**BUSINESS**



**CONTINUITY MANAGEMENT PLAN**

**Alvaston Infant & Nursery School**

**Detailing arrangements for:**

**Incident Management Business Continuity**

**Recovery and Resumption of Normal School Activity**

This policy has been ratified by the Governors / Headteacher.

Written: Nov 22

Next review: Nov 23

This plan has been designed to complement and enhance existing Local Authority procedures and guidance, such as those covering Educational Visits and Health and Safety in Education Premises. It does not supersede those procedures or any existing arrangements for contacting key partners and the Emergency Services during a critical incident.

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# About this Plan

***This is a live document and will be reviewed and subsequently updated accordingly effective from the date of initial ratification of this plan.***

* 1. **Document Control**

|  |  |  |
| --- | --- | --- |
| **Date** | **Revision/Amendment Details & Reason** | **Author** |
| 13th April 2016  Dec 2021  Dec 2022 | Addition to school policy  Change of Headteacher, SBM, Caretaker & Chair of Governors (Names Updated)  No change | Headteacher / Finance & Office Manager / Administrator  Headteacher / School Business Manager  Headteacher / School Business Manager |

* 1. **Plan Purpose**

To provide a flexible response so that Alvaston Infant & Nursery Schools can:

* Respond to a disruptive incident (incident management)
* Maintain delivery of critical activities during an incident (business continuity)
* Return to ‘business as usual’ (resumption and recovery)
  1. **Plan Remit**

The following *school functions/premises* are covered by this Plan:

* + - Teaching, school administration, out of hours clubs, school trips
    - Whole school building ie. classrooms, hall, offices, playgrounds

## Plan Owner

The Headteacher and Finance & Officer Manager are this Plan’s Owner and responsible for ensuring that it is maintained, exercised and updated in accordance with School Policy for reviewing business continuity and emergency response plans.

## Plan Distribution

This Business Continuity Plan is distributed as follows:

|  |  |  |
| --- | --- | --- |
| **NAME** | **ROLE** | **ISSUE DATE** |
| Miss M Allen | Headteacher | Jan 21 |
| Mrs Simpson | School Business Manager | Dec 21 |
| Mr C Mabbutt | Deputy Headteacher | Jan 21 |
| Mr I Robinson | Site Caretaker (Clean Slate) | Jan 21 |
| Mr J Bland | Chair of Governing Body | Jan 21 |

## Plan Storage

All parties on the distribution list, see above, are required to safely and confidentially store a copy of this plan.

## Plan Review Schedule

This Plan will be updated as required and formally reviewed in line with the School’s review timetable which is the beginning of each academic year, by the Finance and General Purposes Committee.

# Plan Activation

## Circumstances

This Plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

Examples of circumstances triggering activation of this Plan include:

* Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption
* Loss of critical systems e.g. ICT failure, power outage
* Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency with the School in the Emergency Service’s cordon preventing access, School facilities in use for General/Local Elections, severe weather scenarios or utilities failure
* Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical school activity such as the catering provider or any providers of transport e.g. for SEN pupils

## Responsibility for Plan Activation

A member of the nominated **School Incident Management Team** will normally activate and stand down this Plan.

## Escalating a Serious Incident

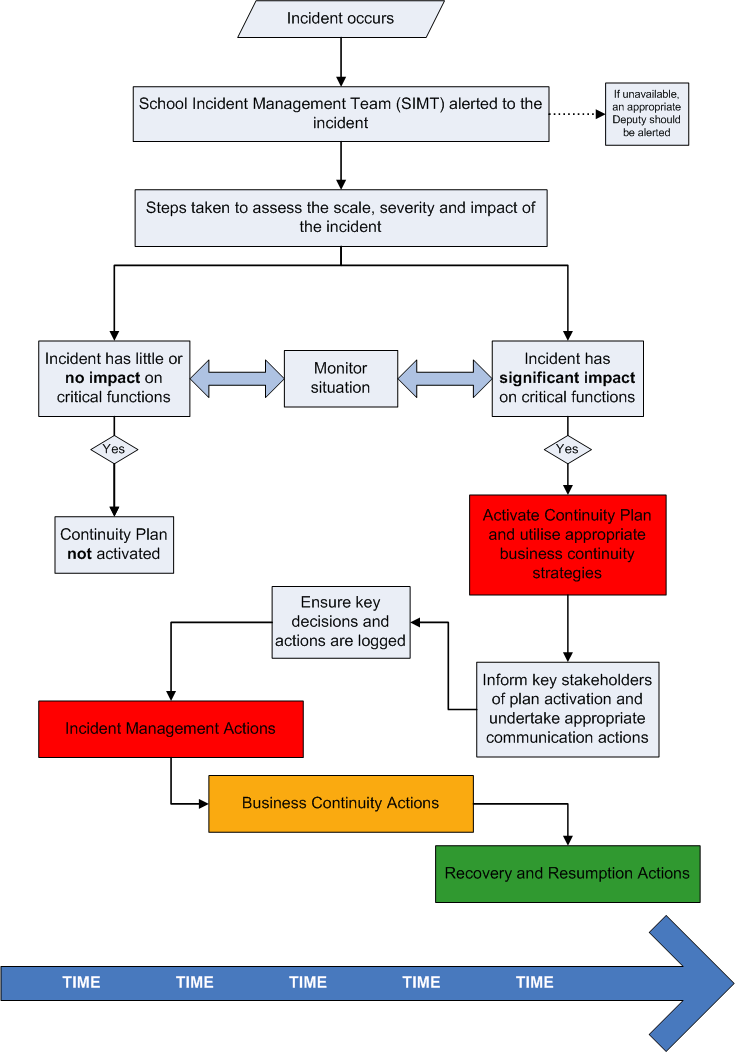
All serious incidents should be reported to Schools Helpline Number: 01332 642720. If the incident is deemed to be of a ‘critical’ nature, the Critical Incident Plan will be activated and other Council Services notified to respond as appropriate.

All incidents affecting the physical infrastructure of the school must be reported to the School Helpline Number: 01332 642720. Appropriate action will then be taken to support the School’s response to an incident, in terms of activating other Council Services and partner agencies as required.

*1 See Section 3.1 for the responsibilities your School Incident Management Team*

* 1. **Activation Process**

**7**



***Please note that ‘key stakeholders’ are: staff, members of the community, parents and suppliers.***

* 1. **Roles and Responsibilities**
  2. **School Incident Management Team**

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities** | **Accountability / Authority** |
| Headteacher | * Senior responsible owner of Business Continuity Management in the School * Ensuring the School has capacity within its structure to respond to incidents * Determining the School’s overall response and recovery strategy | The Headteacher has |
|  | overall responsibility for day- to-day management of the School, including lead |
| decision-maker in times of |
| crisis. |
| Business Continuity | * Business Continuity Plan development * Developing continuity arrangements and strategies   e.g. alternative relocation site, use of temporary staff etc   * Involving the School community in the planning process as appropriate * Plan testing and exercise * Conducting ‘debriefs’ following an incident, test or exercise to identify lessons and ways in which the plan can be improved * Training staff within the School on Business Continuity * Embedding a culture of resilience within the School, involving stakeholders as required | Business Continuity |
| Coordinator | Coordinators reports directly to |
|  | the Headteacher and will |
|  | usually be a member of the School Incident Management Team. |
|  |
| School Incident | * Leading the School’s initial and ongoing response to an incident * Declaring that an ‘incident’ is taking place * Activating the Business Continuity Plan * Notifying relevant stakeholders of the incident, plan activation and ongoing response actions * Providing direction and leadership for the whole School community * Undertaking response and communication actions as agreed in the plan * Prioritising the recovery of key activities disrupted by the incident * Managing resource deployment * Welfare of Pupils * Staff welfare and employment issues | The School Incident |
| Management Team | Management Team has the |
| *(including Business* | delegated authority to |
| *Continuity Coordinator and Headteacher)* | authorise all decisions and  actions required to respond |
|  | and recover from the incident. |
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The following Staff have been identified as the School’s Incident Management Team:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Details (delete/amend as necessary)** |
| Miss M Allen | Headteacher | 07507 829498 |
| Mr C Mabbutt | Deputy Headteacher | 01332 202361  07982 423440 |
| Mrs Simpson | School Business Manager | 09761 062208 |
| Mr I Robinson | Site Caretaker (Clean Slate) | 01332 573555 |
| Mr J Bland | Chair of Governing Body | 07775 758980 |
| Mr S Conway | Health & Safety Link Governor | 07813 036275 |
|  |  |  |
|  |  |  |

## 3.1.1: Reporting line Diagram:

## 

Key Contacts List – telephone numbers

|  |  |  |  |
| --- | --- | --- | --- |
| Headteacher | Miss M Allen |  | 07507 829498 |
| Deputy Head | Mr C Mabbutt | 01332 202361 | 07982 423440 |
| Premises Caretaker | Mr I Robinson | 01332 573555 | 07944 071153 |
| Chair of Governors | Mr J Bland |  | 07775 758980 |
|  |  |  |  |
| Network Manager | Mr M Lindau |  | 07779 593219 |
| School Business Manager | Mrs S Simpson |  | 07961 062208 |
|  |  |  |  |
| LA Maintenance Dept |  | 01332 640212/642720 |  |
| Schools Finance Team |  | 01332 670784 |  |
| Admissions Dept |  | 01332 642728 |  |
|  |  |  |  |
|  |  |  |  |
| Press Office |  | 01332 643500 |  |
|  |  |  |  |
| Police |  | 999 or 101 |  |
| Fire & Rescue |  | 999 |  |
| Nearest A & E | Derby Royal | 999 |  |
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* 1. **Additional Response and Recovery Roles**

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below.

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| --- | --- | --- |
| **Role** | **Responsibilities** | **Accountability / Authority** |
| Communications Hub (record keeper)  **Suzie Simpson** | * Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately | Reporting directly to the Headteacher or School Incident Management Team. |
| Media Coordinator  **Headteacher, Chair and Vice Chair of GB, DCC** | * Collating information about the incident for dissemination in Press Statements * Liaison with Derby City Council’s Press Office to inform media strategy | The Media Co-ordinator should assist with providing information to the Press Office but should not undertake direct contact with Media. |
| Stakeholder Liaison  **Headteacher, Chair and Vice Chair of GB, Derby City Council Press Office** | * Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all):   + Governors   + Parents/Carers   + Key DCC Services   + External agencies e.g. Emergency Services, Health and Safety Executive (HSE) etc | All communications activities should be agreed by the School Incident Management Team.  Information sharing should be approved by the Headteacher (or School Incident Management Team if the Headteacher is unavailable). |
| Facilities Manager  **DCC –**  **Dave Renshaw**  Ian Robinson – Site Manager | * Undertaking duties as necessary to ensure site security and safety in an incident * Liaison with the School Incident Management Team to advise on any issues relating to the school physical infrastructure * Lead point of contact for any Contractors who may be involved in incident response | Reporting directly to the Headteacher or School Incident Management Team. |
| ICT Coordinator  **Martin Lindau** | * Ensuring the resilience of the School’s ICT infrastructure * Liaison with external providers * Work with the Business Continuity Coordinator to develop proportionate risk responses | ICT Coordinator reports directly to the Headteacher or plan development issues.  In response to an incident, reporting to the School Incident Management Team. |
| Recovery Coordinator | * Leading and reporting on the School’s recovery process * Identifying lessons as a result of the incident * Liaison with Business Continuity Coordinators / Headteacher to ensure lessons are incorporated into the plan development | Person is likely to already be a member of the School Incident Management Team, however will remain focused on leading the recovery and resumption phase. Reports directly to Headteacher. |

* 1. **The Role of Governors**

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| **Role** | **Responsibilities** | **Accountability / Authority** |
| Board of Governors | * Working in partnership with the Headteacher to provide strategic direction in planning for and responding to disruptive incidents * Undertaking actions as required to support the School’s response to a disruptive incident and subsequent recovery * Acting as a ‘critical friend’ to ensure that the School Business Continuity Plan is fit-for- purpose and continuity arrangements are robust and reliable * Monitoring and evaluating overall performance in developing School Resilience and reporting to Parents/Carers | Liaison with the Headteacher or School Incident Management Team in response to a crisis.  Reporting progress in developing Business Continuity Plans to Parents/Carers |

* 1. **Incident Management**

**Turn immediately to Section 5.0 for pre-planned incidents or slowly developing scenarios that are not ‘no notice’ emergencies but have the potential to disrupt School activities e.g. computer virus, flu pandemics, a pre - planned strike, forecast for heavy snow or a power outage etc**

* 1. **Purpose of the Incident Management Phase**

The purpose and priorities for this phase are to:

* Protect the safety and welfare of pupils, staff, visitors and the wider community
* Protect vital assets e.g. equipment, data, reputation
* Ensure urgent and necessary communication takes place
* Support the Business Continuity phase
* Support the Recovery and Resumption phase

## Incident Management Actions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED?**  ***(tick/cross as appropriate)*** |
| **1.** | Make a *quick* initial assessment:   * Survey the scene * Assess (i.e. scale/severity, duration & impact) * Disseminate information (to others) | Gather and share information to facilitate decision-making and enhance the response  *A full impact assessment form can be found in Appendix A* |  |
| **2.** | Call the Emergency Services (as appropriate) | **TEL: 999**  Provide as much information about the incident as possible |  |
| **3.** | * Evacuate the School building, if necessary. * Consider whether it may be safer or better for the welfare of pupils to stay within the School premises and congregate at a relative place of safety indoors. * If there is time and it is safe to do so, consider the recovery of vital assets/equipment to enable delivery of critical School activities * Notify relevant stakeholders of site evacuation | * Use normal fire evacuation procedures for the School * Consider arrangements for staff/pupils with special needs * If the decision is to stay within the School, ensure the assembly point is safe and take advice from Emergency Services as appropriate |  |

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|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED?**  ***(tick/cross as appropriate)*** |
| **4.** | Ensure all Pupils, Staff and any School Visitors report to the identified Assembly Point. | The normal **Assembly point** is: the school playground  The **alternative Assembly Point** for the School is AJS or Park |  |
| **5.** | Check that all Pupils, Staff, Contractors and any Visitors have been evacuated from the building and are present.  Consider the safety of all pupils, staff, contactors and Visitors as a priority | Class registers will be taken out and all pupils will be checked accordingly. Visitors/contractors will be accounted for in accordance with the office signing in/out book and staff will be accounted for in terms of staff list |  |
| **6.** | Ensure appropriate access to site for Emergency Service vehicles | Ensure any required actions are safe by undertaking a dynamic risk assessment |  |
| **7.** | Establish a contact point for all supporting personnel | The Headteacher/Deputy Head will communicate with all members of staff via the school mobile or text messaging service |  |
| **8.** | Identify School Incident Management Team to undertake specific emergency response roles | *Information on roles and responsibilities can be found in Section 3.0* |  |
| **9.** | Ensure a log of key decisions and actions is started and maintained throughout the incident | *The Log template can be found in Appendix A* |  |
| **10.** | Where appropriate, record names and details of any staff, contractors or visitors who may have been injured or affected by the incident as part of your incident record keeping | This information should be held securely as it may be required by Emergency Services or other agencies either during or following the incident |  |
| **11.** | * Take further steps to assess the impact of the incident * Agree response / next steps | Continue to record key decisions and actions in the incident log  *The impact assessment form can be found in Appendix B.* |  |
| **12.** | Log details of all items lost by Pupils, Staff, Visitors etc as a result of the incident, if appropriate | *A form for recording this information is in Appendix C* |  |
| **13.** | Consider the involvement of other Teams, Services or Organisations who may be required to support the management of the incident in terms of providing additional resource, advice and guidance | Depending on the incident, the following Teams in Children’s Services may be approached to assist with incident management:   * Management Support for Schools * Planning and Accommodation Support Service * Education Psychology Service |  |

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|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED?**  ***(tick/cross as appropriate)*** |
| **14.** | If appropriate, arrange contact with the Council Press Office via Management Support for Schools. – ***See page 10*** | Establish a media area if necessary. |  |
| **15.** | Assess the key priorities for the remainder of the working day and take relevant action | Consider actions to ensure the health, safety and well-being of the School community at all times.  Consider your business continuity strategies i.e. alternative ways of working, re-location to your recovery site etc. to ensure the impact of the disruption is minimised.  *Business Continuity Strategies are documented in Section 5.3*  Consider the School’s legal duty to provide free school meals and how this will be facilitated, even in the event of emergency school closure. |  |
| **16.** | Ensure Staff are kept informed about what is required of them | All staff will be contacted and kept  informed appropriately via the school  mobile |  |
| **17.** | Ensure Pupils are kept informed as appropriate to the circumstances of the incident | Consider communication strategies and additional support for pupils with special needs. Consider the notification of pupils not currently in School.  The schools will contact parents/carers by way of text messaging which can be accessed remotely and via the schools’ websites |  |
| **18.** | Ensure Parents/Carers are kept informed as appropriate to the circumstances of the incident.  Parents/carers of those immediately affected by the incident will require additional considerations to ensure information is accurate and up-to-date. | Agree arrangements for parents/carers collecting pupils at an appropriate time Consider how emergency communication needs will be established e.g. phone lines, answer machine message, website update |  |
| **19.** | Ensure Governors are kept informed as appropriate to the circumstances of the incident | Communication with governors will be by way of mobile and emails. The frequency of communication will depend upon the situation. School telephone number is 01332 571704  [www.alvastoninfant.org.uk](http://www.alvastoninfant.org.uk), [head@alvastoni.derby.sch.uk](mailto:office@wealdinfant.harrow.sch.uk) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED?**  ***(tick/cross as appropriate)*** |
| **20.** | Consider the wider notification process and the key messages to communicate | Local Radios may be useful in broadcasting key messages |  |
| **21.** | Communicate the interim arrangements for delivery of critical School activities | Ensure all stakeholders are kept informed of contingency arrangements as appropriate  Contingency arrangements will be communicated to stakeholders via email, telephone, school website and fax. |  |
| **22.** | Log all expenditure incurred as a result of the incident | Record all costs incurred as a result of responding to the incident  *The Financial Expenditure Log can be found in Appendix D* |  |
| **23.** | Seek specific advice/ inform your Insurance Company as appropriate | Insurance Policy details through DCC. |  |
| **24.** | Ensure recording process in place for staff/pupils leaving the site | Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required |  |

* 1. **Business Continuity**
  2. **Purpose of the Business Continuity Phase**

The purpose of the business continuity phase of your response is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. This may involve activation 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’ activities may need to be suspended at this time.

## Business Continuity Actions

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| --- | --- | --- | --- |
|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED?**  ***(tick/cross as appropriate)*** |
| **1.** | Identify any other stakeholders required to be involved in the Business Continuity response | * Derby City Council * Alvaston Junior School |  |
| **2.** | Evaluate the impact of the incident | Take time to understand the impact of the incident on ‘business as usual’ School activities by communicating with key stakeholders to gather information.  Consider the following questions:   * Which School activities are disrupted? * What is the impact over time if these activities do not continue? * Would the impact be:   + Manageable?   + Disruptive?   + Critical?   + Disastrous? * What are current staffing levels? * Are there any key milestones or critical activity deadlines approaching? * What are your recovery time objectives? * What resources are required to recover critical activities? |  |
| **3.** | Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3) | Consider:   * Immediate priorities * Communication strategies * Deployment of resources * Finance * Monitoring the situation * Reporting * Stakeholder engagement   Produce an action plan for this phase of response. |  |
| **4.** | Log **all** decisions and actions, including what you decide **not** to do and include your decision making rationale | Use the Decision and Action Log to do this.  *The log template can be found in Appendix A* |  |

|  |  |  |  |
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|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED?**  ***(tick/cross as appropriate)*** |
| **5.** | Log all financial expenditure incurred | *The Financial Expenditure Log can be found in Appendix D* |  |
| **6.** | Allocate specific roles as necessary | Roles allocated will depend on the nature of the incident and availability of staff |  |
| **7.** | Secure resources to enable critical activities to continue/be recovered | Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc |  |
| **8.** | Deliver appropriate communication actions as required | Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders e.g. Staff, Parents/Carers, Governors, Suppliers, Local Authority, Central Government Agencies etc. |  |

* 1. **Business Continuity Strategies**

|  |  |  |
| --- | --- | --- |
|  | **Arrangements to manage a loss or shortage of Staff or skills** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
| **1.** | Use of temporary staff e.g. Supply Teachers, Office Staff etc | * Claire’s, Connex, , |
| **2.** | Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave |  |
| **3.** | Using different ways of working to allow for reduced workforce, this may include:   * Larger class sizes (subject to adult and child ratios) * Use of Teaching Assistants, Student Teachers, Learning Mentors etc. * Pre-prepared educational materials that allow for independent learning * Team activities and sports to accommodate larger numbers of pupils at once |  |
| **4.** | Suspending ‘non critical’ activities and focusing on your priorities |  |
| **5.** | Using mutual support agreements with other Schools |  |
| **6.** | Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc |  |

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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) |
| **1.** | Using mutual support agreements with other Schools |  |
| **2.** | Virtual Learning Environment opportunities |  |
| **3.** | Localising the incident e.g. isolating the problem and utilising different sites or areas within the School premises portfolio |  |
| **4.** | Off-site activities such as school trips |  |

|  |  |  |
| --- | --- | --- |
|  | **Arrangements to manage loss of technology / telephony / data / power** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
| **1.** | Back–ups of key school data – Web based applications |  |
| **2.** | Reverting to paper-based systems e.g. paper registers, whiteboards etc. |  |
| **3.** | Flexible lesson plans |  |
| **4.** | Emergency generator e.g. Uninterruptible Power Supply (UPS) |  |
| **5.** | Emergency lighting |  |

|  |  |  |
| --- | --- | --- |
|  | **Arrangements to mitigate the loss of key suppliers, third parties or partners** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
| **1.** | Pre-identified alternative suppliers |  |
| **2.** | Ensuring all external providers have business continuity plans in place as part of contract terms |  |
| **3.** | Insurance cover |  |
| **4.** | Using mutual support agreements with other Schools |  |
| **5.** | Using alternative ways of working to mitigate the loss e.g. suspending activities, adapting to the situation and working around it |  |

* 1. **Recovery and Resumption**
  2. **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.

## Recovery and Resumption Actions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTION** | **FUTHER INFO/DETAILS** | **ACTIONED?**  ***(tick/cross as appropriate)*** |
| **1.** | Agree and plan the actions required to enable recovery and resumption of normal working practices | Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated. |  |
| **2.** | Respond to any ongoing and long term support needs of Staff and Pupils | Depending on the nature of the incident, the School Incident Management Team may need to consider the use of Counselling Services |  |
| **3.** | Once recovery and resumption actions are complete, communicate the return to ‘business as usual’. | Ensure all staff are aware that the business continuity plan is no longer in effect.  This will be done by way of the schools’ websites and text messaging service. Emails and phone calls will be made to other key stakeholders such as specific areas of Derby City Council. |  |
| **4.** | Carry out a ‘debrief’ of the incident with Staff (and possibly with Pupils).  Complete a report to document opportunities for improvement and any lessons identified | The incident de-brief report should be reviewed by all members of the School Incident Management Team and in particular by the Business Continuity Coordinator to ensure key actions resulting from the incident are implemented within designated timescales. Governors will also have a role in monitoring progress in completing agreed actions to further develop the resilience of the School. |  |
| **5.** | Review this Continuity Plan in light of lessons learned from incident and the response to it | Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan is read by all members of the Business Continuity Team |  |

**7.0 Appendices**

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| J | Key Contacts List – see Office Manager |  |

### **21**

Appendix A Log of events, decisions and actions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Log of Events, Decisions and Actions** | | | | | | | |
| **Completed by** |  | | | | **Sheet Number** |  | |
| **Incident** |  | | | | **Date** |  | |
| **Time** | **Log Details** | | | | | | |
| **24hr clock** |  | | | | | | |
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| **Completed By** | |  | **Incident** |  | | |
| **Date** | |  | **Time** |  | | |

Appendix B Impact assessment

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| --- | --- | --- |
| **Impact Assessment Form** | | |
| **Question** | **Logged Response** | |
| How were you made aware of the incident? |  | |
| What is the nature of the incident? (e.g. type, location & severity) |  | |
| Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed) |  | |
| Have the Emergency Services been called? |  | |
| Is the incident currently affecting School activities?  If so, which areas? |  | |
| What is the estimated duration of the incident? |  | |
| What is the actual or threatened loss of workforce? | Over 50% |  |
| 20 – 50% |  |
| 1 – 20% |  |
| Has access to the whole site been denied? If so, for how long? (provide estimate if not known) |  | |
| Which work areas have been destroyed, damaged or made unusable? |  | |
| Is there evidence of structural damage? |  | |
| Which work areas are inaccessible but intact? |  | |
| Are systems and other resources unavailable?  (include computer systems, telecoms, other assets) |  | |
| If so, which staff are affected by the ICT disruption and how? |  | |

Appendix B

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| **Question** | **Logged Response** |
| Have any utilities (gas, electricity or water) been affected? |  |
| Is there media interest in the incident?  (likely or actual) |  |
| Does the incident have the potential to damage the School’s reputation? |  |
| Other Relevant Information |  |

Appendix C

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| **Lost Property Form** | | | |
| **Completed By** |  | **Incident** |  |
| **Date** |  | **Time** |  |

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| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Status**  **(e.g. staff, pupil visitor)** | **Details of possessions lost/left behind** | |
| **What** | **Where left/lost** |
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Appendix D

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| **Financial Expenditure Log** | | | |
| **Completed By** |  | **Incident** |  |
| **Date** |  | **Time** |  |

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|  | **Expenditure Details**  ***(what, for whom etc)*** | **Cost** | **Payment Method** | **Transaction made by** |
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Appendix E

# WAIVER FORM

#### DERBY CITY COUNCIL

**WAIVING OF CONTRACT PROCEDURE RULE**

###### NATURE OF WORK/SUPPLIES:

###### APPROVAL TO WAIVE CONTRACT PROCEDURE RULE(S) [Insert 2.3/2.4/2.5]

(See users guide overleaf or Contract Procedure Rules)

The above contract procedure rule cannot be complied with for the following reasons(s):

Due to the urgency of the work, we were unable to obtain the additional quote as per contract procedures for two quotes.

Accordingly, I submit the following alternative method of entering into a contract on this occasion only: [Officer to specify nature of intended contractual relationship with supplier].

By entering into a contract with:-

Contract Value *£\_*

Officers Signature:

Officer’s Name:

Officer’s Title:

Date:

I am satisfied that it is in the best interests of the Council to enter into a contract for the above work despite non compliance with the Contract Procedure Rule(s) detailed above and in accordance with CPR 3.19, I authorise the placing of a contract for the work.

Executive Director **OR** Director\*

###### AND

Director of Financial & Business Strategy **OR**

Group Manager Procurement\*

Date

**\*Note:** In cases where the Officer has followed the procurement procedure, but for reasons beyond control the correct number of compliant tenders has not been received, and due to time constraints or market limitations, a re- tender cannot be conducted, the Officer must complete a Waiver form and authorisation is only required from the Director of Finance and Business Strategy or the Group Manager, Procurement or their nominated deputies.

###### PLEASE NOTE THAT OFFICERS MAY NOT AUTHORISE A WAIVER OF CONTRACT PROCEDURE RULES ONCE THE CONTRACT HAS BEEN ENTERED INTO.

**YOU WILL NEED TO DEMONSTRATE THAT THE COUNCIL OBTAINS VALUE FOR MONEY AND THOSE GOODS/SERVICES/WORKS ARE NECESSARY AND APPROPRIATE.**

Guide to user:- This waiver document must be used with **any** clause in the Contract Procedure rules has not been complied with. *(Please consult the Contract Procedure Rules for more detailed information).*

This waiver will be given a reference number and the project registered by the Procurement Team. Once signed by any of the Officers named above the waiver **MUST** be retained and the register updated as required by the Procurement Team.

***Two copies*** *of this waiver document must be* ***signed and dated*** *by the authorising Officers. The Officer seeking the waiver must retain one copy and forward one copy to the Procurement Team.*

###### The Corporate Management Team and the Overview and Scrutiny Committee will review the waiver register periodically.

Appendix F

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| **Information**  *What do you know/what do you* ***not***  *know?* | **Issues**  *What are the problem/issues arising from that piece of information* | **Ideas**  *What are the ideas for solving the issues/problems?* | **Actions**  *What are you going to do? What are you* ***not*** *going to do? Who is responsible? What are the timelines?* |
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# Critical Incident Decision-Making