**CARFIELD PRIMARY SCHOOL**

**BUSINESS CONTINUITY PLAN**

**2022 - 2023**

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**This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.**

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**Plan Administration**

|  |  |
| --- | --- |
| **Version** | **1** |
| **Date** | **20/01/14 created** |
| **Responsibility for the Plan** | **Jacqui Steel** |
| **Approved by** | **Governing Body** |
| **Date of review** | **Annually** |

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| **When Was the Plan last Updated?** | | |
| **Date** | **Name** | **Detail (changes made)** |
| 10/12/13 | Liz Smith | Created Plan |
| 20/01/14 | Liz Smith | Added content |
| 18/02/14 | Liz Smith | Finalised |
| 06/01/15 | Liz Smith | Updated to include new HT |
| 22/03/16 | Liz Smith | Reviewed and updated names (KP has left) |
| 21/03/17 | Liz Smith | Reviewed and updated. DP left and new Governor added |
| 25/06/18 | Liz Smith | Reviewed and updated Governor information and staff |
| 23/04/19 | Liz Smith | Reviewed and updated to include provision for absent HT (long term absence), remove HW (left), add JT |
| 28/04/20 | Liz Smith | Update re COVID-19 |
| 01/09/20 | Liz Smith | Update and review. Deputy removed |
| 13/03/21 | Liz Smith | Staff amendments, covid-19 update and impact |
| 04/09/21 | Liz Smith | Further staff amendments |
| 08/12/22 | Barry Wood | Staff amendments |
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**DISTRIBUTION LIST**

**Copies of this plan should be distributed to:**

|  |  |  |
| --- | --- | --- |
|  | **School Senior Management team** | **Name** |
| 1 | Executive Lead | Becky Webb |
| 2 | Headteacher | Hannan Mohammed |
| 3 | Assistant Head | Barry Wood |
| 4 | Assistant Head | Sophie Coley |
| 5 | Assistant Head/ SENCO | Bethan Arthur |
| 6 | EYFS lead | Sarah Hutchinson |
| 7 | Business Manager | Jacqui Steele |
|  | **School Premises Management** |  |
| 8 | Premises Manager | Karen Newbold |
|  |  |  |
|  | **Critical Incident Management Team** |  |
|  | Executive Lead | Becky Webb |
|  | Headteacher | Hannan Mohammed |
|  | Assistant Head | Barry Wood |
|  | Assistant Head | Sophie Coley |
|  | Assistant Head/ SENCo | Bethan Arthur |
|  | Business Manager | Jacqui Steel |
|  | Data Manager | Fiona Wilson |
|  | Premises Manager | Karen Newbold |
|  | Clerical Officer | Amy Camps |
|  | Chair of Governors | Derek Grover |
|  | **School Governors** |  |
|  | Nominated Governor (s) | Derek Grover |
|  | **Other Contacts** |  |
|  | Extended Service Providers | Adele Whiting |
|  | Contingency Planning Service | Leah Barrett |

**CONTACT DETAILS – SCHOOL INFORMATION (also available in the critical incident plan – if you intend to have a business continuity planning section to your plan then you do not need to duplicate this information)**

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| --- | --- |
| **School Details** | |
| Name of School | Carfield Primary School |
| Headteacher | Hannan Mohammed |
| Assistant Head | Sophie Coley |
| Assistant Head | Barry Wood |
| Assistant Head | Bethan Arthur |
| Chair of Governors | Derek Grover |
| Type of School | Maintained |
| Address | Argyle Close  Sheffield  S8 9HJ |
| School website | www.carfieldprimary.co.uk |
| School operating hours (including extended services) | 07:00 to 18:00 |
| Approximate number of staff | 75 |
| Approximate number on roll | 610 |
| Age range of pupils | 3-11 |

|  |  |
| --- | --- |
| **School Office Contact Details** | |
| Office telephone number | 0114 2557534 |
| Office fax number | None |
| Office e-mail address | enquiries@carfield.sheffield.sch.uk |

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| --- | --- | --- |
| **Useful Government Agencies / Offices** | | |
| Local Authority | [www.sheffield.gov.uk](http://www.sheffield.gov.uk) |  |
| Department for Education | [www.education.gov.uk](http://www.education.gov.uk) | 0370 0002288 |
| Foreign and Commonwealth Office | [www.fco.gov.uk](http://www.fco.gov.uk) | 020 7008 1500 (24hr) |
| Environment Agency | [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) | 08459881188 (24hr flood line) |
| Met Office | [www.metoffice.gov.uk](http://www.metoffice.gov.uk) | 0870 900 0100 |
| Health and Safety Executive | [www.hse.gov.uk](http://www.hse.gov.uk) | 0845 345 0055 (Info line)  0845 300 9923 (Incident Contact Centre)  0151 922 9235 (24hr) |
| Teacher Support Network | [www.teachersupport.info](http://www.teachersupport.info) | 0800562561 (24hr England) |
| NHS | [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) | 0845 4647 |
| Sheffield council weather alert system | [send-UKSHEFFIELD.UKSHEFFIELD\_315@request.govdelivery.com](mailto:send-UKSHEFFIELD.UKSHEFFIELD_315@request.govdelivery.com) |  |

**CONTACT DETAILS – KEY CONTACT DETAILS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Name** | **Role** | **Contact Number** | **Alternative Contact Number** |
| **Executive Lead**  Becky webb | Manage and co-ordinate the response to the disruption.  Ensure that critical services are maintained.  Communication/Liaison with –   * Emergency Services * Parents * Community/Agencies/LA * Media | 07712306057 |  |
| Hannan Mohammed  Headteacher | Manage and co-ordinate the response to the disruption in conjunction with executive lead.  Ensure that critical services are maintained.  Communication/Liaison with:   * Emergency Services * Parents * Community/Agencies/LA * Media | 07904283598 |  |
| Bethan Arthur | Designated Safeguarding Lead  Delegated responsibility with Headteacher and Executive lead in relation to:   * Implement business continuity response * Communication (Staff) * Staff and student welfare including the most vulnerable * Parent Liaison | 07817265075 | None |
| Barry Wood  Sophie Coley | Manage communications in co-ordination with Headteacher and Executive lead in relation to.   * Implement business continuity response * Communication (Staff) * Staff and student welfare * Parent Liaison | 07528102634  07801941571 | [send-UKSHEFFIELD.UKSHEFFIELD\_315@request.govdelivery.com](mailto:send-UKSHEFFIELD.UKSHEFFIELD_315@request.govdelivery.com)  For weather alerts |
| Jacqui Steele  Business Manager | Management and implementation of business continuity response/contingency plans for:   * Premises * Support staff including issues relating to monitoring of staffing and sickness levels, ICT, Health and safety and Finance * Catering Services * Fire | 07884228766 | 0114 2580002 |
| Derek Grover  Chair of Governors | To assist with decision making, working alongside the Head Teacher.  To inform the Governing Body of the disruption/impact upon the school. |  |  |
| Karen Newbould  Premises Supervisor | To assist with the implementation of the business continuity plan in relation to premises, fire and Health and Safety. | 07500015036 | 0114 2557534 |
| Fiona Wilson  Data Manager | To assist in the implementation of the business continuity plan in relation to pupil data, information management, fire and parental communication. | 07717 139553 | 0114 2817796 |
| Amy Camps  First Aid/Clerical | To assist with the implementation of the business continuity plan in relation to first point communication, first aid and fire. |  | 0114 2553169 |

**Staff will be contacted by-**

Text messaging – Fiona Wilson (Amy Camps deputy) will send a text.

**Parents will be communicated with by –**

Text/email message – as above

Letters direct from the school

The text messaging system is web based and can be accessed by Hannan, Fiona, Amy, Barry, Sophie and Bethan in school or at home (Teachers2Parents).

**Pupils** will be communicated with in the usual ways through class teachers, TA’s, assemblies and communications to parents.

**Other agencies (including other stakeholders, media and the Local Authority)**

The Executive Head/Headteacher will be responsible for communication and will delegate to members of the Senior Leadership team and Critical incident management Team as appropriate.

**ACTIVATION**

The aim of this plan is to ensure that Carfield Primary School can continue to operate in the event of an emergency, interruption or disruption to normal service and to ensure staff and resources are available to provide direct support during an emergency, incident or disruption.

Key functions include the provision of:

* Staffing and Support Services
* Safeguarding
* Teaching and Learning
* ICT
* Accommodation, Facilities and Amenities

In a major incident the following services are critical and will therefore need to be resumed (in some capacity) immediately -

* Accommodation
* Teaching and Learning
* Safeguarding
* Amenities (essential utilities)

When any of the specified risks (see impact analysis) occur, or when notified about an incident taking place externally to the school that impacts upon its key functions, the plan may be activated by the Head Teacher or appropriate deputy. The plan may also be activated by the Chair of Governors or the Director of Children Young People and Families at the Local Authority.

Upon activation of the plan, the Headteacher will contact the senior leadership team instructing them as to the nature of the incident and the action that needs to be taken. The information will be cascaded to staff accordingly using the text messaging system.

Individuals will be directed to their place or area of work should this be different by a member of the senior leadership team or critical incident management team. In addition, space will be made appropriate as necessary to manage the disruption. The Senior Leadership Teams office will be used for the team to meet should this be necessary.

Each individual in a business continuity event will be responsible for completing and maintaining their own incident log sheets. These will be collated and stored after the incident by the School Business Manager.

**SCHOOL BUSINESS CONTINUITY PLAN – IMPACT ANALYSIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The table below includes an example of functions and provides one example**

| **List of functions / Critical Activities (these can be ranked in order of priority and can be split between critical and non-critical functions)** | **Description of impact if the activity cannot continue** | **Impact Assessment to the school (over time)** | | **Support processes/ resources/ used to provide this function** |
| --- | --- | --- | --- | --- |
| **Priority (High/ Medium / Low)** | **When must the activity be resumed?** |
| **Staffing and Support Services**  **Teaching and Learning**  **Management and Leadership**  **Support Staff**  Administration  Premises  Cleaning  LSA’s  **Support Services**  Catering  School Budget | Adult child ratio insufficient to provide critical services including teaching and learning and effective care for children  Decision making knowledge and understanding.  Implementation of Critical Incident Plan  Keyholders  Premises not maintained  Potential risk of closure  If school is not hygienic could result in disease, illness and closure  No ICT or telephone support  No access to Care plans,  First Aid/Fire/Alarms/Shut offs/Administration of medicines support staff not in school.  Not meeting statutory requirements of FSM’s  No Food orders being delivered  Bills not being paid.  Possible financial implications including charges. | High  Medium  Medium  Low  Low | 1 day  3 days  1 day  1 day  1 month | Staffing ratios:  FS1: 1-13 = 3 per session  FS2: 1-30 = 3  KS1: 1 -30 = 5  Lower KS2: 1-30 = 5  Upper KS2: 1-30 = 5  School will operate as normal in line with policies and procedures  Having a second for each job  Agency workers could be used (cleaning/admin)  SLT to have knowledge and understanding of emergency shut off procedures, location of first aid/medical information  Email and telephone systems available from the home of key staff (as above)  Contracted to Taylor Shaw with expectation of full hot provision which may include offsite cooking and delivery to school. – Annes Grove is the nearest school  LA support and monitoring  Local schools – uploading SIMS from back up and processing payments  Blue box remote access & online back up |
| **Safeguarding** | Children may not be safe and secure at school  Vulnerable children potentially at risk (child protection) | High | 1 day | DSL can work from any location  Deputy DSL as above  Trained advance safeguarding staff as above  Door entry and signing in systems are in place  Effective child protection policy in place  Correct agencies would be notified |
| **Teaching and Learning** | Statutory requirement not fulfilled (190 days per year)  Children not making progress  Poor results  Reputation of school  Floor standards not met  School closure  Pressures from LA and DFE  Loss of headteacher  Loss of jobs/change of school staffing structure  OFSTED category | High | 1 day | Performance management cycle in place  Mentoring facility available if needed  Pupil progress reviews completed  Data analysed and investigated  Accommodation – the site is kept safe and secure  Staffing sickness levels monitored and capabilities measured  Safeguarding procedures in place  Facilities and amenities – contracts correctly reviewed and procured  School policies and procedures that support teaching and learning  Teaching resources (allocated budgets controlled by Jacqui Steel) |
| **ICT** | Loss of server and data  Loss of equipment for teaching and learning  Loss of communications (internet/e-mail access)  Cost of replacement | High | 1 day | Server support from Blue Box  Remote access backups  Alternative room available  Local authority retaining backups  Broadband and electricity supply bought through the council (supported by the council)  Surplus balance to support additional emergency costs |
| **Accommodation, facilities and amenities** | No safe and secure place for children to be taught  Loss of utilities  Closure or partial closure of the school  Health and Safety Risk | High | 1 day | Safe and secure building – evacuation site available (Church of the Nazarene)  Health and Safety policy and procedure in place  Utilities available including electricity, gas, water, alarms, telephone and safe access – monitored weekly and maintained through a contract with each supplier |
| **Protest outside of school (no notice)**  **Protest outside of school (Prior notice)** | Possible school closure  Potential for intimidation  Restricting access to school physically or by presence  Reputational damage  Exposure to inappropriate language or gestures  Perceived or actual threat  Creating traffic hazards  Possible school closure  Potential for intimidation  Restricting access to school physically or by presence  Reputational damage  Exposure to inappropriate language or gestures  Perceived or actual threat  Creating traffic hazards | High | ASAP after dynamic risk assessment | All staff receives training around resilience action plan  A code for protests to be used over the radio (Can I speak to Bill Please?)  Leaders to inform police, governors and LA  Lock down procedure to be used if pupils are already in school  Windows closed and no outdoor activity  SLT to **not** engage unless safe egress is needed for pupil entry or exit of school site  At no point are staff to engage in any dialogue with protesters except for safety reasons  Leaders to be non-confrontational and placate situation  Continual dialogue between leaders to support the dynamic RA  Refer to the prepared news release  Collaborate with LA communications team  Provide staff with regular updates  Inform families via school messaging system  Decide up on early closure of school  Decisions on open and closing of school  Decision on start times and finish times school  Inform LA of plans  Brief staff on full RA and any relevant communications |

**SCHOOL BUSINESS CONTINUITY PLAN – IMPACT ANALYSIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Function | Timescale | Probability  (H/M/L) | Impact  (H/M/L) | Matrix Priority  (H/M/L) | Effect on Function | Contingency Plan |
| **Severe Weather** | Staffing and Support Services (Teaching and Learning) | Up to 1 day | **L** | **M** | **M** | Delay to school day and closure  Difficulty getting staff to site  Staff/pupil ratio  Loss of Effective learning | 3.1 |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Management and Leadership) | Up to 1 day | **L** | **M** | **M** | Difficulty getting staff to site  Keyholders |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Staff) | Up to 1 day | **L** | **M** | **M** | Difficulty getting staff to site  Keyholders |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Services) | Up to 1 day | **L** | **L** | **L** | Delivery of school meals (including Free school meals)  ICT support – loss of ICT  Utilities –loss of power/function |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Safeguarding | Up to 1 day | **L** | **M** | **M** | Children getting to and from school safely, public transport not available |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Teaching and Learning | Up to 1 day | **L** | **M** | **M** | Staff ratio – getting staff to site  Correct supervision of children  Effective learning questioned |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | ICT | 1 day | **L** | **L** | **L** | Registers including fire  Loss of learning resources |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Accommodation, facilities and amenities | Up to 1 day | **M** | **M** | **M** | Loss of utilities  School closure or part closure |  |
| Up to 1 week | **H** | **H** | **H** |
| Over 1 week | **H** | **H** | **H** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Function | Timescale | Probability  (H/M/L) | Impact  (H/M/L) | Matrix Priority  (H/M/L) | Effect on Function | Contingency Plan |
| **Communicable Diseases including Flu (Illness in the community)** | Staffing and Support Services (Teaching and Learning) | Up to 1 day | **L** | **L** | **L** | School Closure/partial closure  Not meeting staffing ratio  Staff illness (long term issue)  Cover needs  Impact on effective learning of pupils | 3.2 |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Staff) | Up to 1 day | **L** | **L** | **L** | Loss of key staff who deliver H&S, cleaning and first aid.  Health and safety issues  Cleanliness not maintained  First Aiders not available  Administration tasks limited |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Services) | Up to 1 day | **L** | **L** | **L** | Not able to provide school food (including FSM)  Loss of kitchen staff  Loss of ICT support and external agencies |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Safeguarding | Up to 1 day | **L** | **L** | **L** | Loss of key staff  Loss of external agencies not able to come on site |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Delivery of Teaching and Learning | Up to 1 day | **L** | **L** | **L** | Loss of staff ratio  School closure/partial closure  Non effective learning |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | ICT | 1 day | **L** | **L** | **L** | Loss of staff although systems can be remotely accessed |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Accommodation, facilities and amenities | Up to 1 day | **L** | **L** | **L** | School closure/ partial closure |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Function | Timescale | Probability  (H/M/L) | Impact  (H/M/L) | Matrix Priority  (H/M/L) | Effect on Function | Contingency Plan |
| **Staff absence, shortage** | Staffing and Support Services (Teaching and Learning) | Up to 1 day | **L** | **L** | **L** | Staff ratio not met  Curriculum not being delivered  School closure  Negative impact on children having supply staff  Loss of child teacher relationship  Loss or parent teacher relationship | 3.3 |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Management and Leadership) | Up to 1 day | **L** | **L** | **L** | Agency Workers Rights  Budget implications |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Staff) | Up to 1 day | **L** | **L** | **L** | Loss of trained Health and safety staff  Cleanliness not maintained  First Aid Duties and  Administration tasks limited |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Services) | Up to 1 day | **L** | **L** | **L** | Not able to provide school food (including FSM)  Loss of kitchen staff |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Safeguarding | Up to 1 day | **L** | **M** | **M** | Loss of key staff |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Delivery of Teaching and Learning | Up to 1 day | **L** | **L** | **L** | Loss of staff ratio  School closure/partial closure  Loss of effective curriculum delivery |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | ICT | 1 day | **L** | **L** | **L** | Loss of staff  Loss of relationship with technician although another would be supplied through Blue Box |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Accommodation, facilities and amenities | Up to 1 day | **L** | **L** | **L** | School closure/ partial closure  Loss of key staff for shut offs/H&S and Fire |  |
| Up to 1 week | **L** | **L** | **L** |
| Over 1 week | **L** | **L** | **L** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Function | Timescale | Probability  (H/M/L) | Impact  (H/M/L) | Matrix Priority  (H/M/L) | Effect on Function | Contingency Plan |
| **Failure of IT, Telecommunications, Utilities**  **(electricity, gas, water)** | Staffing and Support Services (Teaching and Learning) | Up to 1 day | **L** | **H** | **H** | Loss of utilities  School Closure | 3.4 |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Management and Leadership) | Up to 1 day | **L** | **M** | **M** | Loss of utilities  School Closure  Accountability of reasons why failure has happened |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Staff) | Up to 1 day | **L** | **M** | **M** | Loss of utilities  School Closure  Inability to work with loss of ICT/power |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Services) | Up to 1 day | **L** | **L** | **L** | Loss of utilities  School Closure  Unable to prepare hot food on the premises |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Safeguarding | Up to 1 day | **L** | **H** | **H** | Security of building – no secure access |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Delivery of Teaching and Learning | Up to 1 day | **L** | **H** | **H** | Loss of utilities  Health and safety  School closure |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | ICT | 1 day | **L** | **L** | **L** | Loss of utilities  Loss of server/data  School closure |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Accommodation, facilities and amenities | Up to 1 day | **L** | **H** | **H** | Loss of utilities  Health and safety  School closure |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Function | Timescale | Probability  (H/M/L) | Impact  (H/M/L) | Matrix Priority  (H/M/L) | Effect on Function | Contingency Plan |
| **Fuel shortage** | Staffing and Support Services (Teaching and Learning) | Up to 1 day | **L** | **L** | **L** | Staff unable to reach site  School Closure  Children unable to reach site – absence recording  Loss of delivery of curriculum  Staff ratio | 3.5 |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Management and Leadership) | Up to 1 day | **L** | **L** | **L** | Staff unable to reach site  School closure  No decision makers |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Staff) | Up to 1 day | **L** | **L** | **L** | Staff unable to reach site  No administrative or premises support |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **M** | **M** |
|  | Staffing and Support Services (Support Services) | Up to 1 day | **L** | **L** | **L** | Staff unable to reach site  Delivery of food  Provision of hot school meal (including FSM’s) |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Safeguarding | Up to 1 day | **L** | **L** | **L** | Staff unable to reach site  External agencies unable to reach site  Children unable to get to school |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Delivery of Teaching and Learning | Up to 1 day | **L** | **L** | **L** | Staff ratio  Ability to provide curriculum  School closure  Delivery of resources |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | ICT | 1 day | **L** | **L** | **L** | Negligible  Unable to reach site (remote access available) |  |
| Up to 1 week | **L** | **L** | **L** |
| Over 1 week | **L** | **L** | **L** |
|  | Accommodation, facilities and amenities | Up to 1 day | **L** | **L** | **L** | No heating in block B (mains change March 14)  Partial or full school closure  Engineers unable to reach the site |  |

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|  |  | Up to 1 week | **L** | **M** | **M** |  |  |
| Over 1 week | **L** | **H** | **H** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Function | Timescale | Probability  (H/M/L) | Impact  (H/M/L) | Matrix Priority  (H/M/L) | Effect on Function | Contingency Plan |
| **Major Incident** | Staffing and Support Services (Teaching and Learning) | Up to 1 day | **L** | **M** | **M** | Staff ratio reduced  Possible school closure  Immediate trauma to staff and children | 3.6 |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Management and Leadership) | Up to 1 day | **L** | **H** | **H** | Reduction in staffing  Impact on decision making capability  Managing school related major incident including impact on staffing and children (emotional well-being/trauma)  Parental engagement lost |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Staff) | Up to 1 day | **L** | **L** | **L** | Reduction in staff  Reduced access to school  Loss of administrative and premises support |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Services) | Up to 1 day | **L** | **M** | **M** | Loss of ability to provide hot food including FSM’s |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Safeguarding | Up to 1 day | **L** | **H** | **H** | Reduced staffing levels  Vulnerable children support – emotional trauma |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Delivery of Teaching and Learning | Up to 1 day | **L** | **L** | **L** | Restricted resources  Trauma to children  Effective learning |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | ICT | 1 day | **L** | **L** | **L** | Loss of ICT, data and communications |  |
| Up to 1 week | **L** | **L** | **L** |
| Over 1 week | **L** | **M** | **M** |
|  | Accommodation, facilities and amenities | Up to 1 day | **L** | **L** | **L** | Disruption to service  Possible loss of building and/or facilities  Possible school closure  Possible loss of power/outages  Long term shelter |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Up to 1 week | **L** | **M** | **M** | (Critical Incident plan activated) |  |
| Over 1 week | **L** | **H** | **H** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Function | Timescale | Probability  (H/M/L) | Impact  (H/M/L) | Matrix Priority  (H/M/L) | Effect on Function | Contingency Plan |
| **Building accommodation not available** | Staffing and Support Services (Teaching and Learning) | Up to 1 day | **L** | **M** | **M** | School Closure  Unable to deliver curriculum  Critical Incident Plan activated – alternative shelter.  Effective learning questioned | 3.6 |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Management and Leadership) | Up to 1 day | **L** | **M** | **M** | Unable to access site  School Closure  Parental control  Management of unease/unsettled staff and children |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Staff) | Up to 1 day | **L** | **M** | **M** | Unable to access site  School Closure |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Staffing and Support Services (Support Services) | Up to 1 day | **L** | **M** | **M** | Unable to access site  School Closure |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Safeguarding | Up to 1 day | **L** | **M** | **M** | Unable to access site  School closure |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | Delivery of Teaching and Learning | Up to 1 day | **L** | **M** | **M** | School unavailable – unable to access resources  School Closure |  |
| Up to 1 week | **L** | **H** | **H** |
| Over 1 week | **L** | **H** | **H** |
|  | ICT | 1 day | **L** | **L** | **L** | Loss of access to student data  Loss of teaching resources  Loss of access to financial information |  |
| Up to 1 week | **L** | **M** | **M** |
| Over 1 week | **L** | **H** | **H** |
|  | Accommodation, facilities and amenities | Up to 1 day | **L** | **H** | **H** | Loss of building and facilities  Health and Safety  School Closure  School evacuation/re-location |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Up to 1 week | **L** | **H** | **H** |  |  |
| Over 1 week | **L** | **H** | **H** |
| **Protests** | School day | 1 day | **L** | **H** | **H** | Access to site  Wellbeing of staff and pupils |  |
|  | School reputation | 1 day | **L** | **H** | **H** | Negative exposure in press  Perceived untruths |  |

**3. CONTINGENCY PLAN**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This section of the plan summarises the action to be taken to reduce the impact on functions or critical activities in the event of an emergency, interruption or disruption to normal service.

**School Staffing Ratio**

Carfield Primary School has the capacity for approximately 700 children with the current number of pupils on roll being 560. The following staffing ratio is legally required:

Foundation stage 1 1:13

Foundation Stage 2 1:30

Key Stage 1 and 2 1:30

**3.1 Severe Weather**

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| **Impact**  **Late Start –** this may be due to risk assessment, building access, health, hygiene and safety, loss of ICT/amenities and difficulty of staff getting to site.  **Partial Closure**  Reasons as stated above  **Full Closure**  As above  **School Evacuation/Re-location**  **Loss of facilities/accommodation**  **No school food provision** | **Recovery Action**   * Use school alert system to inform the LA and local media of decision * Use of Teachers2Parents to text parents informing of late opening time * Text and use the snow cascade model to communicate with staff   As above  Teachers will be allocated on the legal staffing ratio so may be required to work with a different year group than usual. Alternative lesson plans may need to be used.  As above although staff would not come to school  Critical Incident Management Team to work together to make the school safe and accessible for day 2.  Evacuate to agreed site as per Critical Incident Plan  Day 2, site agreed for teaching and learning and homework packs provided as required (LA to support) – accessed through websites  Back up paper registers and emergency contacts maintained  Teachers to use alternative lesson plans   * Managed by premises staff * Possible partial closure (above) * Relocation of teaching areas (halls/dining rooms) * Contact Taylor Shaw to arrange alternative provision * Text parents to bring sandwiches where available * Food to be brought in from another school (though Taylor Shaw) * Contact LA to provide a solution |

**3.2 Communicable diseases / Illness in the community (including staff)**

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| --- | --- |
| **Impact**  **Staff ratios reduced (see above) which may include key staff and the Head Teacher.**  **Impact on support functions including building management, cleaning, administration and catering.** | **Recovery Action**  Partial or full closure of the school or certain teaching areas dependant on staffing ratios  Use of agency staff for support for teachers, classroom support, admin and premises. Taylor Shaw to provide catering staff with a text being sent for parents to arrange pack lunches where possible.  Advise parents about keeping children at home if unwell – following procedures for each category of illness.  Deep clean of school /certain areas as required.  Continued Health & Safety awareness briefings covering health and hygiene.  Arrange sterile/safe areas in school if needed (CIMT)  Reporting of sickness levels to LA (10% plus) and Public Health England where specific advice and guidance can be sought.  Annual meeting of CIMT to ensure the plan is up to date and refreshed with staff.  Each job role to have a ‘second’ to ensure daily tasks can be completed – eg fire registers, attendance, finance, premises in the event of absence.  If Executive Head is affected, Will Smith to be contacted (and Stephen Betts at Learn Sheffield) to take on Headteacher role for decision making. See key contacts on p6. |

**3.3 Staff Absence, shortage**

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| --- | --- |
| **Impact**  As above | **Recovery Action**  As above |

**3.4 Failure of IT, Telecommunications, Utilities (gas, electricity, water)**

|  |  |
| --- | --- |
| **Impact**  **No toilets, heating, telephones, ICT, electricity (alarms/door access)**  **Teaching and Learning Resources**  **No hot meals (including FSM) – loss of utilities**  **Communication with Parents**  **Safeguarding -** Loss of site security due to loss in power (fobbed access and alarms) | **Recovery Action**   * Partial or full closure (risk assessed) * School data accessible on web based systems and via the local authority – Blue Box remote access facility and online backup * Back up paper copies of registers. * School mobile phone and two way radios available for communications   Use alternative teaching methods and plans as required.   * Text parents to bring packed lunch where possible * Contact Taylor Shaw to arrange cooking off site and deliver to school * Contact the LA for support and options and repair equipment (contracted through the LA) * Use of Teachers2Parent to text parents * Email parents from home (T2P access – Key Staff) * Paper copies of pupil emergency contacts available   Key staff to act as site security |

**3.5 Building Accommodation not available**

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| **Impact**  **Safeguarding**  **Teaching and Learning**  **School support functions not available including kitchen, office and ICT**  **School evacuation/re-location** | **Recovery Action**  Back up paper copies of registers and emergency contact details maintained.  A risk assessment will be completed to assist in the protection of vulnerable children.  Teachers to use alternative lesson plans and resources   * Support from other schools/LA * Communication with parents via text messaging service and local media * Effective liaison with local media and LA * Parents to provide packed lunches where possible   Day one – evacuate to agreed place as per CIP  Day 2 – site agreed for teaching and learning and/or homework packs to be provided as required (supported by LA)  Prioritise teaching to year 2 and 6 if required for the first week of disruption (dependant on time of year)  Change of teaching spaces for a period of time to enable enough teaching spaces  Ongoing liaison with LA and media |

**3.6 Fuel Disruption**

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| --- | --- |
| **Impact**  **Staff ratios reduced (as above) which may include key staff and the Head Teacher.**  **Impact upon support functions including building management, cleaning, administration and catering.**  **Loss of heat to Block B - oil** | **Recovery Action**  Partial or full closure of the school or certain teaching areas.  Use of agency staff who live local for all job roles.  Staff to walk to work where possible  **Taylor Shaw to provide alternative** arrangements for school meals  A text message to be sent to parent s to ask for packed lunches where possible (if deliveries have halted to the kitchen)  Annual meeting of the CIMT to ensure the plan is up to date and all staff are refreshed on the processes. |

**3.7 Major Emergency**

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| --- | --- |
| **Impact**  **Staff ratios reduced**  **School Closure/shelter within the school**  **Trauma to children and staff**  **Disruption to other services including meals, ICT and building services** | **Recovery Action**  Partial or full closure to school or certain teaching areas.   * Activate CIP and the CIMT. Assess the appropriate action required * Nominate a spokesperson (Head) * Liaise with appropriate LA departments and agencies * Identify vulnerable children * Appoint key staff from the CIP to support children and staff i.e. phase leaders for their phase children and staff   Partial or full closure or closure of certain school/teaching areas.  Taylor Shaw to maintain their provision |

**3.8 Poor OFSTED/SATS results**

|  |  |
| --- | --- |
| **Impact**  **Loss of good reputation**  **Reduced pupil numbers**  **Reduced funding**  **Redundancies**  **Loss of staff including management and leadership**  **Low staff morale**  **Loss of school vision** | **Recovery Action**  Robust monitoring and evaluation schedule where everyone is made accountable for their roles  Regular communication with parents  Working alongside HMI, Ofsted inspectors and the LA  Internal audits of financial accounts, H&S and premises and all aspects of human resources  Regular Governor meetings discussing the schools position and future planning  SIP visits – future vision and how to get there  SLT meetings and staff/phase meetings to determine next steps  Performance management for all staff  Professional development for all staff  Positive marketing of the school  Preparation of the school budget to match the school development plan ensuring key drivers and development programmes are completed and impact assessed.  Correct deployment of staff to bridge the gaps in attainment of vulnerable groups and to aid whole school teaching and learning (impact asses). |

**3.9 Protest**

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| --- | --- |
| **Impact**  Physical access to school and negative effect to school reputation | **Recovery Action**  Liaise with LA and governors  Counselling sessions for staff and pupils  School’s own press release  Clear communication with parents regarding the incident |