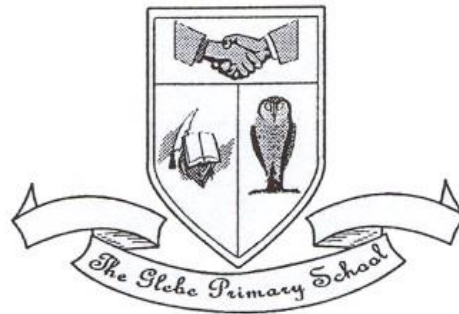


Business Continuity Plan



The Glebe Primary School
Norton

Plan Control

<u>Plan Owner</u>	The Glebe Primary School Pulford Road Norton
<u>Copies of plan held by</u>	Chair of Governors Head teacher Deputy Head teacher School Finance Manager School Office

TEMPORARY ACCOMMODATION

The location where each school/establishment/class or team as appropriate, would be temporarily located to provide their essential services if an incident prevents access to the normal place of work. **Option 1 for the preferred location and Option 2 other possible locations.** If the temporary locations can only be used for 2 weeks or less then state "Short Term"

School Current Location Temporary Location

As above

Option 1

Frederick Nattrass Academy
Darlington Lane
Norton
Stockton - on - Tees
TS201BZ
(Short Term only)

Option 2:

The Education Centre
Junction Road
Norton
(Short Term only)
School mobiles
(Long Term)

Appendix A – Letter to Parents Template

Insert Address Here

Dear.....

You will all be aware of the recent incident that has affected our school. I am sure you will appreciate how upset we all are. On behalf of everyone involved in the life of our community I would like to express our sympathy to

I am sure you will understand that it is not possible for me to comment on the incident at this stage other than to provide factual information, but I will do my best to keep you up to date as time proceeds.

We are currently working closely with Stockton Borough Council to ensure that disruption to school life of the school is kept to the minimum possible. However, as you will appreciate, it will be sometime before we are back on an even keel.

We will be monitoring the well being of all students closely in the coming weeks to ensure that any ongoing problems as a result of the incident are identified.

There will be opportunities during the school day for students to talk about the incident and how they felt at the time.

For the immediate future we have made the following arrangements, which will come into effect from

As from today we will be using as the school office. We hope to have temporary buildings available for all children to continue with their education from

Please note that our new contact numbers are listed below. However I would ask you to keep calls to the school to a minimum so that we are not overwhelmed.

(Tel and Fax Nos.)

The process of recovery is moving very fast as more and more decisions are made about the best ways to proceed. We will provide updated information as frequently as possible both on the board at the entrance to the school and in a weekly update letter to be sent to all parents.

Thank you for your support and understanding in what is a difficult time for all of us.

Yours sincerely,

Checklist 1: Actions for 24 hours - 2 weeks following the incident

	Action	Role/ Person responsible	Time / Date Completed
1.	Implement any emergency expenditure authorisation procedures (with guidance from SBC).	Incident Manager/ Head teacher	
2.	Identify usable facilities on site	Deputy Head teacher	
3.	Review health & safety / security issues. Incident Manager	Head teacher/ Health and Safety Representative	
4.	Consider alternative accommodation where necessary (Form 7) and essential office equipment (One IT offices, Preston Farm)	Head teacher	
5.	Assess staffing requirements, timetables and supply cover.	Deputy Head teacher	
6.	Invoke salvage procedures in liaison with SBC.	Head teacher	
7.	<ul style="list-style-type: none"> • Update information provided to parents, children and local community using, websites, Newsletter, notice boards, School Comms. • Continue media liaison with SBC. • Maintain updates and support for staff. 	Head teacher School Finance Manager Website manager	
8.	Review service deliveries / contractor arrangements on site.	School Finance Manager	
9.	Monitor staff and student welfare, and report any	Teachers Leadership Team	

	Problems. Notify SBC services if follow-up support is needed for children and staff		
10.	Arrange special assembly / areas of contemplation if appropriate. Allow children to express emotions if incident involved death or injury.	Head Teacher Leadership Team	
11.	Advise other users of the school site about alternative arrangements	School Finance Manager	
12.	When closing the incident: <ul style="list-style-type: none"> • Clear the outstanding action list. • Stand down staff on 'stand by'. • Inform appropriate HCC contacts. • Ensure any temporary premises have been made secure and that 	Head teacher Leadership Team	
13.	Arrange a debrief session for all staff to consider how well the response to the incident was managed. Request support from SBC, with debriefing if required, and amend the school emergency plan as required to incorporate recommendations. Disseminate decisions taken.	Head teacher Leadership Team	

Checklist 2: Ongoing actions and considerations

Ongoing issues to consider, depending on the nature of the emergency

	Issues for consideration	Role and Person Responsible	Time / date completed
1.	Hold a staff briefing session as soon as possible	Head teacher	
2.	Position staff at set points to meet students returning to school	Leadership	
3.	Provide written information on the incident and how it will affect the school	Head teacher	
4.	Review timetabling	Leadership	
5.	Issue new fire notices and procedures, if required	Health and safety Representative	
6.	If the building has been affected or the school relocated, hold a fire drill as soon as possible so students know the new exit routes and assembly points.	Head teacher	
7.	Consider imminent test issues	Leadership	
8.	Ensure support is provided to staff who feel affected by the incident.	Head teacher	
9.	Monitor the well-being of children and report changes in behaviour etc.	Leadership	
	Children		
10.	Hold a school assembly to pass on information to students	Head teacher / Deputy Head teacher	

11.	Issue maps showing restricted areas etc. to older children	Head teacher/ Deputy Head teacher	
12.	Issue an information sheet to students and parents	Head teacher	
13.	Monitor welfare and signs of distress in children	All staff	
14.	Allow an opportunity for students to talk about the incident	All staff	
	Parents		
15.	Hold parents / teachers meeting	Head teacher/ Deputy Head teacher	
16.	Provide support for parents whose child has been injured or killed	Head teacher/ Deputy Head teacher	
17	Issue letters and provide regular updates to parents on the recovery process	Head teacher	
	Premises - for use where the site itself has been damaged or relocation is required		
18	Request assistance from SBC where the property is damaged or when relocation is required	Head teacher	
19.	Obtain plans of the building. Mark on areas affected by the incident.	Head teacher	
20.	Check for obstacles to pupils movements	Leadership	
21.	Check / reallocate toilet facilities	Leadership	
22.	Identify new routes	Leadership	
23.	Review entrances / exits and identify new access points where required	Leadership	
24.	Check fire escape requirements (consult with the Fire &	Head teacher/ H and S rep.	

	Rescue Service)		
25.	Establish areas with restricted access to contractors and vehicles	Head teacher/ Deputy Head teacher	
26.	Re allocate space e.g. parking, student areas, etc.	Site manager	
27.	Review site security	Site manager	
28.	Review Health & Safety procedures	H and S rep/ site manager/ Head teacher	
29.	Review fire prevention arrangements (liaise with the Fire & Rescue Service)	Head teacher/ Deputy Head teacher	
30.	Consider reorganising or cancelling forthcoming events	Leadership	
31.	Instigate a procedure for agreeing the goods to be replaced with loss adjustors	Head teacher/ Finance manager	
32.	Set up an ordering and payment procedure(One IT premises)	Finance manager	
	Contractors		
33.	Hold regular meetings with contractors, loss adjustors, school building surveyors	Head teacher/ Deputy Head teacher	
34.	Establish Health & Safety requirements	H and S rep	
35.	Establish access requirements for vehicles	Site manager	
36.	Establish children restricted access areas	Leadership	
37.	Adapt doors to fire exit / exit doors as necessary	H and S rep/ Site manager	
38.	Agree working practices and times when noise must be kept to a minimum	Leadership	
39.	Provide the contractors with a copy of the timetable for each room	Head teacher/ Deputy Head teacher	

