

LONGSHAW PRIMARY SCHOOL

Draft Business Continuity Plan

SEPTEMBER 2015

Address of School:

18 Longshaw Road

Chingford, E4 6LH

Email: school@longshaw.waltham.sch.uk

Website: www.longshawprimaryschool.co.uk

1. AIM AND OBJECTIVES

The aim of this emergency response plan is to mitigate the effects of any emergency situation on the school, staff and students etc.

The supporting objectives are to:

- Prevent/minimise the loss of life, injury and ill health to pupils and staff
- Alert and work with relevant parties as necessary to provide guidance and reassurance eg: Emergency Services, Waltham Forest Council, school governors and parent/carers
- Manage the situation until the relevant support arrives
- Minimise disruption to the normal daily routine of staff and pupils
- Ensure appropriate working with the media
- Support staff, students and parent/carers in the aftermath of the incident.

This document has been prepared in conjunction with the London Borough of Waltham Forest Corporate Business Continuity Management Plan,

<http://forestnet.lbwf.gov.uk/lbwfcorporatebusinesscontinuityplanv1.6may11pdf>

Further guidance is available on the DfE website on

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/planning/a0010615/school-emergency-management-plan>

Copies of this plan are held on the school site at the following locations:

Headteachers Office
School Business Manager Office
Main Reception
Sites Service Officer's Office

Copies of this plan should be issued to relevant staff and be held at a secure place offsite at:

Headteachers House
Chair of Governor's House
Site Service Officer's House
School Business Manager's House

Staff are informed of the contents of this Emergency Response Plan and relevant updates via:

Weekly Staff Bulletin
 Staff Handbook
 Staff Inset Sessions
 Senior Leadership Team

2. THE SCHOOL EMERGENCY RESPONSE TEAM

Headteacher	Mrs Kerry Munden
Deputy Headteacher	Mrs Amy Fry
Site Services Officer	Mr Paul Seymour
School Business Manager	Mr Paul Lewis
First Aiders	Ms Melissa Defreitas, Mrs Heather Benson, Ms Usma Hussain, Mrs Helen Beales, Mrs Della Sparrow, Mrs Joanne Dunn, Mrs Cheryl Manning
Special Needs Co-Ordinator	Mrs Amy Fry
Other members of staff/Governing Body	Mrs Beverley Turner-Administrator, Chair of Governors

3. INDIVIDUAL ROLES AND RESPONSIBILITIES

Role	Responsibility	Person(s) responsible
Incident Manager	<ul style="list-style-type: none"> • Consider the need to alert other colleagues and external agencies • Establish an Emergency Response Team and allocate roles • Collate all relevant information relating to the emergency • Co-ordinate the emergency response strategy, liaising with relevant agencies, eg: the emergency services, Waltham Forest Council, school governors as appropriate • Evacuate buildings/close school as necessary • Monitor the emergency response • Provide regular staff/team briefings • Authorise any additional expenditure 	Mrs Kerry Munden HT

Deputy Incident Manager	<ul style="list-style-type: none"> • Assists Incident Manager • Co-ordinates and manages staff in the Emergency Response Team • Monitors staff welfare and organises staff roster 	Mrs Amy Fry Mr Paul Lewis Mr Paul Seymour
Parent/Carer Liaison Officer(s)	<ul style="list-style-type: none"> • Advises parents/carers and provides information • Provides point of contact • Arranges on-site co-ordination of visiting parents/carers • Maintains regular contact with parents/carers where appropriate 	Mr Paul Lewis, Mrs Beverley Turner,
Administrators	<ul style="list-style-type: none"> • Staff the telephone lines • Help to collate information • Relay incoming and outgoing messages by phone, fax, email, etc. in a prompt manner • Provide admin. Support to the Incident Manager and Deputy Incident Manager • Maintain a log of key events and decisions, including expenses incurred • Set messages on telephone answering service 	Mrs Beverley Turner, Administrator,
Communications Officer/Media Spokesperson	<ul style="list-style-type: none"> • Acts as point of contact for media enquiries • Works with Council's Communications Team to prepare media statements/interviews • Assist with internal communications 	Mrs Kerry Munden HT Mrs Amy Fry, Mr Martin Dore Chair of Governors
Teachers	<ul style="list-style-type: none"> • Maintain supervision • Ensure the safety and security of students • Provide information and offer reassurance • Take roll call where necessary • Monitor students' physical and psychological welfare 	Mrs Amy Fry, DHT
Facilities Manager	<ul style="list-style-type: none"> • Ensure site security at all times • Provide Information about site facilities/layout as necessary • Assist with access/egress to the school 	Mr Paul Seymour, Site Services Officer

Liaison Officer	<ul style="list-style-type: none"> Communicate with colleagues at school on regular basis during the incident and receive updates/progress reports Relay information to and from Waltham Forest 	Mrs Kerry Munden, HT Mrs Amy Fry
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4. INITIAL RESPONSE

In case of Major Emergency:

The staff member witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

- Summoning help/calling emergency services (dial 999)
- Taking charge of the scene until further support arrives
- Securing immediate welfare of students and staff eg: through shelter or evacuation
- Alerting Headteacher, Deputy Headteacher or most senior member of staff in their absence
- Logging relevant information eg: location and time of emergency, details of persons involved, summary of events etc.

EMERGENCY PLANNING RESPONSE CONTACT NUMBERS	TELEPHONE
Emergency Services	999
Waltham Forest Direct 24/7	020 8496 3000
Deputy Director of Children & Young People Services	020 8496 3221

Once the initial alert has been made, consideration must be given to who else should be informed eg: school governors, parents/carers etc. It is imperative that contact details are maintained (including out of hours) and are readily accessible.

A cascade system of alerting relevant persons should be considered as this allows information to be distributed quickly by several people. This identified in Appendix 4.

Dealing with the media:

IT IS VERY IMPORTANT THAT HEADTEACHERS AND STAFF CONSULT WITH THE CHAIR OF GOVERNORS AND LOCAL AUTHORITY BEFORE MAKING STATEMENTS DIRECT TO THE MEDIA, SO THAT ADVICE AND GUIDANCE CAN BE GIVEN ON WHAT TO SAY AND MORE IMPORTANTLY WHAT NOT TO SAY.

Local Authority Contact: Kate Meyers, Corporate Comms, WF - 020 8496 4879

5. EMERGENCY TELEPHONE/MOBILE TELEPHES/FAX/EMAIL/ADDRESS LIST OR LOCATION WHERE INFORMATION IS HELD

Title	Details
List of School Staff	School Office, Grab Packs
List of Governors	School Office, Grab Packs
List of parents/carers	School Office, Grab Packs
Fire, Police, Ambulance	School Office, Grab Packs
Bank	School Office, Grab Packs
Building Consultancy	Strictly Education, Milton Keynes
Deputy Director of CYPS	020 8496 3221
Catering Facilities	Mr John Raine - 020 8496 8269
Site Services Manager	Mr Paul Seymour -
Headteacher	Mrs Kerry Munden -
School Business Manager	Mr Paul Lewis
Deputy Headteacher	Mrs Amy Fry
ICT Systems Manager	Schools System Care - Sean McLean
Corporate Health & Safety Unit	020 8496 3413
Health & Safety Executive -Joan Manning	020 8496 6931/3413
School HR Advisor - Jan Coultish	01908 20 8283

(Care should be taken to ensure that details are kept secure from unauthorised persons).

6. GRAB PACKS

Recommended contents of Grab Pack to include:

- Mobile phones/charger
- High Visibility vests/ID badges
- School Emergency Plan/Fire Drill Evacuation Plan
- Pen/Paper/Clipboard/blank log sheets
- A4 school plan
- List of essential contact numbers
- Torch
- Whistle
- Assets Register

School Grab Packs are updated and maintained by SSO/School Business Manager.

Grab Packs held on school site at:

- Headteachers office
- Deputy Headteacher's office
- School Office
- Sites Services Officer's office

Grab Packs held by following staff off-site:

- Headteachers house
- Sites Services Officer's house
- Business Manager's house

A small-scale plan site plan is Appendix 2 and shows:

- Fire call points and assembly location(s)
- Fire hydrants
- Chemical stores
- Boiler house(s)
- Electricity, gas and water services cut off points

7. ON-SITE ARRANGEMENTS

ICT advice may be sought from Council's ICT support (020 8496 3629)

ICT servers are located:

- (1) Strong Room (junior corridor)

ICT systems are backed up on a daily basis by:

Integrated Server - The school backs up on external USB hard drives attached, for on-site backup and quick retrieval.

A copy of the Assets Register is kept off-site with Finance Manager and Systems Manager and is available within the off-site grab packs via a USB.

Educational Visits are managed via the Educational Visits Co-ordinator .

Letting arrangements are organised and managed via Strictly Education Lettings Officer through Service Level Agreement.

Medical information is retained via SIMS.net database on Administration System.

Procedures for inclement weather and the threat of flooding are set out at Appendix 3.

Site security arrangements are set out at Appendix 1.
(Guidance is available in the Health & Safety Manual - Local Code of Practice 9 - Improving Security in Schools.

Contractors/Cleaning/Catering etc. liaison arrangements are as follows:

- Contractors are employed through our SLA with Strictly Education Ltd
- We employ our own cleaning staff
- John Raine is our liaison officer with Waltham Forest Catering

8. OFF-SITE EVACUATION PLAN

Although it may be unprecedented for a whole school site evacuation, Senior Managers and staff recognise the possibility and have drawn up the following contingency arrangements to implement this scenario:

- Pupil supervision/registration arrangements. Registers should be taken to the appropriate locations, co-ordinated by the Headteacher and students should be registered on arrival.
- SEN/Medical needs, arrangements and support - through SENCO, LSA support and First Aiders.
- Staff Council Liaison Office is Paul Seymour- Sites Services Officer.
- Contact arrangements with Waltham Forest Insurance Sections to arrange mobile classrooms etc. Our contact for insurance purposes is Andrea Nitschke - Andrea.Nitschke@walthamforest.gov.uk
020 8496 4289
Tim Risby - Tim.Risby@walthamforest.gov.uk - 020 8496 4363

9. OUT OF HOURS ARRANGEMENTS

School arrangements to supervise students beyond normal school hours due to an emergency situation are that all staff that can will be requested to stay at school. All Senior Leadership Team members will stay at school as long as necessary.

Should a school visit be running late, parents should be notified as far as possible via phone and/or text messaging service which the school subscribes to using Parentmail and also message uploaded onto the schools website. A school phone "grape vine" has been produced and is in place.

A member of staff nominated by the School's Visits Co-ordinator should await arrival of the pupils and arrangements should be made for parent to wait at the school where possible. (refer to School Visits policy).

School staff arrangements to respond to emergency situations outside working hours are as outlined in Appendix 4 (cascade list of staff contacts).

10. AFTER THE EMERGENCY - COUNSELLING

The school recognises that the effective management of our emergency response includes the provision of support, where necessary, after the event. The recovery timeline will focus on the individual needs for continuing support.

As the initial response is completed, school senior managers will complete a debrief to allow a review of actions taken. Students, parents/carers and staff will be given the opportunity to talk through their experiences with colleagues and counsellors.

11. DISASTER PLANNING

An overall commentary for Disaster Planning extracted from the Staff Handbook is attached at Appendix 5 for information.

AIDE MEMOIRE - to be developed by schools

ISSUE	YES	NO	COMMENTS/ACTION
Does the school have an Emergency Response Team (ERT)?	Yes		
Has the ERT established roles and responsibilities	Yes		
Has the School Emergency Response Plan been implemented after discussions with staff?	Yes		
Are procedures established to ensure contact details are maintained and updated for: Parents/carers Staff Pupils?	Yes		
Do you perform daily back-ups of your ICT system?	Yes		Admin back-up automatic upload onto the internet daily
Are back-up tapes of all computer records kept off site?	Yes		Back-up tapes are not used for Admin – back-up is automatic through the internet
If back-up tapes are kept on site are they held in a fireproof safe?	Yes		
Is a copy of the Assets Register kept off-site	Yes		
Do you have site plans show gas,water, electricity cut-off locations?	Yes		See Appendix 2
Are details of staff/pupils on Educational visits known to relevant staff?	Yes		Comprehensive lists are always left in the school office on the day of trips
Have local hazards been identified eg: Train lines, major roads,neighbouring industrial estates etc?	Yes		
Are there procedures for inclement weather and dealing with flooding?	Yes		See Appendix 3

ACTION LOG

Date/Time (use 24 hour clock)	Action Point	Person making log entry	Further Action required	Additional comments

APPENDIX 1

SECURITY ARRANGEMENTS

Exterior

Anti-climb Fencing

CCTV cameras

External Lighting

Internal

Secure keypad entry to front door

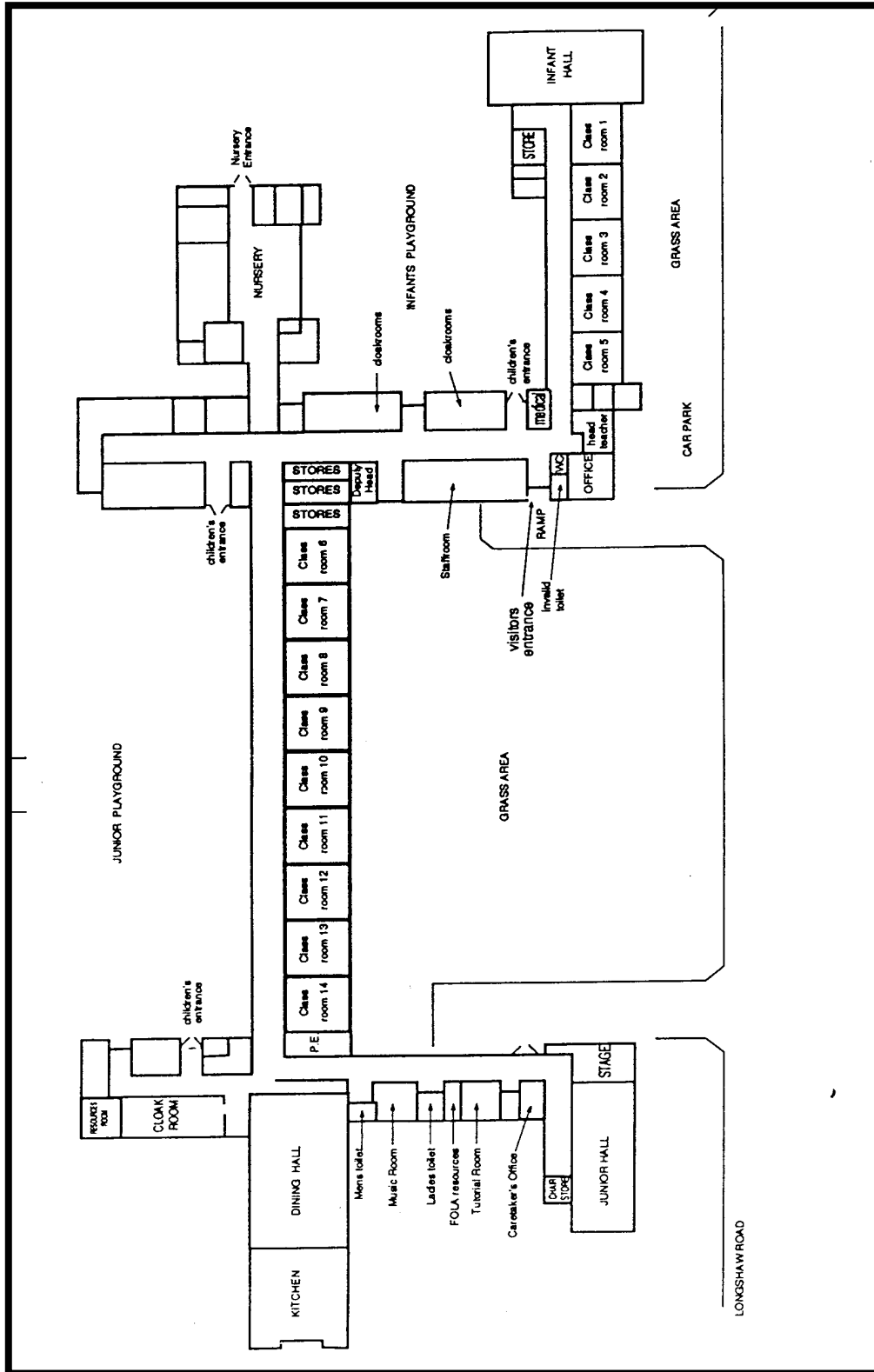
Secure keypad entry in front lobby to internal areas

Signing in book

ID badges issued

Single Central List for DBS and ISA barred list checks on staff and visitors

APPENDIX 2



APPENDIX 3

Keeping schools open in bad weather: Information for Headteachers

When severe weather is forecast, the Department encourages you to review the measures you have in place to reduce disruption to learning. In the interest of keeping your school open, the two main messages are (i) plan ahead, including being clear about who would take the decision whether to close; and (ii) make sure — in line with HSE's 'Sensible Risk Management' campaign — that you take a proportionate approach to risk as you take decisions regarding whether to close your school or to keep it open.

- **Plan ahead.** Assess now what hazards any snow, for example, could bring; identify the measures you already have in place to reduce risk to your pupils and staff; and do your best to bring in any extra measures that will enable your school to meet as normal despite bad weather.
- **Be clear who will make the decision.** The DfE advises LAs that decisions on whether an individual school stays open in bad weather should be delegated as far as possible and should be consistent with clear information for parents in each local area. LAs may however take decisions with respect to community and voluntary controlled schools if they wish to adopt a consistent approach across an area; we would hope that they would only use their powers in this respect in exceptional circumstances which would on a case-by-case basis justify the closure of almost all schools in the area. LAs do not have the power to oblige foundation or voluntary aided schools or academies to close, but may come to an agreement with the governing bodies of those schools that they will follow LA advice in the event of the blanket closure of community and voluntary controlled schools.
- **Take a proportionate approach.** If the decision to close or remain open rests with you as a head, you will have to balance the risks arising from less supervision, late return journeys, minor slips and bumps, etc. against disruption to pupils' learning.

Closing your school could be the right decision, where your judgement is that pupils or staff would face significant risks of serious injury in school or travelling to school. But remember that every lesson counts; and consider whether it would be reasonably practicable for you to keep your school open.

If the school is open, and some pupils whose homes are not within walking distance of the school get to school by transport provided by the school or a local authority, and that transport is not available because of adverse weather conditions, those pupils should be marked using code Y (Forced and Partial Closure). Code Y does not count as absence in the statistics.

More information

- [Frequently asked questions](#) regarding schools and severe weather.
- [Questions and answers](#) on examinations in severe weather.
- [Guidance](#) on supporting learning during extended school closures. (PDF and Word versions available.)
- Find [information on sensible risk management from the HSE](#).
- Find out about local conditions forecast for your area by checking the [Met Office website](#).

APPENDIX 4

STAFF LIST - DISTANCES FROM SCHOOL

NAME	TELEPHONE	DISTANCE FROM SCHOOL	NAME	TELEPHONE	DISTANCE FROM SCHOOL
Shamaila Akhtar	0208 245 6491	5.1 miles	Cheryl Manning	020 8523 7611	1.1 miles
Adiba Anwar	020 8505 5644	1.5 miles	Joanne Maynard	07930485218	6.8 miles
Mary Bennett	020 8558 7657	4.4 miles	Kerry Munden	0208 530 0770	4.9 miles
Heather Benson	020 8527 9021	1.9 miles	Carol Murphy	020 8529 1705	0.5 miles
Lorraine Benstead	020 8523 2649	0.5 miles	Michelle Noble	020 8926 3714	0.2 miles
Kerry Bullock	02085294740	0.2 miles	Jodi Parker	07852453356	2.8 miles
Helen Craddock	020 8924 7466	2.4 miles	Shirley Pike	020 8520 7483	4.7 miles
Jennifer Dean	020 8281 4425	0.2 miles	Heather Playdon	020 8524 4795	0.2 miles
Millicent Denkyi	020 3243 0062	0.5 miles	Daniel Richards	07909360453	9.8 miles
Joanne Dunn	020 8529 0424	0.2 miles	Ticen Rustem	02085290568	1.4 miles
Jacqueline Durkan	07949651388	2.2 miles	Paul Seymour	07852977596	0.8 miles
Hollie Finch	020 8926 6893	0.5 miles	Suzanne Sturgeon	020 85316788	0.3 miles
Premita Frearson	07946405727	1.5 miles	Meena Subrian	02082201217	8.5 miles
Amy Fry	020 88244126	5.8 miles	Alison Surry	020 8524 7593	1.3 miles
Morag Himpfen	0208 524 3493	0.8 miles	Sharon Tomlinson	020 8524 2480	0.6 miles
Kerry Horton	020 8524 0029	0.2 miles	Zulal Topcu	0208 523 1468	3.6 miles
Usma Hussain	07985747732	4.9 miles	Beverley Turner	020 8928 1756	0.8 miles
Jennifer Jackson	020 3654 7242	0.9 miles	Penelope Turner	0208 505 4034	1.1 miles
Gemma Jacobs	0208 505 5348	2.1 miles	Catharina Vorster	07786447238	6.5 miles
Phyllis Lloyd	0208 504 2804	2.1 miles	Elaine Walmsley	07711516310	4.4 miles
Darren Longhurst	0208 527 4919	0.9 miles	Donna White	020 8527 5660	0.9 miles
			Nicola Williams	0208 529 9781	1.8 miles
			Beth Woods	020 8529 4747	1.6 miles
			Sabina Yasmin	020 8127 0347	0.2 miles

APPENDIX 5

DISASTER PLANNING

There are two objectives when planning for disasters.

- a) Reduce danger by devising routines and procedures to prevent them from happening.
- b) Assist staff and pupils in coping with disasters if and when they occur.

It should be borne in mind that these days not only do pupils on trips and within school need protection from dangers, schools and staff too need protection from litigation and false accusation.

In the event of a disaster on a school trip

Use these as guidelines.

- Establish the nature and extent of the emergency.
- Make sure all the members of the party are safe and accounted for.
- Members of staff with first aid training will administer first aid. Be aware of consequences if you give wrong treatment. Have regard to your own safety (I.e. contact with body fluids). Call the appropriate emergency services.
- Make all staff aware of the incident. Decide responsibilities of those staff present.
- Ensure that an adult accompanies casualties to hospital. If this is not possible a decision must be taken on the best course of action.
- Arrange adequate supervision of remaining pupils.
- Arrange for one adult to liaise with emergency services and remain at site as appropriate.
- Contact Headteacher with details:
 - Nature, location and time of incident.
 - Details of injuries.
 - Names and home telephone numbers of those involved.
 - Action taken so far

 - Telephone numbers for future communication

- Do not discuss with media.
- Headteacher to advise Chair of Governors and Education Offices as appropriate.
- Party leader should make notes of incident ASAP and keep a record of names and addresses of witnesses.
- Do not discuss legal liability.
- Ensure accident forms are completed asap.
- Inform parents of any delays that might arise.

Dealing with a disaster at school

(Each emergency will need its own plan).

Headteacher would be in charge, if absent, the Deputy Headteacher would take over.

- Headteacher to ensure the emergency services have been called.

- Headteacher to free themselves from as many routine responsibilities as possible and remain in their office in order to ensure effective control and communication.
- If a teacher needs assistance in the classroom quickly, a message should be taken to the office by a pupil immediately, to summon assistance.
- No-one should talk to the media unless advised to do so by the Headteacher.
- Head or Deputy to ensure Governors and parents are kept informed. If parents need to contact the school they should be advised whom they should talk to, normally a senior teacher.
- Sources of help could include the Educational Psychologist Service, Social services and local religious leaders.
- After the incident consideration should be given to setting up a support group.
- Decisions as to whether the incident should be discussed in a controlled way will need to be made. Aims and objectives will need to be carefully thought about and advice from Educational Psychologists may be sought.
- The media can be an important contact to the parents and community. The Headteacher should be the person to talk to the media.
- The police may need an incident room.
- Consideration should be given to closing the school on the day of any funerals as a mark of respect. Consideration should be given to a representative from the school attending any funerals. Floral tributes or donations will also need to be considered.
- Consideration should be given to manning the school telephone in the evening following an incident.
- Health and Safety issues: It will need to be considered if electrical, gas and water systems need to be isolated if a school building has been damaged. Systems will need to be tested before using them again.

Life threatening situations

The fire alarm should be used to evacuate staff and pupils to the playground. In some situations (terrorist or person threatening people's lives), evacuating the school would make matters worse. In this situation the school bell would be rung (5 times twice in succession). This should be taken by staff as a sign to keep all pupils in lessons until a message giving the all clear is received. On the 1 minute signal all staff not involved in teaching should meet in the Headteacher's office to discuss how best to deal with the situation. The primary aim should be to preserve life.

The police should be contacted asap. Staff should avoid provoking intruders. The emergency staff should be met at reception. The police may then take complete control, but usually work in partnership with the school staff.

If classrooms need evacuating the procedures are the same as when the fire alarm is activated.

Casualties

If a disaster involves casualties, one member of staff should take their names and the hospital to which they have been sent. The Headteacher or Assistant Headteachers will inform parents as soon as possible.

Where deaths have occurred parents should be told in person asap:

- At home or work by a senior member of staff or class teacher if deemed appropriate. Staff on such duties should travel by taxi and be accompanied by a police Officer.
- At home or work by the police.
- Where parents arrive at school, by a senior member of staff in conjunction with the police.

If parents arrive at school, a decision should be made to allow their child home with them if unaffected by the disaster. Pupils affected by the disaster should generally be allowed home if accompanied by a parent. These pupils must be signed out. An area will be set aside for briefing/counselling of parents.

If pupils or staff are injured HSE form F2508 must be filled in.

Evacuation of the Site

In the event of the school having to be evacuated staff and children will walk calmly to St. Annes Church..

Briefing Staff and Pupils

If an incident occurs during the holidays the Headteacher will inform all staff before they return. A decision on whether pupils were briefed would have to be made. This briefing should be made ASAP to quash any rumours/untruths. The briefing of staff/pupils may contain the following:

- A factual account of the incident.
- Details of any arrangements as a result of the above.
- Details of help that is available.

Policy Date:

September 2015

Approved by the Governing Body:

**To be approved at the next
Governing Body Meeting to be
held on 6th October 2015**

Review Date:

September 2016

Signed.....

Date:.....

Chair of Governors

Signed.....

Date:.....

Headteacher