

School Continuity Plan

September 2024

School Continuity Plan

Rationale

School Vision

***Learning and living as children of God***

***(Ephesians5:1)(You are God’s children whom he loves. Try to be like God)***

1. Introduction

Aim of the Plan

This plan is to prepare Deerhurst and Apperley C of E Primary School to cope with an emergency or crisis and describes the procedures to be followed in the event.

2. Roles and Responsibilities

The SCP team is responsible for invoking the plan and consists of key decision makers within the business. The team will meet to discuss the impact of the incident and will be required to log all important decisions and events.

Details of SCP Team

Headteacher

Phase leaders

Administrators

Below is a location where the SCP team should meet if an incident occurs:

* Apperley Church
* Apperely Village Hall

3. Critical Functions

Functions which are critical to our business:

* Education of children 3-11years

4. Work and Recovery

|  |  |
| --- | --- |
| Priority | |
| Staff (numbers, skills, knowledge,alternative sources) | 1x Headteacher  2x Phase Leaders  2 Class teachers  1x SENCO  4x Teaching Assistants  2x Pre-School assistants  1x Administrators  1x catering  2x Cleaner (contracted) |
| Premises (potential relocation or work from home) | Apperley Village Hall |
| Inventory | Chairs and Tables  Computers  Laptops  Interactive whiteboards  iPads |
| Communications (Description of alternative means of communication our business will use to communicate with customers and employees in the event of an emergency) | Notices in Village Hall, Pubs, Churches,  School Website  Community website  LA website  Emails |
| General office equipment and stationary as required | Printer  Paper  Photocopier  Laminator |
| Any other equipment | Kettle  Paper  Pencils  Crayons  Maths equipment/games  Literacy equipment/games |

5. Back up information/Equipment

|  |  |
| --- | --- |
| Back up Computer Records/data location | Backed up remotely (Secure.com) |
| Critical Paperrecords/information location | All staff encouraged to back up each day |
| Vital records | Locked in secure filing cabinets x2 in the office  1x secure cabinet in HT’s office |

This plan in to be read in conjunction with the following policies and procedures:

First aid arrangements

Fire safety evacuation procedures

Education Visits

Health and Safety policy and documentation

Any existing PEEP (none currently)

Reviewed September 2024

To review September 2025

Contact information

School Continuity Plan Team

|  |  |  |
| --- | --- | --- |
| Name | Home | Mobile |
| Mr Andrew Matthews (Chair of Govs) | 07890617576 |  |
| Mrs Jayne Neveu | 01452 730739 | 07946636560 |
| Mrs J Oldroyd | 01242 245205 | 07771774354 |
| Mrs Eve Perry | 01452 698494 | 07473176442 |
|  |  |  |
| Mrs Sue Mottram | 01452 849220 | 07739666539 |

Staff Contact details

Headteacher will contact:

|  |  |  |
| --- | --- | --- |
| Name | Home | Mobile |
| Mrs J Oldroyd | 01242 245205 | 07771774354 |
| Mrs Eve Perry | 01452 730739 |  |
| Mrs S Mottram | 01452 849220 | 07739666539 |
|  |  |  |
| Miss K Robinson | 01452424689 | 07939885549 |
|  |  |  |
|  |  |  |

All other staff will be contacted by email and website kept updated

Mrs S Mottram will contact

|  |  |  |
| --- | --- | --- |
| Name | Business | Mobile |
| Cater Cater |  |  |
|  |  |  |

If necessary the following will also be notified:

|  |  |  |
| --- | --- | --- |
| Name | Home | Mobile |
| Mrs Julie Aberdeen  Pre-School |  | 07554248745 |
| Mrs Fran Alderman Bowers |  |  |

Business Contacts List:

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Gloucestershire Local Authority | Reception | 01452 425000  Out of hours 0845 6677788 |
| LA | Mark Rickard – Senior Access Manager (information and support) | 01452 426412 |
| LA | Building Support Helpdesk | 01452 425831 |

Utility Companies:

|  |  |  |  |
| --- | --- | --- | --- |
| Utility | Company | Account Number | Telephone |
| Electricity  Emergency / loss of supply | West Mercia Energy | 12599EL | 03331014424 |
| Gas  Emergency / loss of supply | West Mercia Energy | 12599GA | 03331014424 |
| Telephone | British Telecom |  | 08456006156 |
| Telephone | Mainstream | AA21620114 | 08001696000 |
| Water | Severn Trent Supplies | 3850343225 | 03456041080 |

Attached Plan of premises (for use by emergency services)

* Main stopcock
* Switches for gas/electricity supply

Insurance and Finance Companies:

|  |  |  |
| --- | --- | --- |
| Company | Name | Telephone |
| Gloucestershire Local Authority | Elaine Foxwell, Risk Management and Insurance Services | 01452 425864 |

School Closure Procedures for 2024-25

Prior to any severe winter weather, we thought it was worth a quick reminder about reviewing your plans and contingency measures before you need to use the new system in an emergency; we expect you already have your own, well practised school procedures for communicating directly with parents/carers in place.

Just a few points to consider about your new Emergency Closure Site:

* It is the decision of the school to close.
* You control the Emergency Closure site for your closure message and can access the secure site from any pc, tablet or smartphone.
* There is no out of hours closure team number, establishments now control their messages. The office hours team can be contacted on **01452 32** 8678/8676/8681/8680/8694.
* You should ensure, in advance, that you know your username (establishment) and password and can access to the link to the new closure form: <https://www.gloucestershire.gov.uk/closures/closures-form/>
* If working from a school pc you must ensure no-one is logged into your establishment’s Schoolsnet page before you start; closing down the page will not suffice you must fully log out.
* If you forget your password, you control resetting it via the ‘Remind me’ button on the closure form. You should make note of the email address to which the reset link will be sent.
* You should also ensure you have remote access to the email address where reset password links will be sent in the event of power failure at school.
* You should check that your school website has the updated school closures webpage link to: <https://www.gloucestershire.gov.uk/closures/> The old webpage is no longer live.
* We would recommend bookmarking the Met Office website <https://www.metoffice.gov.uk/public/weather/forecast> for your local weather updates.
* You can also subscribe to <https://www.gloucestershire.gov.uk/roads-parking-and-rights-of-way/roads/roads-in-severe-weather/winter/> for alerts about Gloucestershire closed roads in severe weather.
* The closure site automatically updates twitter: @Glos\_schools and sends notification emails to local media, subscribing transport providers and subscribing school meals providers.

The new web address to view the list of schools that are closed is: <https://www.gloucestershire.gov.uk/closures/>

**Incident Log Sheet**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Incident:** | **Page No ----- of ------** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Inititials of log keeper | Time | Information/Decisions/Action | Actions Completed | Financial Expenditure |
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