

MEREWORTH COMMUNITY PRIMARY SCHOOL



School Emergency Planning & Business Continuity Plan

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Chair of Governors <i>Signature and Date</i>	
Head Teacher <i>Signature and Date</i>	



Mereworth Community Primary School

School Emergency Planning & Business Continuity Plan

Policy updated: September 2020

Security Procedures for Evacuation and Lockdown

IMMEDIATE ACTIONS

Rationale

As part of the Schools Health and Safety policies and procedures this policy has been written to ensure that the safety of everyone on the school site is given the highest priority.

LOCKDOWN

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks due to, for example:

- near-by chemical spillage
- proximity of dangerous dogs
- a major fire in the vicinity
- serious weather conditions
- attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to immediately take place on hearing the code word "LOCKDOWN" (the fire alarm is only used for evacuation). This code word can be communicated instantly across the school by use of the internal 'tannoy' system (see appendix 3 for more details). Remember 'Stay Safe' principles (Run, if you can't run, Hide, Tell) at an incident.

Procedures:

1. Use of the code word will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, classrooms, connecting doors and all outside doors and shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed, locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, interactive boards and computer monitors should be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when alarm goes. If a class is in the open they are to go to one of the nearest rooms.
6. If practicable staff should notify the front office by phone that they have entered lock down and advise of those children not accounted for.
7. As appropriate, the office staff will establish communication with the emergency services.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

8. Staff should support children in keeping calm and quiet taking a head count of children present.

9. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

10. As soon as possible after the lockdown teachers return to their own classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

11. If it is necessary to evacuate the building, the **fire alarm** will be sounded.

Staff Roles:

1. Front office staff to ensure that their office(s) are locked and police called if necessary.

2. Premises staff to lock all external exits if safe to do so.

3. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and then debriefed to staff so improvements can be made.

EVACUATION

Evacuation is implemented when there are serious security risks due to, for example:

- Bomb threat
- Fire
- Firearms threat
- Other

Notification of Evacuation

The fire alarm bell will sound for any situation which requires the building to be evacuated.

Procedures:

1. All pupils and staff leave the building and assemble on the field. Avoid close proximity to the building. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
2. HT/SLT/Office to contact Emergency Services
3. Admin officer/Fire Marshall to take:
 - Grab Bag
 - Defibrillator
 - Emergency First-Aid Kit
 - Mobile phone
 - I-pad
 - Registers and Absence list
 - Visitors Book
4. Staff headcount children. Office headcount staff/visitors
5. If, on advice from the Emergency Services, it is necessary to evacuate the school grounds, then the alternative/safe assembly point is at **St. Lawrence's Church, Mereworth.**

The following three roles should be assumed when responding to an emergency in school (this may be choking, asthma attack, intruder or many of the other emergencies detailed in this policy):

Individual/individuals involved – Either the class teacher or nominated first aider, whichever is the most suitable for the particular emergency stays with the individual involved.

Remaining children – Remaining staff move the pupils away from the incident to another area so that they are not traumatised by the event.

Phone contact – One person phones the emergency services. They then call the parents, sharing factual detail of what has happened, the action being taken and the emergency services update.

The following guidance on Human and Medical Emergencies has been extracted from "Emergency Planning for Schools in Kent 2016" (see Appendix xx) and adapted to fit Mereworth Community Primary School's individual circumstances.

Human Emergencies

Aggressive or Unacceptable Behaviour from a visitor

At Mereworth Community Primary School we safeguard children and staff by restricting the entry of visitors to known individuals and others who have identified themselves properly at reception.

If a visitor's identity is not proved to the satisfaction of reception staff then they will not be admitted. If staff are unsure about the validity of identification produced it may be necessary to ask for additional corroboration e.g. through making a phone call to the visitor's employer.

Should a visitor become threatening, abusive or aggressive to reception staff or appear to be under the influence of drugs or alcohol, call Police using 999 without delay.

Entry Systems - use of this system is restricted to authorised staff.

Pupils, parents and visitors must not have access to the door entry mechanism. Although schools are busy environments, maintaining control over visitor entry takes precedence over all other considerations.

Suspicious or Dangerous Person

Suspicious person seen outside school grounds

If a suspicious person is seen loitering or otherwise outside the school grounds, the school will:

- Use internal phone system to alert all staff.
- Immediately lock external doors.
- Staff inside classrooms lower blinds.
- Call Police immediately. Give the Police as much information as possible.

Description

Name if known

Behaviour

Whether armed

- Staff should continue normal teaching.
- Do NOT leave the building to challenge the person.
- Wait for Police to give an all clear before unlocking doors.

Intruder inside school buildings

If a suspicious person is seen inside the school buildings:

- Alert all staff
- Follow lockdown procedure

Serious Assault by a Pupil

If a pupil commits a serious assault, whether using a weapon or not, the following action is followed:

Do **NOT** challenge or approach the pupil.

Consider initiating lockdown for 'Intruder inside/outside School Buildings.' This will depend on the suspected whereabouts of the pupil and the likelihood of further assault if the lockdown is initiated

Suspicious Device or Package do we evacuate building

If a suspicious package has been found, the following procedures will be followed:

- Using a landline telephone, Emergency Services to be contacted
- Alert staff using internal phone system 'tannoy system' saying ... *'go to Fire Assembly point'*
- Pick up grab bag
- Avoid causing vibrations (from running, fire alarms) as they can detonate some devices.
- Follow evacuation procedure
- Account for all pupils/students, staff and visitors
- Establish lines of responsibility, accountability and leadership and inform all staff to maintain timelines and records of all actions and events.

- Inform parents if applicable and arrange a location for pickup, away from the school site
- Do not allow anyone to re-enter the building until authorised to do so by the police.
- Inform chair of governors.

Suspicious Mail

What to look for:

- A letter or package with suspicious or threatening messages written on it.
- Letters with oily stains.
- Envelopes that are bulky discoloured or have a strange smell.
- Excessive tape or string.
- Unusual weight in relation to size.
- Unexpected post from overseas.
- Post with no stamps or non-cancelled stamps.
- Post with incorrect spelling of common names, places or titles.
- Postmark that does not match a return address.
- No return address.

When opening post:

- Examine/feel unopened packages for unusual objects or powder.
- Use a letter opener or other means rather than fingers.
- Open with a minimum amount of movement.
- Do not blow into the envelope in order to open it.
- Look at the contents inside an envelope/package before tipping them out.
- Keeps hands away from mouth during mail opening.
- Always wash hands after handling mail.

If concerned about any item of post:

- Do not open or disturb it any further.
- Inform the police.
- Follow evacuation procedure if appropriate

If a contaminated package has been opened:

- Do not touch the package further or move it to another location.
- Notify the Police by 999
- Shut windows and doors in the room and prevent anyone else from entering.
- Switch off any fans or room air conditioning equipment.
- If the package has not been opened leave the room, securing it if possible.

Bomb Threat

If a bomb threat is made by telephone, try to record the exact wording of the threat.

Try to ask these questions, in this order:

- What time is the bomb set to explode?

- Where exactly is the bomb located?
- What kind of bomb is it?
- What does it look like?
- How did it get in to the school?
- Why was it placed in the school?

Follow evacuation procedure.
(See Appendix 1 NaCTSO Guidance Note)

Fire or Explosion, or Risk of Explosion

In the event of:

- a fire of ANY size, even if dealt with and believed to be extinguished.
- any explosion or release of flammable gas or liquid, likely to cause an explosion (for mains gas leak, see next section)

The head teacher or member of staff closest to the incident will immediately:

- Initiate school emergency procedures to evacuate the school
- Notify fire brigade and ambulance if needed.
- Establish lines of responsibility, accountability and leadership.
- Inform all staff to maintain timelines and records of all actions and events.
- Account for all pupils staff and visitors and remain in designated area, ensure designated area is safe from falling debris
- Evacuate to a more suitable location as soon as possible.
- Close all doors and windows to fire or explosion area if safe to do so.

Additional note: Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

Gas Leak

If a gas is suspected:

- Locate the gas master switch and turn it off.
- Phone the Gas Leak Emergency Number
0800 111 999
- Initiate school emergency procedures to evacuate the school
- Notify fire brigade and ambulance if needed.
- Extinguish all naked flames.
- Don't switch on/off any electrical appliances, including light switches
- Open doors and windows for ventilation if safe to do so
- Keep other people away from the affected area
- Ensure designated area is safe and, if necessary plan for evacuation to a more suitable location as soon as possible.

Abduction

In the case of an abduction or attempted abduction from school surroundings we will:

- Note as many details as possible e.g. physical description, type of vehicle, clothing etc.
- Call Police immediately.
- Establish lines of responsibility, accountability and leadership.
- Inform all staff to maintain timelines and records of all actions and events.
- Contact the KCC Media Office.
- Inform chair of governors.
- Agree a spokesperson to liaise with the media and Police.

Missing Child

If a child goes missing the procedure followed will be:

- Staff alerted (including information about what the child was last seen doing and where, and how long since the child was seen).
- Key staff assist with an organised search for the child as directed by the class teacher or the Head teacher.
- Office staff contact the child's parents to inform them of the situation and to enquire if the child has returned home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing.
- If the child is not at home the Head Teacher will, in consultation with the parents, begin a search outside of the school premises.
- If the parents cannot be contacted at home the Head Teacher (or other adults as directed by the Head Teacher) will begin a search outside of the school's immediate premises. This may include a visit to the child's home.
- If the child is still not found the Head teacher (or other staff if so directed by the Head Teacher) will inform the police and, as appropriate, Social Services and the Chair of Governors of the child's disappearance.
- The Head Teacher will follow the instructions of the police regarding the continuation of the search for the child.

When a missing child has been located and safely returned to school, the child's family or the police, the Head Teacher will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.

Medical Emergencies

Death of a pupil or member of staff

Kent Safeguarding Children Board (KSCB) have a statutory responsibility to review the deaths of all children under the age of 18, whether expected or not. KSCB procedures state that the board must be informed. Form A (Appendix 2 in KCC Guidance 2016) completed and sent within 24 hours.

Procedures:

- Inform Area Education Officer (AEO)

- Contact the KCC Media Office.
- Inform chair of governors.
- Establish lines of responsibility, accountability and leadership.
- Inform all staff to maintain timelines and records of all actions and events.
- Contact Education Psychology for support.
- Set up a list of people to contact and track who is told, by whom and when, in order to ensure that no one close to the situation will find out by chance and that no one is missed.
- Identification of a named person (probably the head teacher) to co-ordinate the school's response.
- Ensure that all staff receives the information at the same time.
- Ensure that all pupils/students are informed at the same time, though not necessarily in one group, and that this is done as promptly as circumstances allow. Parents/Carers to be informed on the same day.
- Developing a range of strategies to adopt in the days and weeks that follow a significant loss.

Death, Serious Injury or Medical Emergency Occurring on School Property

Procedures:

- Provision of appropriate medical support.
- Emergency services will be notified.
- First aid staff called to location.
- Lines of responsibility, accountability and leadership established.
- Staff record all actions and events.
- Pupils/students are not exposed to trauma.
- Family of injured person are informed (Police will do this).
- Area Education Officer (AEO) informed.
- Contact the KCC Media Office.
- Inform chair of governors.
- Contact Education Psychology for support, through Area Education Officer (AEO) or directly.

Notify Health and Safety Executive (form HSE2508)

Out of School or Journey Emergency

In order to meet the requirements set by the Health and Safety Executive all educational visits and/or offsite activities, irrespective of their purpose, activity or location are approved before they take place. Risk Assessment is carried out as part of the approval process. KCC approval via the e-go online system as per current guidance is followed.

In the event that an accident or emergency occurs while away from the school:

- The normal procedure for alerting emergency services is followed if required.
- Contact with school is made immediately.
- Lines of responsibility, accountability and leadership are established

- Staff to maintain timelines and records of all actions and events.
- Area Education Officer (AEO) and KCC Media Office are informed.
- Chair of governors informed
- Education Psychology contacted for support.

Communications log to note down everyone contacted. (See KCC Guidance 2016 Appendix 2)

School Emergency Management and Business Continuity Plan (SEMBCP)

CONTENTS

Section 1	Introduction
1.1	Aims and Objectives
1.2	Scope of the Plan
Section 2	Activation Triggers and Initial Action
Section 3	Contact Details
3.1	School Emergency Management Team
3.2	Local Authority
3.3	Stakeholders and Extended Services
3.4	Other School Staff
3.5	Other Organisations
Section 4	Local Authority Support Network
Section 5	Roles and Responsibilities
4.1	Headteacher
4.2	Deputy Headteacher
4.3	Office Manager/Secretary
4.4	Site Manager/Caretaker
Section 6	Business Continuity
6.1	Purpose of the Business Continuity Phase
6.2	Critical Function Analysis and Recovery Resources
6.2.1	Strategies for Continuity of Services
Section 7	Recovery and Resumption
7.1	Purpose of the Recover and Resumption Phase
7.2	Recovery and Resumption Actions
	Sample Log Sheet
	Site Information
	Evacuation
	Rest Centre

INTRODUCTION

1.1 Aims and Objectives

To provide a flexible response to an emergency or disruptive incident so that Mereworth Community Primary School can:

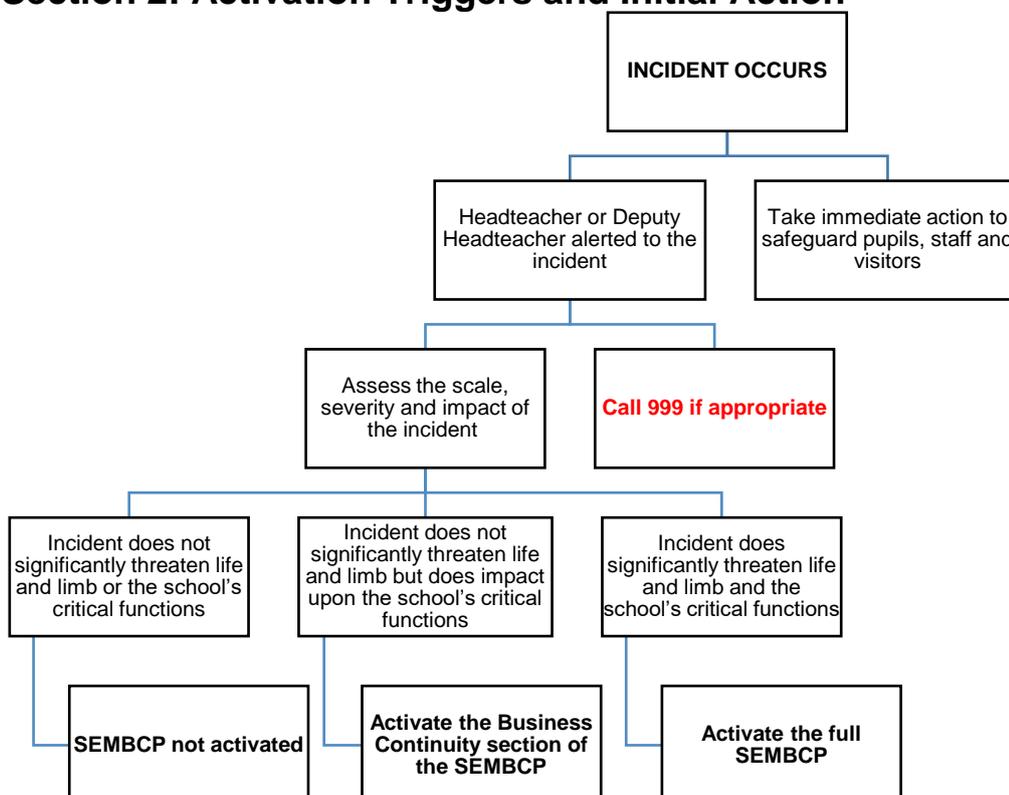
- minimise the impact of an emergency or major incident,
- ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
- maintain high standards of welfare and duty of care arrangements for pupils, 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 the school 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,
- 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.

Section 2: Activation Triggers and Initial Action



SECTION 3 – CONTACT DETAILS

3.1 School Emergency Management Team			
Name & Title	24hr Telephone Contact	Email	Address
Miss. Amanda Lavelle		headteacher@mereworth.kent.sch.uk	
Ms. K Maryon, Deputy Headteacher		kmaryon@mereworth.kent.sch.uk	
Mrs Eleanor Beaumont, Admin Assistant		ebeaumont@mereworth.kent.sch.uk	
Mr. G. Belcher, Site Manager		gbelcher@mereworth.kent.sch.uk	
Mrs Pam Conibeer, Chair of Governors		pconibeer@mereworth.kent.sch.uk	

3.2 Local Authority			
Name & Title	24hr Telephone Contact	Email	Address
Area Education Officer	08458 247247	Jared.Nehra@kent.gov.uk	Sessions House, County Hall, Maidstone ME14 1XQ
Duty Emergency Planning Officer	01622 221321	emergency.planning@kent.gov.uk	County Emergency Centre, 4 th Floor, Invicta House, Maidstone.
Contact Centre	08458 247247		

3.3 Stakeholders and Extended Services			
Name & Title	24hr Telephone Contact	Email	Address
Paul Mulvenney (Area Manager) Edwards & Ward (Caterers)		pmulvenney@edwardsandward.co.uk	12 April Court, Sybron Way, Crowborough TN6 3DZ
Julia Mayhew (Breakfast Club)		jmayhew@mereworth.kent.sch.uk	Mereworth School
Jane Soane Marion Cross (After School Club)		isoane@mereworth.kent.sch.uk mcross@mereworth.kent.sch.uk	Mereworth School
Annette Belcher (Cleaner)			

Section 4 - LOCAL AUTHORITY SUPPORT NETWORK

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

Incident Occurs
Headteacher is notified and School Emergency Management and Business Continuity plan is triggered

Access the Local Authority Support Network
Headteacher calls the Area Education Officer (AEO) via the KCC Contact Centre
Tel. No. 08458 247247.

Headteacher:-

- Nominates on-site co-ordinator
- Identifies on-site facilities
- Mobilises on-site team (if appropriate)
- Informs Chair of Governors

If you cannot contact the AEO:
Call KCC Duty Emergency Planning Officer
Tel. No. 01622 221321

LA Support Network will inform

- Director/DMT
- District Heads
- Press Office
- Educational Psychology
- Cabinet Members
- Property
- Health & Safety
- Emergency Planning

LA Support Network will standby or deploy Support Team Officers

AEO/ASOO attends site to:

- Assist/advise Headteacher
- Determine support needs
- Take action accordingly

SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the School Emergency Management Team to carry out their roles and responsibilities once the SEMBCP 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 Headteacher

Action	Completed by	Time
Activate the School Emergency Management Team.		
Wear high visibility jacket		
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 Local Authority 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 Governors is kept informed of the situation and the response arrangements.		
Prepare information and advice to parents.		
Call meetings of the SEMT as required and ensure that the SEMT and LA 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 Deputy Headteacher

Action	Completed by	Time
In the absence of the Headteacher adopt their roles and responsibilities.		
Wear high visibility jacket		
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 Headteacher 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 Headteacher on whether to keep pupils in classrooms and safe areas or consider evacuation.		
If directed by the Headteacher – make arrangements for the evacuation of the school to designated evacuation points or back up location.		
If directed by the Headteacher – make arrangements to activate closure arrangements.		
Keep staff informed.		
Assist the Headteacher 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 Office Staff/Admin Assistant

Action	Completed by	Time
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Wear high visibility jacket		
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 Headteacher and/or Deputy Headteacher in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP.		
Advise the Headteacher and/or Deputy Headteacher if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities.		
Ensure copies of the SEMBCP are available for the SEMT.		
Ensure that pupil records and registers are available.		
Collect medicines from office		
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 book is available.		

Lead the office staff in assisting the SEMT with information needs and the emergency response.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
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

Action	Completed by	Time
Obtain as much information as possible from the office manager/secretary about the situation.		
Wear high visibility jacket		
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.		
Collect emergency grab bag from office		
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 Governors

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 Headteacher and/or Deputy Headteacher about the situation.		
Commence log of all actions and decisions.		
Assist the Headteacher and/or Deputy Headteacher 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				
	Critical Function	MTPD	RTO	Minimum Service Level
1	Deliver a timetable of education for EYFS & KS1	7 days	1 day	1 member of qualified staff per 30 pupils with key resources
2	Deliver a timetable of education for KS2	7 days	1 day	1 member of qualified staff per 32 pupils with key resources
3	Maintain Attendance Records	7 Days	1 day	Maintain paper records

Resource Requirements

Staff	Data/ System	Premises	Equipment	3 rd Party Dependency
1 member of staff qualified to QTS standard per 30 pupils	N/A	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A
1 member of staff qualified to QTS standard per 32 pupils	N/A	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A
1 trained member of staff	N/A	N/A	Paper record sheets	N/A

MTPD – Maximum Tolerable Period of Disruption

RTO – Recovery Time Objective

6.2.1 Strategies for Continuity of Services

	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, HLTAs, Office Staff etc.	See attached staff contact list
b.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities. Identified deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave.	
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. • 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.	Discovery School, Kings Hill
e.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	
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).	

	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.	
b.	Reverting to paper-based systems e.g. paper registers, whiteboards etc.	
c.	Flexible lesson plans.	
d.	Emergency generator e.g. Uninterruptible Power Supply (UPS).	
e.	Contact the utility company responsible or appropriate repair contractor.	

f.	Emergency lighting.	
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	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.	Discovery School, Kings Hill School
b.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	St Lawrence Church, Mereworth c/o Reverend Dickin
c.	Virtual Learning Environment opportunities.	Use of school website, MyMaths etc
d.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	
e.	Off-site activities e.g. swimming, physical activities, school trips.	
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.	

	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.	Loss of kitchen – supplies sourced from local supermarket
b.	Ensuring all external providers have business continuity plans in place as part of contract terms.	
c.	Insurance cover.	
d.	Using mutual support agreements with other schools.	

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? (<i>tick/cross as appropriate</i>)
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 School Emergency Management	<input type="checkbox"/>

Utility Supplies	Location	Notes/instructions
Gas	Above entrance to school house	
Water	Outside main gates	
Electricity	Next to the doors opposite the hall entrance	On the right hand side on approach to the building
Heating	Boiler house	Zone 8, G041 on the fire alarm map.

Internal Hazards	Location	Notes/instructions
Asbestos	As per Asbestos register	
Chemical Store (s)	N/A	

EVACUATION

Signals

Signal for fire evacuation	Fire alarm
Signal for bomb evacuation	Tannoy "Go to Fire Assembly Point"
Signal for all-clear	SLT instruction

Assembly points - fire evacuation

Fire evacuation assembly point A	School Field
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Assembly points - bomb evacuation

Bomb evacuation assembly point A	St. Lawrence's Church, Mereworth
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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 Lawrence Church, The Street, Mereworth 01622 814568
Type of premise	Church
Contact name and details of key holder(s)	Rev'd Dickin,
Address	The Rectory, The Street, Mereworth, Maidstone ME18 5NA
Directions / map	Turn left out of school gates and proceed along The Street for 500 yds
Est. travel time (walking, with pupils)	5 mins
Capacity	250
Facilities / resources	Toilet, running water, heat

School Closure	www.kentclosures.co.uk
Email	headteacher@mereworth.kent.sch.uk
Password	snow

Key Holders – Contact Details

Name & Title	24hr Telephone Contact	Email	Address
Miss Amanda Lavelle		headteacher@mereworth.kent.sch.uk	
Miss Kate Maryon		kmaryon@mereworth.kent.sch.uk	
Mr. Glenn Belcher Site Manager		gbelcher@mereworth.kent.sch.uk	

Review

This policy and procedures will be reviewed annually as a part of Schools Health and Safety procedures

