

Westwood College

Business Continuity Plan

IN AN EMERGENCY

1	IF APPROPRIATE, CALL THE EMERGENCY SERVICES ON 999 (OR 112)
2	CONTACT THE HEAD TEACHER (Richard Hey) ON 01538 370930 (school) or [REDACTED] (home) 07495 958194 or [REDACTED]
3	ALTERNATIVELY CONTACT THE ASSISTANT HEAD TEACHER (Janette Reader) ON 01538 370930 or [REDACTED]
4	INFORM THE CHAIR OF GOVERNORS (John Fisher) ON [REDACTED]
5	PAGE THE COUNTY COUNCIL'S DIRECTOR ON CALL ON 07623 910065 Leave your name, contact number & any relevant short message. [In the unlikely event that the SCC Director On Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message.] Please note that both of the above numbers are not public numbers and should only be used in an emergency.
6	GO TO THE CRITICAL ACTIVITIES COMMENCING ON PAGE 5

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Statement of intent

This document sets out the framework for our school's business continuity management and emergency response arrangements.

A business impact assessment has been undertaken to identify our critical activities and the measures we have put in place to mitigate the effects of disruptions.

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.

The plan should be read in conjunction with:

The procedures and critical activities have been discussed and agreed by the school's Senior Management Team.

A log book must be kept with this plan at all times.

Signed by

Headteacher

Chair of Governors

Date:

Date:

Next review date: _____

1. Plan Control

1.1. Plan Remit

The following school functions are covered by this plan:

- Teaching of Years 9, 10 and 11 and also years 12 and 13.
- Provision of Free School meals for Y9-11.
- Provision and welfare and safeguarding needs of students and staff.
- Provision of secure examination arrangements
- Communication with stakeholders and relevant authorities

The following school premises are covered by this plan:

Westwood College: Old Hall, Music block, Mobiles, English Block, New Hall, Grounds

1.2. Plan Owner

The Headteacher is this plan's owner and responsible for ensuring that it is maintained and updated in accordance with School Policy for reviewing business continuity response plans.

1.3. Plan Distribution

This Business Continuity Management Plan is distributed as follows:

Name	Role	Issue Date	Plan Ref No.
Andrew Shaw	Executive Headteacher & CEO		
Clarissa Williams	Business Director & COO		
Richard Hey	Headteacher		
Janette Reader	Assistant Headteacher		
John Fisher	Chair of Governors		
Claire Patterson	Vice Chair of Governors		
Kim Bailey	School Business Manager		

1.4. Plan Storage

All parties on the distribution list are required to safely and confidentially store a copy of this plan at their regular place of work and off-site.

1.5. Plan Review

This Plan will be updated as required and formally reviewed in line with the school's timetable annually each autumn term.

2. Critical Activities

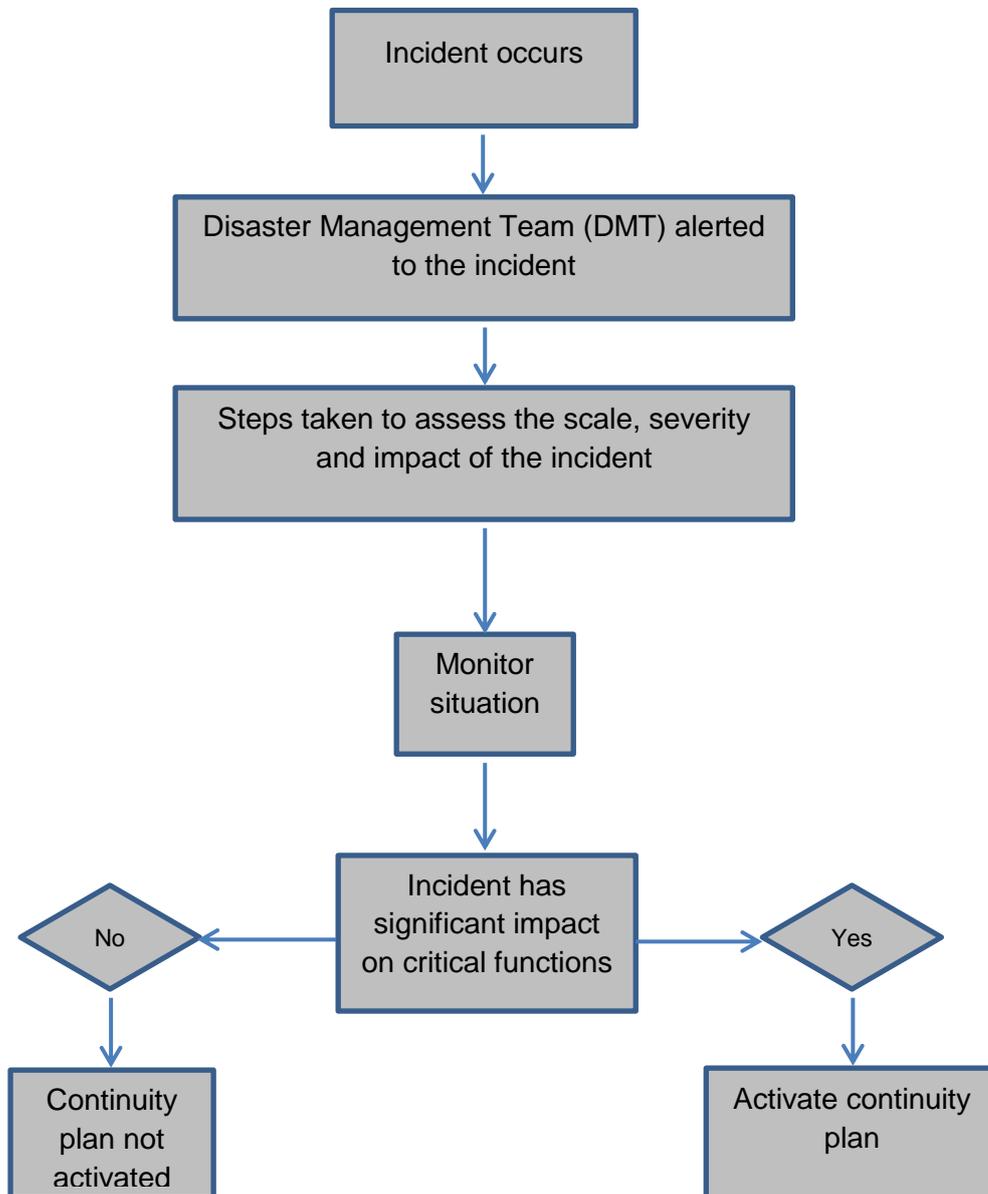
This list can be used during an emergency to assist your decision making when compiling an Action Plan as to which functions need to be reinstated first.

No.	CRITICAL School Activity	Relevant statutory duties	Existing measures	Implications / Impact	Resource requirements for the critical activity				When required						
					Staff	Equipment	furniture		4hrs.	24hrs.	48 hrs.	1 week	2 weeks	1 month	
1.	Safeguarding staff members and pupils		Annual risk assessments	Injury or death	✓										
2.	Teaching	Provision of 186 days education for years 9-11	Leek High School	Pupils not able to learn	✓	✓	✓								
3.	Catering	Provision of free school meals	Two separate canteen facilities. LHS canteen	Children go hungry	✓	✓									
4.	Access to ICT	Record of school attendance Support for the provision of 2. Communication with parents	Daily back up of data off-site	Compromised safeguarding arrangements Reduced quality of learning	✓	✓	✓								
5.	Examination centre	Assessment of Y11 and Y13 student outcomes	Transfer examinations to LHS	Students fail to complete external assessments	✓		✓								

Our I.T systems are backed up on site in separate buildings and are accessible by Tim Bonsall.

3. Plan Activation

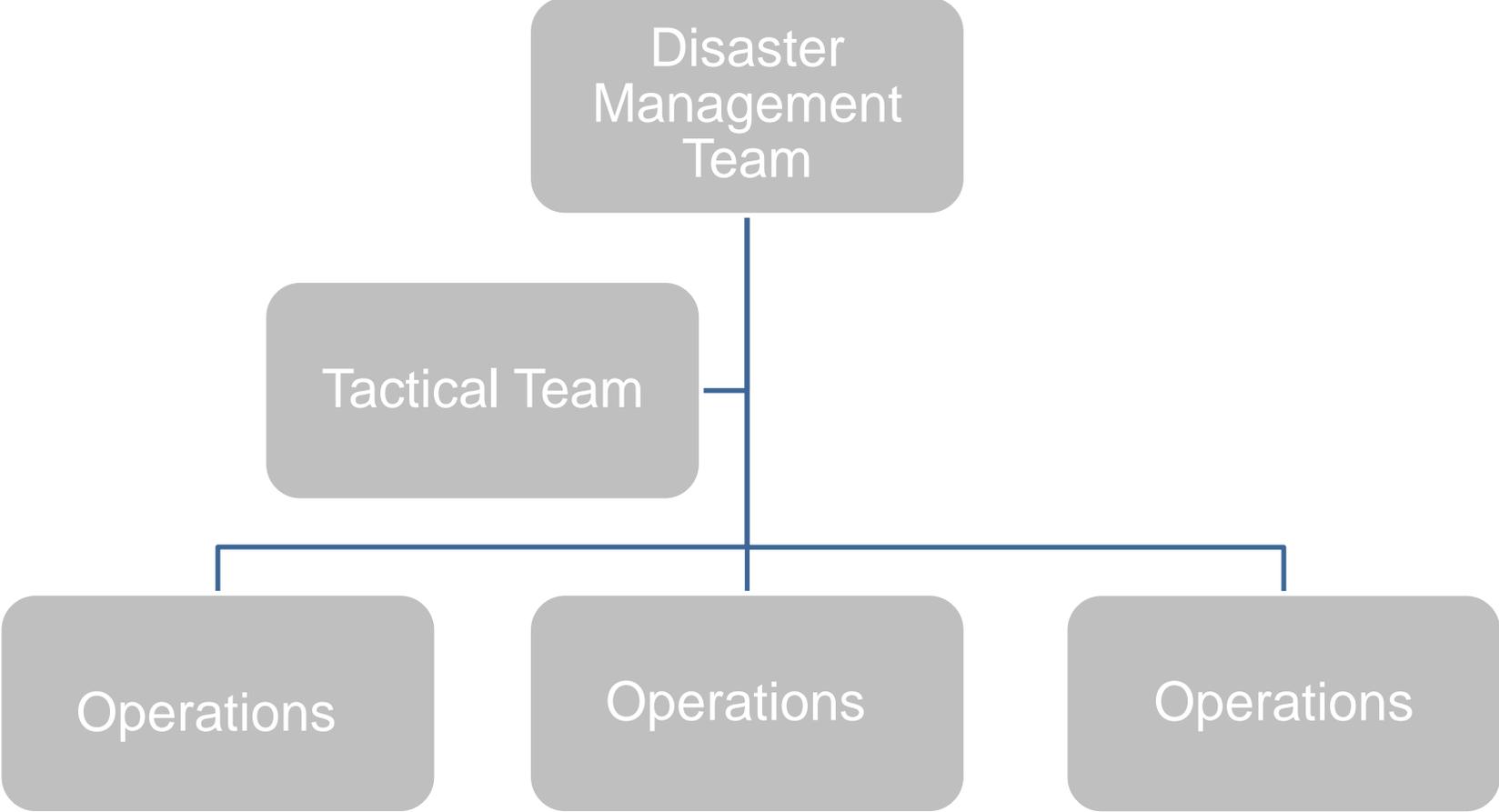
Use this flowchart to help ascertain whether or not to activate the school business continuity plan.



Responsibility for Plan Activation

A member of the Disaster Management Team will activate and stand down this Plan.

4. Incident Management Structure



4.1. Strategic

A Disaster Management Team will be established at the onset of an incident to assist the Headteacher in managing the response.

Disaster Management Team	
Position	Responsibilities
Executive Headteacher & CEO	<ul style="list-style-type: none"> Ensuring Trust responsibilities are met and supporting the Headteacher
Headteacher	<ul style="list-style-type: none"> Overall responsibility for the day-to-day management of the School, including principal decision-maker in times of crisis. Ensuring that the school has sufficient capacity to respond to crisis. Determining the School's overall response and recovery strategy.
Assistant Headteacher	<ul style="list-style-type: none"> Supports the Headteacher in the day-to-day management of the school, including in times of crisis.
Chair of Governors	<ul style="list-style-type: none"> Liases with the Headteacher in response to a crisis Coordinates with the Headteacher to provide strategic direction in planning for and responding to a crisis. Supports the school's crisis response and subsequent recovery. Ensures that the School Business Continuity Plan remains fit-for-purpose. Reporting to parents on the resilience of the School Business Continuity Plan.
Vice Chair of Governors	<ul style="list-style-type: none"> Deputises for the Chair of Governors in the case of their unavailability.
School Business Manager	<ul style="list-style-type: none"> Supports the Headteacher in the management of the school particularly with regard to physical resources and non-teaching staff.
Site Supervisor	<ul style="list-style-type: none">

4.2. Tactical

The DMT will create a tactical group to help coordinate the crisis response.

Tactical Team	
Position	Responsibilities
Representative from the DMT	
Department Heads	
Children's Services Representatives	
Incident Recorder	
Kitchen Supervisor	

4.3. Operational Support

Other teachers, staff members and grounds workers may be utilised to support the tactical team with the response.

5. Incident Management

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.

	Action	Details	Responsibility	Actioned?
1.	<ul style="list-style-type: none"> Initial assessment 	<ul style="list-style-type: none"> Survey the incident scene and disseminate information. 	Site Manager / Headteacher	<input type="checkbox"/>
2.	<ul style="list-style-type: none"> Call the emergency services (as appropriate) 	<ul style="list-style-type: none"> Provide as much information about the incident as possible. 	Site Manager	<input type="checkbox"/>
3.	<ul style="list-style-type: none"> Evacuate the school building if necessary. Ascertain whether pupils should remain within the school grounds at a relative place of safety indoors. If it is safe, consider the recovery of vital assets to sustain critical school activities. Inform relevant stakeholders of site evacuation. 	<ul style="list-style-type: none"> Use standard fire evacuation procedures. Consider staff members and pupils with special needs and/or disabilities. If remaining within the school grounds, ensure that the assembly point is safe Take advice from emergency services as appropriate. 	Headteacher / Assistant Headteacher	<input type="checkbox"/>
4.	<ul style="list-style-type: none"> Ensure that all pupils, staff members and school visitors report to the identified assembly point. 	<ul style="list-style-type: none"> The normal assembly point is: NH Tennis Courts. The alternative assembly point is: Bus Park 	Headteacher / Assistant Headteacher	<input type="checkbox"/>
5.	<ul style="list-style-type: none"> Check that all pupils, staff members and visitors have been evacuated. Consider the safety of all pupils, staff members and visitors as a priority. 	<ul style="list-style-type: none"> Undertake a roll call using the pupil attendance register, staff lists and the visitors signing in book. 	Headteacher / Assistant Headteacher	<input type="checkbox"/>
6.	<ul style="list-style-type: none"> Ensure that the emergency service vehicles have access to the incident site. 	<ul style="list-style-type: none"> Ensure any required actions are safe by undertaking a risk assessment. 	Site Manager	<input type="checkbox"/>
7.	<ul style="list-style-type: none"> Establish a contact point for all supporting personnel. 	<ul style="list-style-type: none"> Consider the availability of staff members and who may be best placed to communicate information. 	Headteacher / Assistant Headteacher	<input type="checkbox"/>

9.	<ul style="list-style-type: none"> Ensure a log of key decisions and actions is started and maintained throughout the incident. 	<ul style="list-style-type: none"> Use the template in the appendix. 	School Business Manager	<input type="checkbox"/>
10.	<ul style="list-style-type: none"> Where appropriate, record names and details of any staff members or visitors who may have been injured or affected by the incident. 	This information should be held securely as it may be required by emergency services or other agencies either during or following the incident.	School Business Manager	<input type="checkbox"/>
11.	<ul style="list-style-type: none"> Assess the impact of the incident. Identify and agree next steps. 	<ul style="list-style-type: none"> Continue to record key decisions and actions in the incident log. 	Headteacher	<input type="checkbox"/>
12.	<ul style="list-style-type: none"> Log details of all items lost by pupils, staff members and visitors as a result of the incident, if appropriate, 		School Business Manager	<input type="checkbox"/>
13.	<ul style="list-style-type: none"> Consider the involvement of other teams, services or organisations that may be required to support the management of the incident. 	<ul style="list-style-type: none"> See attached key contacts list 	DM Tactical Group	<input type="checkbox"/>
15.	<ul style="list-style-type: none"> Assess the key priorities for the remainder of the working day and take relevant action. 	<ul style="list-style-type: none"> Consider actions to ensure the health, safety and well-being of the school community at all times. Consider your business continuity strategies to ensure that the impact of the disruption is minimised. Consider the school's legal duty to provide free school meals and how this will be facilitated. 	DM Tactical Group	<input checked="" type="checkbox"/>
16.	<ul style="list-style-type: none"> Ensure staff members are kept informed about what is required of them. 		Headteacher	<input type="checkbox"/>
17.	<ul style="list-style-type: none"> Ensure parents and pupils are kept informed as appropriate to the circumstances of the incident. 	<ul style="list-style-type: none"> Consider communication strategies and additional support for pupils with special needs. Agree arrangements for parents collecting pupils at an appropriate time. Consider the notification of pupils not currently in school. 	Headteacher	<input type="checkbox"/>
19.	<ul style="list-style-type: none"> Ensure Governors are kept informed as appropriate to the circumstances of the incident. 	<ul style="list-style-type: none"> Communication by email on a daily basis in the first instance and then weekly once the continuity plan is in full operation 	Headteacher / Chair of Gobs	<input type="checkbox"/>

20.	<ul style="list-style-type: none"> Consider the wider notification process and the key messages to communicate. 	<ul style="list-style-type: none"> Local radios may be useful in broadcasting key messages. 	Headteacher / Chair of Govs	<input type="checkbox"/>
21.	<ul style="list-style-type: none"> Communicate the interim arrangements for delivery of critical school activities. 	<ul style="list-style-type: none"> Ensure all stakeholders are kept informed of any contingency arrangements. Website, email, text, social media 	Headteacher	<input type="checkbox"/>
22.	<ul style="list-style-type: none"> Log all expenditure incurred as a result of the incident 	<ul style="list-style-type: none"> Record all incident-related costs incurred in the attached financial expenditure log. 	School Business Manager	<input type="checkbox"/>
23.	<ul style="list-style-type: none"> Seek specific advice/inform your insurance company. 	<ul style="list-style-type: none"> Insurance policy details can be found in files in K Bailey's office (room 105) or in her area on network. 	School Business Manager	<input type="checkbox"/>
24.	<ul style="list-style-type: none"> Ensure recording process is in place for staff members and pupils leaving the site. 	<ul style="list-style-type: none"> Ensure the safety of staff members and pupils before they leave site and identify suitable support and risk control measures. 	Site Manager	<input type="checkbox"/>

6. Continuity

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.

No.	Action	Details	Responsibility	Actioned?
1.	Identify any other stakeholders required to be involved in the business continuity response.	<ul style="list-style-type: none"> Depending on the incident, you may need additional/specific input in order to facilitate the recovery of critical activities. This may require the involvement of external partners. 	DMT	<input type="checkbox"/>
2.	Evaluate the impact of the incident	<ul style="list-style-type: none"> Take time to understand the impact of the incident on the normal operations of the school. 	DMT	<input type="checkbox"/>
3.	Log all decisions and actions, including what you decide not to do and include your decision making rationale.	<ul style="list-style-type: none"> See the attached activity log. 	Headteacher	<input type="checkbox"/>
4.	Log all financial expenditure incurred.	<ul style="list-style-type: none"> See the attached financial expenditure log. 	School Business Manager	<input type="checkbox"/>
5.	Allocate specific roles as necessary.	<ul style="list-style-type: none"> Roles allocated will depend on the nature of the incident and the availability of staff members. 	Headteacher	<input type="checkbox"/>
6.	Secure resources to enable critical activities to continue or be recovered.		DMT	<input type="checkbox"/>
7.	Deliver appropriate communication actions as required.	<ul style="list-style-type: none"> Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders 	DMT	<input type="checkbox"/>

7. Recovery

The purpose of the recovery phase is to resume normal school operations as soon as possible.

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.	Headteacher / Site Manager	<input type="checkbox"/>
2.	Respond to any ongoing and long-term support needs of staff members and pupils.	Depending on the nature of the incident, the disaster management team may need to consider the use of counselling services.	DMT	<input type="checkbox"/>
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 via email.	Headteacher	<input type="checkbox"/>
4.	Debrief staff members (possibly with pupils) about the incident.		DM Tactical Group	<input type="checkbox"/>
5.	Complete a report to document opportunities for improvement and any lessons identified.	<ul style="list-style-type: none"> The incident report should be reviewed by all members of the disaster management team. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school. 	Headteacher	<input type="checkbox"/>
6.	Review this continuity plan in light of lessons learnt from the incident and the response to it.	<ul style="list-style-type: none"> Implement recommendations for improvement and update this plan. Ensure any revised versions of the plan are read by all members of the business continuity team. 	DMT	<input type="checkbox"/>

8.4. Contents of Emergency Box

Section	Details	Checklist
Business continuity	<ul style="list-style-type: none"> Business Continuity Plan 	<input type="checkbox"/>
		<input type="checkbox"/>
Organisational	<ul style="list-style-type: none"> Staff handbook (policies and procedures) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> School branding material 	<input type="checkbox"/>
	<ul style="list-style-type: none"> School logo 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Other key documents 	<input type="checkbox"/>
Financial	<ul style="list-style-type: none"> Bank, insurance details, payroll 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Invoices, purchase orders 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Financial procedures 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Assets register and insurance policy 	<input type="checkbox"/>
Staff	<ul style="list-style-type: none"> Staff contact details 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Staff emergency contact details 	<input type="checkbox"/>
Equipment	<ul style="list-style-type: none"> Laptop with wireless connection 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Internet Dongle 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Pre-paid pay as you go mobile phone and battery powered charger 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Wind up radio 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Wind up torch 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Emergency shelter 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Disposable camera with film 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Data restoration routine 	<input type="checkbox"/>
Other items	<ul style="list-style-type: none"> First aid box 	<input type="checkbox"/>
	<ul style="list-style-type: none"> {Insert area} A-Z map 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Stationary 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Hazard barrier tape 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Emergency cash, cheque book or credit card 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Contact details for taxi / transport providers 	<input type="checkbox"/>
	<ul style="list-style-type: none"> School floor plans 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Spare keys 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Whistle / megaphones 	<input type="checkbox"/>
	<ul style="list-style-type: none"> High visibility jacket 	<input type="checkbox"/>

8.5. School Information

School details	
Name of school	Westwood College
Type of school	Academy
School address	Westwood Park Drive, Leek, Staffordshire ST13 8NP
School operating hours	08:00-18:00 (students 08:55 – 15:45)
Approximate number of staff	90
Approximate number of pupils	790
Age range of pupils	13-18

8.6. Key Contacts

Contact	Telephone No.	Email address
School contacts		
Headteacher - R Hey	07495 958195	rhey@ttl.org.uk
Assistant Headteacher - J Reader	[REDACTED]	[REDACTED]
School Business Manager - K Bailey	[REDACTED]	[REDACTED]
Chair of Governors - J Fisher	[REDACTED]	[REDACTED]
Vice Chair of Governors - C Patterson	[REDACTED]	[REDACTED]
Key local authority contacts		
Emergency number	07623 910065	
Children's services		
Other local authority contacts		
Tim Moss - Education	[REDACTED]	
Roz Randle - Safeguarding	[REDACTED]	
Media contacts		
Local BBC radio station	01782 208008	
Moorlands radio station	01538 381037	
Leek Post		
Other useful contacts		
Department for Education	0370 000 2288	
Foreign and Commonwealth Office	020 7008 1500	fcocorrespondence@fco.gov.uk
Environment Agency	0370 850 6506	
Met Office	0370 900 0100	
Health and Safety Executive (serious injuries)	0345 300 9923	
Insurance Company		
NEU	0345 811 8111	
ASCL	01162 991 122	
Teacher Support Network		

8.7. Lockdown

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy headteacher	Liaison with parents
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Continuous pulsing bell
Signal for all-clear	Continuous bell

Lockdown	
Specified assembly room	Old Hall Hall + New Hall Hall + Dance studio in English Block
Entrance points	Reception area, Fire exits, back door. Dance via English corridor.
Communication arrangements	<ul style="list-style-type: none"> • Two-way radios • Mobile phones • Instant messaging / email
Notes	

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the specified assembly room.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw curtains to avoid detection. • Turn off lights. • Stay away from windows and doors. 	<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"/>		