMDC Children's services	This would be dependent on the agency involved, please use Yvonne Hawthorne-Lacy as the first point of contact				
WMDC Premises Services	N/A – The King's School does not use this service				
<b>Insurance Company:</b>	Gallagher Bassett for the DfE RPA	01132462040			<a href="mailto:UK.RPA@gbtpa.com">UK.RPA@gbtpa.com</a>
<b>Insurance Policy Ref:</b>	139500				
<b>ICT PROVIDER: Alamo</b>	Andrew Booth	0845 5002050	07870 553465	N/A	
<b>Media contacts</b>					
Local BBC radio station	N/A				
Local newspaper	N/A				

## 5. Contact List

Contact	Name/Company	Telephone Number Office	Telephone Number Mobile	Telephone Number Home	Email address
<b>Other useful contacts</b>					
Department for Education	N/A				
Education Funding Agency	N/A				
Standards & Testing Agency	N/A				
Environment Agency	N/A				
Health and Safety Executive	➤ Tel: <b>0845 300 9923</b> (Incident Contact Centre - fatal and major injuries only) Tel: <b>0151 922 9235</b> (Out of Hours - See Guidance) Tel: <b>0151 951 4000</b> (Switchboard)				
Teacher Support Network	N/A				
<b>Utilities</b>					
Electricity	NPower	0845 0709494			<a href="mailto:yourbusiness@npower.com">yourbusiness@npower.com</a>
Gas	British Gas	0800 0480202			britishgas.co.uk
Water	Yorkshire Water	0845 7372062			<a href="mailto:Key.customers@yorkshirewater.co.uk">Key.customers@yorkshirewater.co.uk</a>
<b>EMERGENCY SERVICES</b>					
Police/Fire/Ambulance		9 999			
Local Police		01977 793611			
Local Fire		01977 702223			

**Notes:**

Establishment URN 139500

UKPRN 10041048

LA Establishment 384/4020

School Website

<http://kings.wakefield.sch.uk>

## 6. Incident Management

	Action	Details	Responsibility	Actioned?
1.	<ul style="list-style-type: none"> <li>Initial assessment</li> </ul>	<ul style="list-style-type: none"> <li>Survey the incident scene and disseminate information.</li> </ul>	A member of the Senior Leadership Team (SLT)	<input type="checkbox"/>
2.	<ul style="list-style-type: none"> <li>Call the emergency services (as appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Services Required (police, fire, or ambulance) providing               <ul style="list-style-type: none"> <li>Exact Location of incident</li> <li>Number of casualties / injuries</li> <li>Hazards which may be on site</li> <li>Location call made from</li> <li>Your name and telephone number</li> </ul> </li> </ul>	The most appropriate member of staff closest to the incident	<input type="checkbox"/>
3.	<ul style="list-style-type: none"> <li>Evacuate the school building if necessary.</li> <li>Ascertain whether pupils should remain within the school grounds at a relative place of safety or indoors (see lockdown procedure).</li> <li>If it is safe, consider the recovery of vital assets to sustain critical school activities.</li> <li>Inform relevant stakeholders of site evacuation.</li> </ul>	<ul style="list-style-type: none"> <li>Use normal fire evacuation procedures for the school.</li> <li>Consider staff members and pupils with special needs and/or disabilities.</li> <li>If remaining within the school grounds, ensure that the assembly point is safe</li> <li>Take advice from emergency services as appropriate.</li> </ul>	SLT or the Facilities, Health and Safety Manager (F,H&SM)	<input type="checkbox"/>
4.	<ul style="list-style-type: none"> <li>Ensure that all pupils, staff members and school visitors report to the identified assembly point.</li> </ul>	<ul style="list-style-type: none"> <li>The normal assembly point is: <b>see key contact list</b></li> <li>The alternative assembly point is: <b>see key contact list</b></li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
5.	<ul style="list-style-type: none"> <li>Check that all pupils, staff members and visitors have been evacuated.</li> <li>Consider the safety of all pupils, staff members and visitors as a priority.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a roll call using the pupil attendance register, staff lists and the visitors signing in book.</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
6.	<ul style="list-style-type: none"> <li>Ensure that the emergency service vehicles have access to the incident site.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure any required actions are safe by undertaking a risk assessment.</li> </ul>	Receptionist, Administrator	<input type="checkbox"/>

## 6. Incident Management

	Action	Details	Responsibility	Actioned?
7.	<ul style="list-style-type: none"> <li>Establish a contact point for all supporting personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Consider the availability of staff members and who may be best placed to communicate information.</li> </ul>	SLT	<input type="checkbox"/>
9.	<ul style="list-style-type: none"> <li>Ensure a log of key decisions and actions is started and maintained throughout the incident.</li> </ul>	<ul style="list-style-type: none"> <li>Use the Activity Log template found in section 7 of this plan.</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
10.	<ul style="list-style-type: none"> <li>Where appropriate, record names and details of any staff members or visitors who may have been injured or affected by the incident.</li> </ul>	This information should be held securely as it may be required by emergency services or other agencies either during or following the incident.	SLT or the F,H&SM	<input type="checkbox"/>
11.	<ul style="list-style-type: none"> <li>Assess the impact of the incident. Identify and agree next steps.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to record key decisions and actions in the activity log</li> <li>Record financial expenditure incurred in financial expenditure log</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
12.	<ul style="list-style-type: none"> <li>Log details of all items lost by pupils, staff members and visitors as a result of the incident, if appropriate,</li> </ul>	<ul style="list-style-type: none"> <li>Use the Lost Items Log found in section 10. of this plan</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
13.	<ul style="list-style-type: none"> <li>Consider the involvement of other teams, services or organisations that may be required to support the management of the incident.</li> </ul>	<ul style="list-style-type: none"> <li>See continuity strategy</li> <li>See key contacts list</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
15.	<ul style="list-style-type: none"> <li>Assess the key priorities for the remainder of the working day and take relevant action.</li> </ul>	<ul style="list-style-type: none"> <li>Consider actions to ensure the health, safety and well-being of the school community at all times.</li> <li>Consider your business continuity strategies to ensure that the impact of the disruption is minimised.</li> <li>Consider the school's legal duty to provide free school meals and how this will be facilitated.</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
16.	<ul style="list-style-type: none"> <li>Ensure staff members are kept informed about what is required of them.</li> </ul>	<ul style="list-style-type: none"> <li>Consider staff not on site</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
17.	<ul style="list-style-type: none"> <li>Ensure parents and pupils are kept informed as appropriate to the circumstances of the incident.</li> </ul>	<ul style="list-style-type: none"> <li>Consider communication strategies and additional support for pupils with special needs.</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>

## 6. Incident Management

	Action	Details	Responsibility	Actioned?
		<ul style="list-style-type: none"> <li>Agree arrangements for parents collecting pupils at an appropriate time.</li> <li>Consider the notification of pupils not currently in school.</li> </ul>		
19.	<ul style="list-style-type: none"> <li>Ensure Trustees and Governors are kept informed as appropriate to the circumstances of the incident.</li> </ul>	<ul style="list-style-type: none"> <li>Mechanism and frequency determined by Emergency Response Team</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
20.	<ul style="list-style-type: none"> <li>Consider the wider notification process and the key messages to communicate.</li> </ul>	<ul style="list-style-type: none"> <li>Mechanism determined by Emergency Response team.</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
21.	<ul style="list-style-type: none"> <li>Communicate the interim arrangements for delivery of critical school activities.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all stakeholders are kept informed of any contingency arrangements.</li> </ul>	SLT or the F,H&SM	<input type="checkbox"/>
22.	<ul style="list-style-type: none"> <li>Log all expenditure incurred as a result of the incident</li> </ul>	<ul style="list-style-type: none"> <li>Record all incident-related costs incurred in the attached financial expenditure log.</li> </ul>	Business Manager	<input type="checkbox"/>
23.	<ul style="list-style-type: none"> <li>Seek specific advice/inform your insurance company.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance policy contact and details can be found key contact list.</li> </ul>	Business Manager	<input type="checkbox"/>
24.	<ul style="list-style-type: none"> <li>Ensure recording process is in place for staff members and pupils leaving the site.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the safety of staff members and pupils before they leave site and identify suitable support and risk control measures.</li> </ul>	SLT	<input type="checkbox"/>

## 7. Lockdown Procedure

<b>Management and Control</b>	
<b>Nominated person</b>	<b>Responsibility</b>
Headteacher	Initial contact with the emergency services
Deputy Headteacher	Liaison with parents
Members of the SLT dependent on who is on site	Student control

<b>Signals</b>	
<b>Signal for lockdown</b>	At present TKS is awaiting advice and a quotation from Cormeton to supply, install and commission two key interface units to action a lock down signal. Will update in due course.
<b>Signal for all-clear</b>	At present TKS is awaiting advice and a quotation from Cormeton to supply, install and commission two key interface units to action an all clear signal. Will update in due course.

<b>Lockdown</b>	
<b>Specified assembly room</b>	The main hall or if the main hall is the scene of the incident the Sports Hall
<b>Entrance points</b>	<p>The Main hall has the following entrance points:</p> <ul style="list-style-type: none"> <li>➤ Corridor from the Deli Bar area</li> <li>➤ 4 fire exit doors, two on each elevation</li> <li>➤ Corridor from the Mill Hill elevation</li> </ul> <p>The Sports Hall has the following entrance points:</p> <ul style="list-style-type: none"> <li>➤ Internal entrance accessed via the end of the Humanities corridor;</li> <li>➤ Two external fire doors</li> </ul>
<b>Communication arrangements</b>	<ul style="list-style-type: none"> <li>➤ Mobile phones</li> <li>➤ Instant messaging / email</li> </ul>
<b>Notes</b>	

## 7. Lockdown Procedure

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Dial 999 for each emergency service that the incident requires.			
2.	Ensure all pupils, staff, visitors are inside the specified assembly room(s).	<input type="checkbox"/>		
3.	Secure all entrance points to the specified assembly room(s).	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and draw curtains to avoid detection.</li> <li>• Turn off lights.</li> <li>• Stay away from windows and doors.</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		



## 8. Bomb Alert

Reference: Procedures for handling bomb threats Published 18 July 2016 National Counter Terrorism Office

### **ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT**

- |   |   |
|---|---|
| 1 | Remain calm and talk to the caller  |
| 2 | Note the caller's number if displayed on your phone                                 |
| 3 | If the threat has been sent via email or social media see appropriate section below |
| 4 | If you are able to, record the call   |
| 5 | Write down the exact wording of the threat:   |

**When Where What How Who Why Time**

**ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:**

1. Where exactly is the bomb right now?

2. When is it going to explode?

3. What does it look like?

4. What does the bomb contain?

5. How will it be detonated?

6. Did you place the bomb? If not you, who did?

7. What is your name?

8. What is your address?

9. What is your telephone number?

10. Do you represent a group or are you acting alone?

11. Why have you placed the bomb?

Record time call completed:

## 8. Bomb Alert

<b>INFORM HEADTEACHER/LEADERSHIP</b>					
Name and telephone number of person informed:					
<b>DIAL 999 AND INFORM POLICE</b>					
Time informed:					
<b>This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed</b>					
Date and time of call:					
Duration of call:					
The telephone number that received the call:					
<b>ABOUT THE CALLER:</b>		Male	Female	Nationality?	Age?
<b>THREAT LANGUAGE:</b>	Well-spoken	Irrational	Taped	Foul	Incoherent
<b>CALLER'S VOICE:</b>	Calm	Crying	Clearing throat	Angry	Nasal
Slurred	Excited	Stutter	Disguised	Slow	Lisp
Rapid	Deep	Familiar	Laughter	Hoarse	*Accent
*What accent?					
If the voice sounded familiar, who did it sound like?					
<b>BACKGROUND SOUNDS:</b>	Street noises	House noises	Animal noises	Crockery	Motor
Clear	Voice	Static	PA system	Booth	Music
Factory machinery		Office machinery		Other (please specify)	

<b>REMARKS:</b>		
<b>ADDITIONAL NOTES:</b>		
Signature: .....	Print Name: .....	Date: .....

## 8. Bomb Alert

### **ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

1	DO NOT reply to, forward or delete the message
2	If sent via email note the address
3	If sent via social media what application has been used and what is the username/ID?
4	Dial 999 and follow police guidance
5	Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

**Save and print. Give copy to Police. Save for 7 years.**

## 9. Continuity of Critical Activities

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended. Strategies include: mutual emergency secondment agreements, flexible timetable/class sizes, pre-agreed emergency accommodation in the Trust / community, mirror servers, cloud back up, VLE/independent learning opportunities etc.

No.	SECONDARY SCHOOL	Strategy	Responsibility to implement	Actioned?
1.	Loss of Teachers	<ul style="list-style-type: none"> <li>➤ Deploy Learning Managers</li> <li>➤ Cover staff absences internally</li> <li>➤ Contact other Trust schools to seek support</li> <li>➤ Appoint agency staff</li> <li>➤ Support students to undertake Home Learning off-site</li> </ul>	Headteacher SLT Cover Manager	<input type="checkbox"/>
2.	Loss of Education Support Assistants / Teaching Assistants	<ul style="list-style-type: none"> <li>➤ SEN students sent home</li> <li>➤ Deploy Learning Managers</li> <li>➤ Cover staff absences internally</li> <li>➤ Contact other Trust schools to seek support</li> <li>➤ Agency staff</li> <li>➤ Support students to undertake Home Learning off-site</li> </ul>	Headteacher SLT Cover Manager	<input type="checkbox"/>
3.	Loss of School Business Manager	<ul style="list-style-type: none"> <li>➤ Seek support from the Trust Director of Finance &amp; Business Operations (DoFBO)</li> <li>➤ Seek support from the CCHS Business Manager</li> <li>➤ Seek support from TKS Middle Managers – Finance Manager, Catering Manager, Facilities H&amp;S Manager and Office Manager</li> <li>➤ Seek support from Business Managers in the Secondary Sector in the Wakefield district</li> </ul>	Headteacher SLT	<input type="checkbox"/>
4.	Loss of Premises Manager	<ul style="list-style-type: none"> <li>➤ Cover staff absences internally utilising the Senior Caretaker and Caretaker</li> <li>➤ Contact other Trust schools to seek support</li> <li>➤ Agency staff</li> </ul>	Business Manager	<input type="checkbox"/>

## 9. Continuity of Critical Activities

5.	Loss of trained First Aid Staff	As TKS has 10 Members of staff qualified to different levels (either 3 or 1 day) in First Aid it is unlikely that we would lose all internal expertise. However, if this unlikely event did happen TKS would seek support from other Trust schools, in the first instance CCHS.	SLT	<input type="checkbox"/>
6.	Loss of key system / data	Access back up provision.	Deputy Headteacher	<input type="checkbox"/>
7.	Loss of accommodation – Fire Damage	If loss was as a result of fire damage TKS would contact the EFA's RPA contacts at Gallagher Bassett for advice and approach the Trust for support with regard to alternative accommodation.	Business Manager	<input type="checkbox"/>
8.	Loss of accommodation – Electricity	<ul style="list-style-type: none"> <li>➤ Communications with electricity supplier to identify extent of problem and timescales involved, this would inform the decision making process.</li> <li>➤ Electrical failure would impact on the heating system as the BSM would be affected. Contingency plan, if the incident occurred during the heating season would be to hire portable gas heaters in the short term.</li> <li>➤ If the problem was over 24 hours TKS would consider contacting partner schools within the Trust to share accommodation to offer a limited education service off-site.</li> </ul>	Business Manager and other SLT members	<input type="checkbox"/>
9.	Loss of accommodation – Gas	<ul style="list-style-type: none"> <li>➤ Communications with gas supplier to identify extent of problem and timescales involved, this would inform the decision making process.</li> <li>➤ Gas failure would impact on the heating system. Contingency plan, if the incident occurred during the heating season would be to use portable electric heaters in the short term.</li> <li>➤ If the problem was over 24 hours TKS would consider contacting partner schools within the Trust to share accommodation to offer a limited education service off-site.</li> </ul>	Business Manager and other SLT members	<input type="checkbox"/>

## 9. Continuity of Critical Activities

10.	Loss of accommodation – Water	<ul style="list-style-type: none"> <li>➤ Communications with Yorkshire Water to identify extent of problem and timescales involved, this would inform the decision making process.</li> <li>➤ If not re-instated within two hours the site would have to be closed to students as this would impact on sanitary provision and drinking water supplies.</li> <li>➤ If the problem was over 24 hours TKS would consider contacting partner schools within the Trust to share accommodation to offer a limited education service off-site.</li> </ul>	Business Manager and other SLT members	<input type="checkbox"/>
11.	Electricity / Gas Failure in the Kitchen	<p><u>Planned Interruption</u></p> <ul style="list-style-type: none"> <li>➤ If the loss of power was going to be a planned issue affecting the kitchen TKS would provide students with a cold grab lunch which would fulfil the statutory obligations. SLT would consider whether this should be for just the FSM students or the entire cohort. If the interruption was planned it could be possible to give non-FSM adequate notice to bring in a packed lunch.</li> <li>➤ SLT may consider changing the school day if no hot meals could be provided for a period of over 2/3 days.</li> </ul> <p><u>Unplanned Interruption</u></p> <ul style="list-style-type: none"> <li>➤ An unplanned interruption is a more likely scenario. The impact would be dependent on the timing of the failure and duration. Food preparation and cooking is undertaken throughout the morning so a limited service would be available. Sandwich King have indicated that they would endeavour to provide supplies at short notice in an emergency situation.</li> </ul>	Business Manager	<input type="checkbox"/>

## 9. Continuity of Critical Activities

		<ul style="list-style-type: none"> <li>➤ Supplies are always on site to provide approx. 200 sandwiches. Worst case scenario would be buying stock from local supermarkets.</li> <li>➤ SLT may decide to bring the service time forward.</li> <li>➤ The Catering Team would have to manually process all orders as the biometrics wouldn't be working.</li> </ul>		
12.	Adverse Winter Weather	<ul style="list-style-type: none"> <li>➤ Activate the Facilities Team adverse weather Risk Assessment and Action Plan.</li> <li>➤ Check pupil to staff ratios (pupil numbers may reduce)</li> <li>➤ Activate the School Winter Planning and Response Checklist is in place;</li> <li>➤ Activate the unplanned School closure procedures;</li> <li>➤ A Supported Learning during Closure framework is in place to support meeting the requirements of the DfE Guidance 'Supporting Learning if Schools Close for Extended Periods'.</li> <li>➤ There is always sufficient food in stock to offer a service for a couple of days in the event of suppliers not been able to access the premises. May have to be a limited service providing a lunch only but not breakfast and mid-morning break.</li> </ul>	Business Manager	<input type="checkbox"/>
13.	Flood resulting in extensive water damage	<ul style="list-style-type: none"> <li>➤ The Facilities Team are tasked with monitoring the weather forecasts and pay attention to any severe weather warnings, they are all signed up to the MET office severe weather warnings.</li> <li>➤ Sandbags and supplies of sand are in place.</li> <li>➤ Drainage surveys undertaken and remedial works undertaken to ensure drainage is able to cope.</li> <li>➤ Have purchased a pump and staff trained in how to use this in the event of a flood.</li> </ul>	Facilities Team, Business Manager and other SLT members	<input type="checkbox"/>

## 9. Continuity of Critical Activities

		<ul style="list-style-type: none"> <li>➤ SLT to make a decision re closure of affected area(s)</li> <li>➤ Liaise with Trust schools re alternative accommodation if necessary in schools not affected by flood;</li> <li>➤ Evacuation Procedures if flood takes place during the school sessional times.</li> <li>➤ Ensure a speedy clean-up operation by in-house Cleaning Team.</li> </ul>		
14.	Evidence that asbestos has been disturbed	<ul style="list-style-type: none"> <li>➤ The Facilities Management Team are tasked with monitoring the condition of areas known to be containing asbestos (in line with the Asbestos Management policy)</li> <li>➤ If it is identified that there is a risk that asbestos has been disturbed a decision has to be made re closure of affected area(s)</li> <li>➤ Evacuation Procedures if occurrence takes place during the school sessional times.</li> <li>➤ Outside agencies would be contacted to arrange a speedy clean-up operation.</li> </ul>	Facilities Manager/Business Manager/Head Teacher	
15.	Outbreak of a Notifiable Disease (e.g. Legionella)	<ul style="list-style-type: none"> <li>➤ The school would be closed in line with regulations relating to the specific disease.</li> <li>➤ The in-house cleaning team would carry out the deep clean procedures if it was safe to do so.</li> <li>➤ Outside agencies would be contacted to arrange a speedy clean-up operation in line with the appropriate regulations.</li> </ul>	Facilities Manager/Business Manager/Head Teacher	



## 10.Recovery and Resumption

No.	CRITICAL FUNCTION	Maximum Tolerable Period of Disruption	Recovery Time Objective	Normal Service Level	Minimum Resource requirements for the critical activity			
					Staff	Data Systems	Premises	Equipment
1.	Ensure safe environment for Learning	0	Immediate	19 Members of staff qualified to different levels (either 3 or 1 day) in First Aid. One Safeguarding lead	Numbers on roll / 30 = 35 qualified teachers 3 first aiders	Access to the Single Central Record (SCR) SIMs InVentry	Teaching space Safe, secure, private place for delivering first aid. Welfare facilities (toilets and drinking water) Utilities – Gas, electric and water Keys for access and knowledge of codes for intruder alarm	Fridge to store medication in and First Aid boxes. Laptop Mobile telephone ID Badges Loose furniture – chairs as bare minimum and possibly desks Educational Resources for learning such as Stationary.
2.	Deliver a timetable of education for KS3&KS4	KS4 - 2 days KS3 – 5 days		65 no. Qualified Teacher 108 no. Support staff Accomm – 53 teaching spaces, gym, Sports Hall, Library	6 per year group = 30 members of staff	Access to a manual copy of the students' details. SIMs which can be access remotely.	Teaching spaces to accommodate 200 students – this could be a combination of 7 classrooms or a smaller number of classrooms and making use of the library or hall. Welfare facilities.	Loose furniture – chairs as bare minimum and possibly desks Educational Resources for learning such as basic Stationary.

## 10.Recovery and Resumption

No.	CRITICAL FUNCTION	Maximum Tolerable Period of Disruption	Recovery Time Objective	Normal Service Level	Minimum Resource requirements for the critical activity			
					Staff	Data Systems	Premises	Equipment
				See separate inventory re Systems Equip			Utilities – Gas, electric and water.	
3.	The creation and safe keeping of coursework including electronic documentation	N/A	Aligned to the Exam Board deadlines (mid May)	N/A	Exams / SIMs Officer SLT link.	A back up of all marks for course work.	N/A	Data Storage.
4.	Provide staff & facilities to enable pupils to sit examinations (inc SATs, GCSE etc.)	0 Determined by the Exam Board	N/A	63 no. Qualified Teacher 104 no. Support staff Hall Welfare facilities (toilets and drinking water) Utilities Exam desks Chairs Stationary Clock	Exams / SIMs Officer Exam Invigilators x 3 SLT link.	Exam documents Seating Plan Attendance list	Hall Welfare facilities (toilets and drinking water) Utilities – Gas, electric and water	Exam desks Chairs Stationary Clock

## 10.Recovery and Resumption

No.	CRITICAL FUNCTION	Maximum Tolerable Period of Disruption	Recovery Time Objective	Normal Service Level	Minimum Resource requirements for the critical activity			
					Staff	Data Systems	Premises	Equipment
5.	Provision of suitable catering facilities & staff to enable delivery of school meals inc. FSM	1 – 2 hours for students with a FSM entitlement	1 – 2 days for non-FSM students	16 Members of staff including Catering Mgr = 301.25 hours per week. Kitchen, Dining Hall and Deli. Revalve machine & till. Steriliser sink. Tables & Chairs Freezers, Fryers Steamers, Ovens, Mixer Microwave, Panini, Toaster, J Pot machine, Fridges, Pasta Trolleys and Meat slicer.	4 members of staff working a total of 15 hours per day.	SIMs Tucasi Live Register Details of children with specialist requirements such as an allergy	Kitchen Dining Hall or A N Other space of similar size	Fryer Oven Steriliser/sink Revalve machine and a till.

## 10.Recovery and Resumption

No.	CRITICAL FUNCTION	Maximum Tolerable Period of Disruption	Recovery Time Objective	Normal Service Level	Minimum Resource requirements for the critical activity			
					Staff	Data Systems	Premises	Equipment
6.	Access to Systems and Records to enable the establishment to run effectively	2	1 week	65 no. Qualified Teacher 108 no. Support staff Accomm – 53 teaching spaces, gym, Sports Hall, Library See separate inventory re Systems Equip	6 per year group = 30 members of staff including 1 member of the SLT and 1 member of the Facilities Team	Access to a manual copy of the students details. SIMs which can be access remotely. Tucasi PSF	Teaching spaces to accommodate 200 students – this could be a combination of 7 classrooms or a smaller number of classrooms and making use of the library or hall. Welfare facilities. Utilities – Gas, electric and water.	Loose furniture – chairs as bare minimum and possibly desks. Laptop Educational Resources for learning such as basic Stationary.
7.	Provision of suitable numbers of cleaners to carry out general cleaning	1 – 2 days	1	16 cleaners	4	<ul style="list-style-type: none"> <li>➤ COSHH</li> <li>➤ Telephone</li> <li>➤ Instruction Manuals and Procedures</li> <li>➤ Cleaning schedules</li> </ul>	Cleaners Store that houses equipment and cleaning products. Welfare facilities. Utilities – Gas, electric and water.	Cleaning equipment and materials. <ul style="list-style-type: none"> <li>➤ Hoover;</li> <li>➤ Buffer;</li> <li>➤ Mops;</li> <li>➤ Buckets;</li> <li>➤ Cleaning products;</li> <li>➤ Bin liners;</li> <li>➤ Dusters;</li> <li>➤ Disinfectant.</li> </ul>

## A. Activity Log

1

No.	Action	Details	Responsibility	Actioned?
1.	Agree and plan the actions required to enable recovery of normal school operations.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.		<input type="checkbox"/> 3
2.	Respond to any ongoing and long-term support needs of staff members and pupils.	Depending on the nature of the incident, the incident management team may need to consider the use of counselling services.		<input type="checkbox"/> 4 5
3.	Once recovery actions are complete, communicate the return to normal school operations.	Ensure all staff members are aware that the business continuity plan is no longer in effect. This will be communicated via email.		<input type="checkbox"/> 6 7
4.	Debrief staff members (possibly with pupils) about the incident.			<input type="checkbox"/> 8 9
5.	Complete a report to document opportunities for improvement and any lessons identified.	<ul style="list-style-type: none"> <li>The incident report should be reviewed by all members of the incident management team.</li> <li>Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.</li> </ul>		<input type="checkbox"/> 10 11 12
6.	Review this continuity plan in light of lessons learnt from the incident and the response to it.	<ul style="list-style-type: none"> <li>Implement recommendations for improvement and update this plan.</li> <li>Ensure any revised versions of the plan are read by all members of the business continuity team.</li> </ul>		<input type="checkbox"/> 13









## D. Emergency Box Contents

Section	Details	Checklist
Business continuity	Business Continuity Plan	<input type="checkbox"/>
	Log Book	<input type="checkbox"/>
Pupils	Encrypted memory stick with user name and passwords for VLE/Integris/SIMs/Parent messaging service / key contacts	<input type="checkbox"/>
	List of Children with medical needs and contact details	<input type="checkbox"/>
Staff	Staff List + contact details	<input type="checkbox"/>
	Staff emergency contact details	<input type="checkbox"/>
Equipment	Laptop with wireless connection	<input type="checkbox"/>
	Internet Dongle	<input type="checkbox"/>
	Pre-paid pay as you go mobile phone and battery powered charger	<input type="checkbox"/>
	Radio + charged batteries	<input type="checkbox"/>
	Torch + charged batteries	<input type="checkbox"/>
	Emergency shelter	<input type="checkbox"/>
	Disposable camera with film	<input type="checkbox"/>
	Data restoration routine	<input type="checkbox"/>
Other items	First aid box	<input type="checkbox"/>
	Wakefield MDC A-Z map	<input type="checkbox"/>
	Stationary	<input type="checkbox"/>
	Hazard barrier tape	<input type="checkbox"/>
	Emergency cash, cheque book or credit card	<input type="checkbox"/>
	Contact details for taxi / transport providers	<input type="checkbox"/>
	School floor plans	<input type="checkbox"/>
	Whistle / megaphones	<input type="checkbox"/>
	High visibility jacket	<input type="checkbox"/>

# Document History

## VERSION CONTROL

VERSION	DATE
BCP TKS 2016 19 22 August 2016	22 August 2016
BCP TKS 2016 19 19 September 2016	19 September 2016

## PLANNED DISTRIBUTION OF HARD COPIES

COPY	PLAN HOLDER	JOB TITLE	ISSUE DATE
1	Barbara Tibbetts	Headteacher	19 September 2016
2	Maher Rashid	Deputy Headteacher	19 September 2016
3	Karen Josse	Business Manager	19 September 2016
4	Ian Corbett	Facilities, Health and Safety Manager	19 September 2016
5	John Trevorrow	Operations Manager	19 September 2016
6	Yvonne Hawthorne-Lacy	Assistant Headteacher	19 September 2016
7	Steve Banks	Assistant Headteacher	19 September 2016
8	Tony Marks	Assistant Headteacher	19 September 2016
9	Sandra Page	Receptionist / Administration Officer	De-personalised version to be shared
10			