

BUSINESS RESILIENCE PLAN

FOR

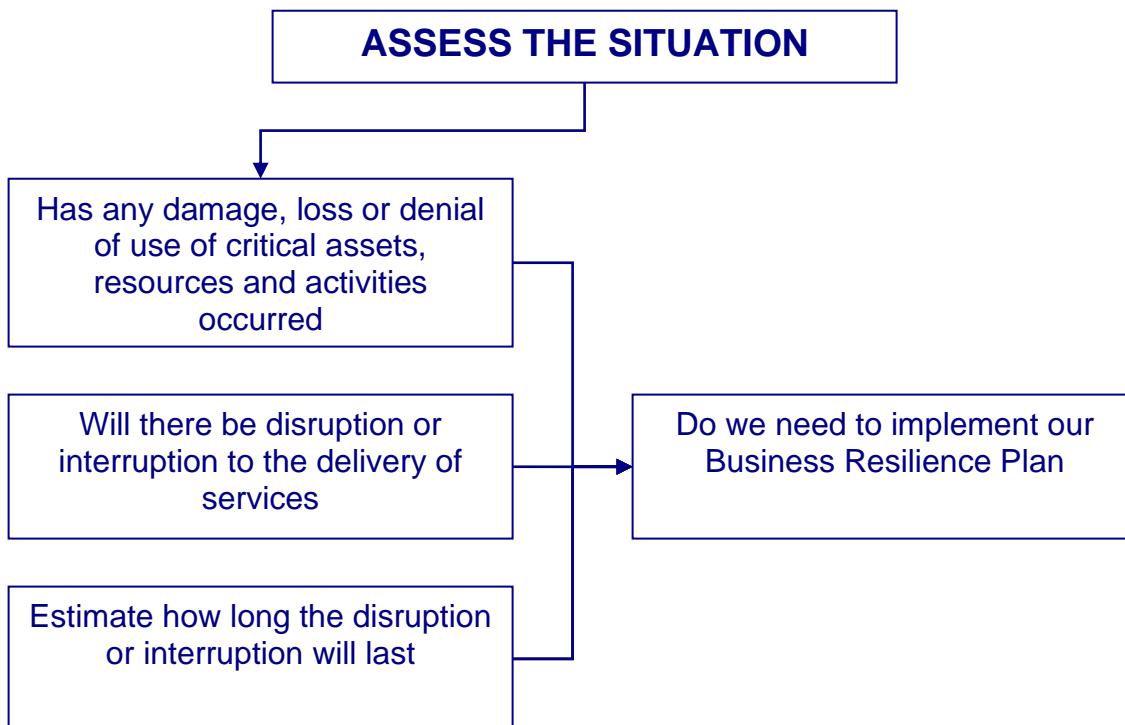
*Exeter Road Community
Primary School
Exmouth*

Policy reviewed at Full Governing Body meeting on 17th March 2021

The Plan

Date of issue: March 2013	Date of next review: March 2023
Copies of this Plan are kept at: <ul style="list-style-type: none">• Electronically with P Gosling• In Emergency file in school office	
Person/s responsible for reviewing plan: Headteacher: P Gosling Chair of Governors: V Johnson	

PHASE I: ASSESS THE SITUATION



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school based services:

Critical Function	Description
Examinations	Providing staff and facilities to enable pupils to sit examinations (including SAT's,)
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum Ensuring no staff are left alone on a remote site
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services- particularly for statemented children and vulnerable children
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements as per 'in loco parentis', health & safety legislation etc
Catering facilities and staff	The provision of suitable catering facilities to enable the preparation of school meals including free school meals. The provision of suitably trained catering staff to prepare school meals to national standards
Utilities-gas	The supply of gas to enable the heating of premises and preparation of school meals etc
Utilities-water	The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing etc
Utilities-electric	The supply of electricity to enable ICT systems to run, lighting of

	premises, etc
Provision of ICT education	The provision of ICT to deliver education
Provision of ICT administrative	The provision of ICT to enable the establishment to run effectively
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment
Keeping of suitable coursework	The creation and safe keeping of coursework including electronic documentation and items such as textiles, D&T work pieces
Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal

The 'Maximum Tolerable Period of Disruption' has been considered and the following noted:

CRITICAL FUNCTION	MTPD	NOTES
Examinations	1 day	Disruption to GCSE, A-Level and SATS would have a significant impact.
Teaching Staff	1 week	For Special schools and the PRU, it is felt that loss of staff for 2 days would have a significant impact due to higher staffing levels required.
Support Staff	2 weeks	For Special schools and the PRU, it is felt that loss of staff for 1 week would have a significant impact
Premises	1 week	Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 1 week
Catering	1 week	Loss of normal catering arrangements would mean the delivery of alternative cold meals.
Utilities	1 week	Loss of utilities, depending on circumstances may result in immediate school closure, depending on circumstances and seasonal factors (e.g summer or winter). Such closure will have a significant impact after 1 week similar to loss of use/denial of access to premises.
ICT Education and Administrative	2 weeks	
Records, Information and Coursework	1 month	Rather than being the MTPD the figure of 1 month if based upon the amount of data lost
Cleaning	1 week	For Nursery schools 2 days was considered as being the MTPD whilst for primary and specials it was 3 days. Cleaning contractor to have in place appropriate BCP

Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Example Descriptor
Education	Impacts on education may include loss of large number of days of teaching, disruption to education, loss of coursework etc.
Child welfare/well-being	Impacts on a child may include physical impacts (eg hunger, cold etc), psychological impacts (eg loss of course work, having to move school), future prospects and educational abilities
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment.

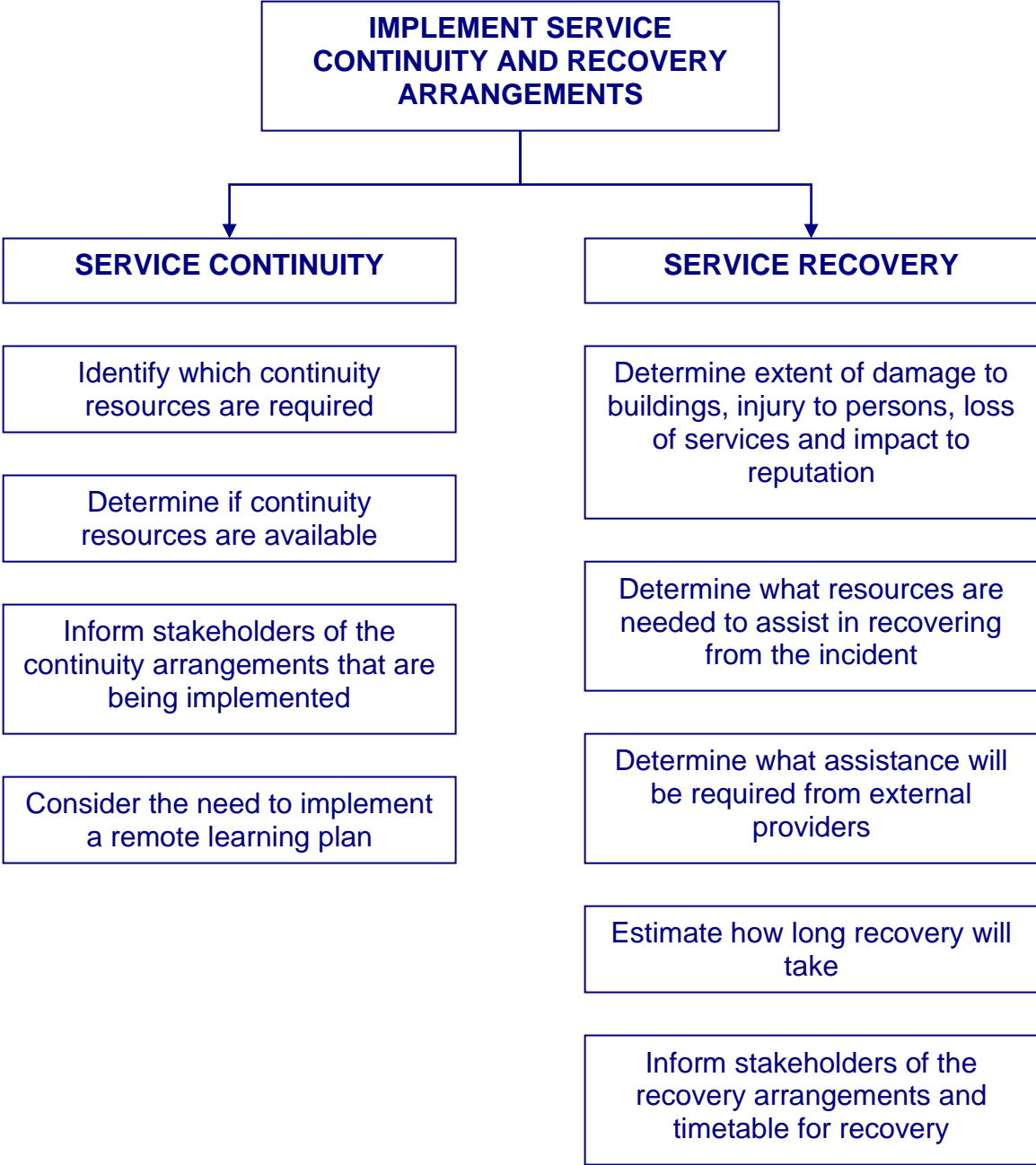
Statutory Compliance	Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc
Reputation	Reputation may be the reputation to the establishment.
Extended Services	Extended services may include, After School Clubs, Pre school, hiring of rooms/halls etc
Staff	Impacts on staff can be financial, physical, psychological

Below are some guidelines as to the impact levels

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP
Moderate	There is thought to be some impact on some areas. This may require the implementation of BCP if the impact is considered to affect critical areas such as education or child well-being
Significant	A significant impact in a number of areas that warrants the implementation of the BCP
Very Significant	The impact is severe with major detrimental impact on education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment. Immediate implementation of BCP

PHASE II: IMPLEMENT BUSINESS RESILIENCE PLAN

Person responsible for implementing the Business Resilience Plan:
Headteacher- Sarah Bennett



SERVICE CONTINUITY ARRANGEMENTS

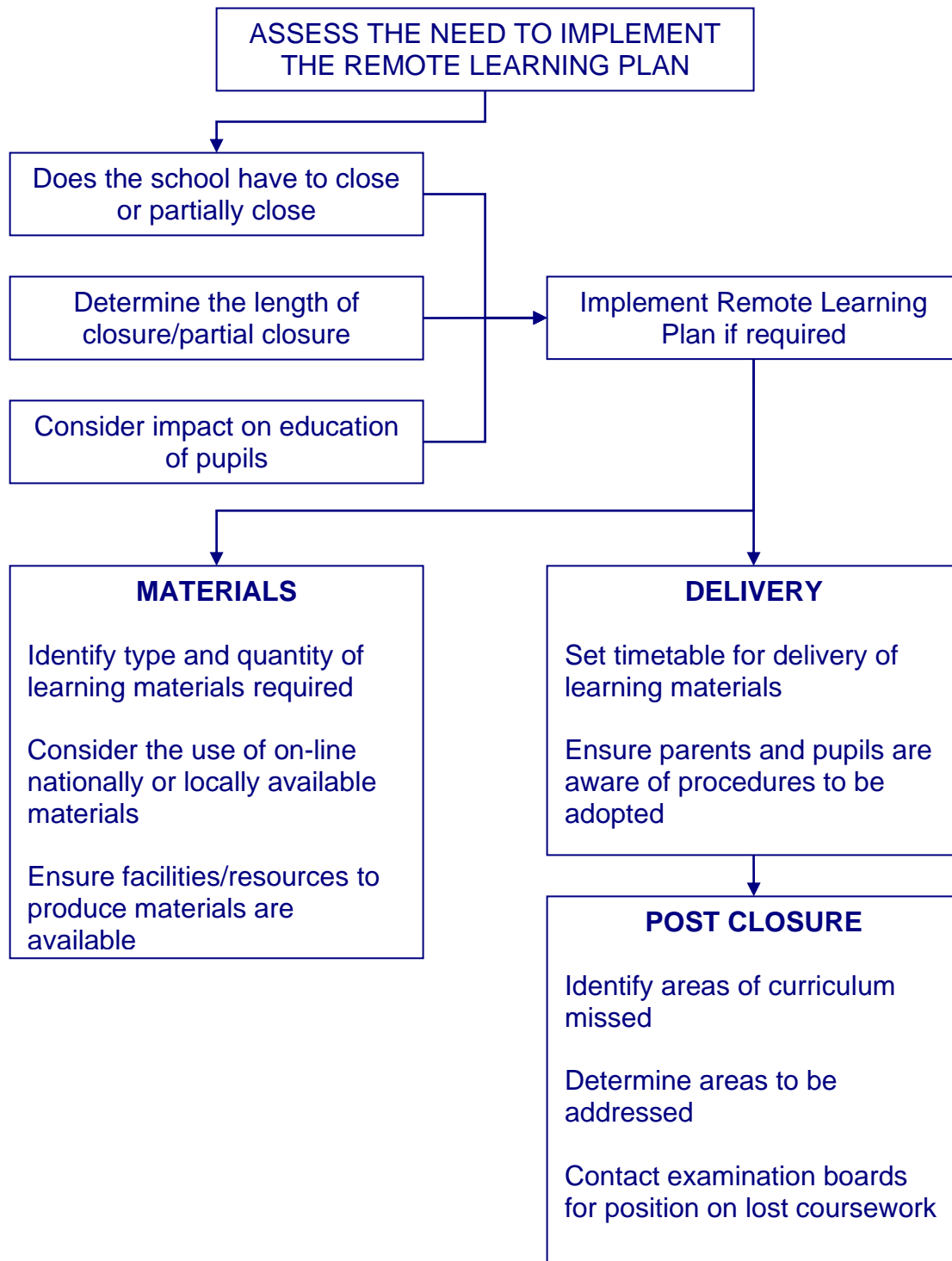
ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Senior manager (e.g. Headteacher)	Deputy head teacher then senior staff to act up. If no appropriate personnel available, Chair of Governors to seek support from Brixington, Marpool or Bassetts Farm Headteachers in the first instance.
	Teaching staff	Regroup pupils. Supply teachers Request for temporary support from local schools
	Teaching assistants	Remaining staff to be reallocated in accordance with need Rotate class support
	SEN support staff	Remaining staff to be reallocated in accordance with need In exceptional circumstances, a child may need to stay at home until alternative arrangements can be made.
	Administrative support staff	Reallocation of non teaching staff to allow admin worker to carry out necessary tasks. Support to be sought from neighbouring schools
	Site care	Site manager support from neighbouring schools
	Catering and/or cleaning	Reallocation of staff. Put alternative cleaning rota in place. Call to parents for support
	Meal time Assistants	To be reallocated according to need. If no MTA's available, TA's and teachers to be reallocated duties.
Premises	Damage/denial of use of general classroom and/or associated contents	Reallocate children to other parts of school, Consider part time timetable if major parts of school affected Consider remote learning or alternative placements
	Damage/denial of use of administrative areas and/or associated contents	Re allocate office space, considering hiring of work space
	Damage/denial of use of some commons parts (e.g. hall for examinations)	Loss of dining area: Meals to occur in classrooms Loss of Kitchen: packed lunches to be prepared and assistance sought form neighbouring kitchens Loss of hall: Assemblies within classrooms, PE lessons outside where possible
	Loss of utilities (gas, electric, water)	Loss of heating in extreme conditions- seek alternative placements Extended loss of water- seek alternative placements

Catering	Damage/denial of use of catering facilities	Seek support from neighboring schools
	No catering staff	Admin staff and seek support from neighboring schools
ICT	Loss of telephony system	Mobiles
	Loss of I.T servers/software	Most data backed up by county Pupil Data can be access by any Internet connection (Terminal Services School)
	Loss of I.T hardware	Order new hardware
Cleaning	No cleaning staff available	Call for parental support/ contract cleaners
Records	Loss or damage to administrative records	County backed up daily Pupil Data can be access by any Internet connection (Terminal Services School)

CONTACT LIST

CONTACT	NAME	TELEPHONE NUMBER/S
Devon County Hall Switchboard		0845 1551015
NPS Devon	Nolan Lowell	01392 351000
	Chris Jay- Maintenance	01392 351005
	Peter Smith	01392 351017
Electrical contractor	British Gas	0800 365900
Gas contractor	British Gas	0800 111999
Business Continuity Manager	Paul Gosling	01395 272935/07590 900276
Business Continuity team	Vicky Johnson Isabelle Dimmack	
Water: SW Water	South West Water	0800 1691144
Local schools: Brixington Marpool Bassetts Farm Exmouth Community College	Rachel Pattison Sarah Bennett Andrew Davis	01395 263961 01395 275968 01395 264761

PHASE III: REMOTE LEARNING PLAN



REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ELECTRONIC LEARNING ONLY	Determine how many pupils have access to I.T facilities and the internet/e-mail
	Consider the option of loaning laptops to pupils
	Can pupils with no laptops gain access through other means
	Ensure electronic learning platforms are secure and protected from viruses
	Ensure access to the learning platform away from the school
MATERIAL PREPARATION	In first instance tasks set should encourage children to consider the learning journey wider. This will provide time for staff to prepare appropriate materials
DELIVERY AND COLLECTION METHODS	Parents to be contacted via website and text Exeter Road Community Primary School to act as collection point. Members of staff to be based at Exeter Road Community Primary School to receive completed work and offer support.
REMOTE SUPPORT AND MARKING	
ALTERNATIVE SITE	Exmouth Community College: 01395 264761 All Saints Church Hall: 01395 278534