

2024

Business Continuity Plan



Owner: SBM

Authored by: SLT

Adopted by: Finance, Risk, Audit & Premises Committee

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**Woolgrove School,
Special Needs Academy**

Live, Laugh and Learn
Together

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1. Aims

This plan aims to:

- Outline potential risks and issues that could cause disruption to the delivery of critical activities
- Mitigate the impact of disruptions to critical activities by providing actions or procedures to follow, to make sure all pupils continue to get the quality of education to which they're entitled

2. Legislation and guidance

This document is based on guidance from the Department for Education (DfE) on [emergency planning and response for schools](#) and [school security](#). It also complies with the following statutory guidance and legislation:

- [Keeping Children Safe in Education](#)
- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)

This plan also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Headteacher

- Activating and standing down this plan
- Leading the business continuity team

3.2 Business continuity team

Add this team's responsibilities here. The make-up and exact responsibilities of this team will be different for every school, but it's likely to include the senior leadership team and responsibilities related to:

- Safeguarding and wellbeing of pupils – Lead DSL
- Recording decisions and actions (someone needs to keep a detailed written log of all events) – Head Teacher and Deputy Head
- Stakeholder communication – SBM
- Communication with the media Head Teacher
- Estate management – SBM

4. Communications

Parent Mail would be the primary form of communication. This enables both email and text messages to be sent. Parent Mail is a third-party application which means that the platform can be accessed in the event of the building being closed. Back-ups are both on and off site. Sims the schools' primary MIS data source has been migrated to SIMS connected the cloud-based version of the platform.

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STAKEHOLDER	COMMUNICATION STRATEGY	CONTACT INFORMATION LOCATION
Staff	Text Email	SIMS Data on Server Parent Mail
Parents/Carers	Text Email	SIMS Parent Mail CPOMS
Governing board	Text Email	What's App Group Email

5. Continuity strategies

The table below sets out examples of some scenarios where a continuity plan may be needed to maintain critical activities.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Shortage of staff or skills	<p>In the event of high levels of staff absence due to:</p> <ul style="list-style-type: none"> ➤ Illness ➤ Severe weather ➤ Transport disruption <p>Please note: staff absence due to strike action may require a separate strategy that accounts for legislation and guidance on handling strike action.</p>	<ul style="list-style-type: none"> • Do you have deputies for all management and incident roles? • Consider different ways of working, such as: <ul style="list-style-type: none"> ○ Use of halls or outside space to accommodate larger numbers of pupils ○ Remote learning • Consider alternative resourcing, such as: <ul style="list-style-type: none"> ○ Redeploying staff from other roles ○ Recruiting temporary staff ○ Is short-term closure necessary? 	<p>Head /Deputy Heads/ SBM /SLT</p> <p>Head</p> <p>Head / Head of Departments</p> <p>Head / Deputy Head to redeploy staff</p> <p>Head /Governors</p>

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SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Partial closure of school site	<p>In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include:</p> <ul style="list-style-type: none"> • Damage limited to a specific part of premises • Loss of utilities (power or water) to specific part of premises 	<ul style="list-style-type: none"> • Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs • Consider different ways of working (as listed above) • Consider sourcing additional facilities such as modular buildings, portable toilets, generators, lighting, etc • Pre agreed arrangement with Kings Community Church to relocate in the event of an emergency 	<p>SBM / Site Team</p> <p>Head</p> <p>Head /LA</p> <p>Head /SBM</p>
Full closure of school site	<p>In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include:</p> <ul style="list-style-type: none"> • Extensive damage caused by fire or flooding • Loss of utilities (power or water) to whole premises 	<ul style="list-style-type: none"> • Secure premises to prevent unauthorised access and display relevant warning signs • Display details of where people can find information about the closure, advice and contact information • Parent Mail / Website • Pre agreed arrangement with Kings Community Church to relocate in the event of an emergency 	<p>SBM / Site Team</p> <p>SBM / Office Team</p>

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SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Loss of IT services/data	In the event that IT services or critical data cannot be accessed. Examples include: <ul style="list-style-type: none"> • Loss of network • Following a cyber attack 	<ul style="list-style-type: none"> • School data is backed up on and off site • SIMS / CPOMS / Parent Mail are all cloud based applications. • Laptops can work off site • Paper based forms are available • School to work with Bee Bug to recover any lost data. • School phones can be forward to a mobile device. Answer phone messages are sent to admin email as wav files. 	

6. Remote education

Where possible, the school will provide remote education when attendance in school is either not possible or contrary to government guidance. The school will implement an appropriate curriculum, teaching and support that will enable pupils to continue learning effectively and in accordance with DfE guidance.

Where pupils with special educational needs and disabilities (SEND) are not able to access remote education without adult support, the school will work with families to put in place reasonable adjustments.

7. Attendance

The school will continue to record absence in the attendance register if it remains open, using the most appropriate code. The codes used will be in line with the [Education \(Pupil Registration\) \(England\) Regulations 2006 as amended \('the Pupil Registration Regulations'\)](#), and [working together to improve school attendance guidance](#).

Where pupils are unable to attend school:

- In some exceptional circumstances, this should be recorded as code Y (unable to attend in exceptional circumstances) unless a more appropriate code applies. The school will also record the nature of the circumstances in which a pupil is unable to attend school
- Because they are ill or have an infectious illness, this will be recorded as code I (illness)
- The school will also continue to record and monitor pupils' engagement where the provision of remote education is made, although we will not formally track this in the attendance register
-

8. Provision of free school meals

Where pupils eligible for benefits-related free school meals are receiving remote education, the school will work with the school catering team or food provider to make sure those pupils can have a good-quality

lunch. This will ensure that the school continues to support eligible pupils for the short period where they are unable to attend school.

The school will identify pupils with any medical conditions, including allergies, to make sure that all pupils are able to eat a school lunch safely. This is particularly important in circumstances where caterers are not serving meals to pupils directly. For example, where pupils are being served food in the classroom.

In the event of an extended closure the school will explore the option of supermarket vouchers.

9. Safeguarding

Safeguarding and promoting the welfare of children and young people remains of paramount importance. The school will continue to have regard to relevant statutory safeguarding guidance. This includes:

- [Keeping Children Safe in Education](#)
- [Working together to safeguard children](#)
- [The early years foundation stage \(EYFS\) framework](#)

9.1 Vulnerable pupils

In all circumstances, the school will prioritise vulnerable children and young people for face-to-face education and childcare.

We will try to support any children and young people who we believe may have challenging circumstances at home.

These will include:

- Notifying their social worker (if they have one) and, for looked-after children, the local authority virtual school head
- Agreeing with the social worker on the best way to maintain contact and offer support to pupils
- Keeping in contact to check their wellbeing and refer on to other services if they need more support

9.2 Wellbeing and support

To handle the potential emotional impact on pupils due to the disruption of critical activities, the school will:

Aim to follow normal school routines as far as possible

Set up support systems for pupils to talk and share their feelings

Signpost pupils to appropriate support and advice

Where needed, provide access to counselling services or specialist treatment

The school will follow the DfE's guidance on [promoting and supporting mental health and wellbeing in schools and colleges](#).

10. Monitoring arrangements

This policy will be reviewed by Lisa Hall Head Teacher every year in the autumn term. At every review, the policy will be shared with the governing board.

11. Links with other policies

This policy is linked to our:

- Health and safety policy
- Emergency/critical incident plan
- Examinations contingency plan
- Child protection policy
- Attendance policy
- Risk assessments
- Remote learning policy

Appendix A: business continuity actions checklist

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident		
Undertake post-incident support activities and evaluate the impact of the incident		
Consider:		
Which school activities are disrupted?		
What is the impact of these activities being disrupted?		
Are there any critical activities approaching (exams, etc)?		
Planning for how critical activities will be maintained (using your business continuity plan), giving consideration to:		
- Immediate priorities		
- Communication strategies		
- Deployment of resources		
- Finance		
- Monitoring the situation		
- Reporting		
- Stakeholder engagement		
Log all decisions and actions, including what you decide not to do and include your decision-making rationale		
Log all financial expenditure incurred		
Complete a lessons-learnt log, what went well? What didn't?		
Complete a post-incident review		
Implement any improvements or findings, such as:		

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BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Do emergency action plans need updating/enhancing?		
Do policies need amending?		
Are building improvements necessary?		
Are there any training and development needs?		

Appendix B: key contact details

KEY CONTACT	ROLE/RESPONSIBILITY	CONTACT INFORMATION
Lisa Hall	Headteacher	Email – head@woolgrove.herts.sch.uk Telephone – 07565528144
Vicky Litchfield	Deputy Headteacher	Email – vickylitchfield@woolgrove.herts.sch.uk Telephone – 07909 781042
Sarah Kavanagh	School business manager	Email – bursar@woolgrove.herts.sch.uk Telephone – 07766441110
Richard Pritchard	Safeguarding lead Deputy Headteacher	Email – richardpritchard@woolgrove.herts.sch.uk dsp@woolgrove.herts.sch.uk Telephone – 07818 007061
Julian Ekiert	Chair of governing board	Telephone - 07586 500161

INSURANCE PROVIDERS	CONTACT INFORMATION
RPA - Premise and Personal Liability	RPA.CM@davies-group.com 03300 585566
Gallaghers – Vehicle	0141 242 7842

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION

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UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Electricity	Laser	0800 4840840 CSTeam5@laserenergy.org.uk
Gas	Laser	0800 4840840 CSTeam5@laserenergy.org.uk
Water	Castle Water	01250 718700
Internet	HFL	01438 544466 support@hfleducation.org
Phone lines	Bee Bugs	01727 840303 support@beebug.co.uk
IT support	Bee Bugs	01727 840303 support@beebug.co.uk

OTHER SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Boarding / Glazing providers	Kindlelight info@kindlelight.com 01462 490090
Security	Arena 0800 389 1494
Catering	Herts Catering 01707 938625 hcl.info@hcl.co.uk

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Local authority	Hertfordshire County Council