

BUSINESS CONTINUITY PLAN

FOR

ROATH PARK PRIMARY SCHOOL



INTRODUCTION

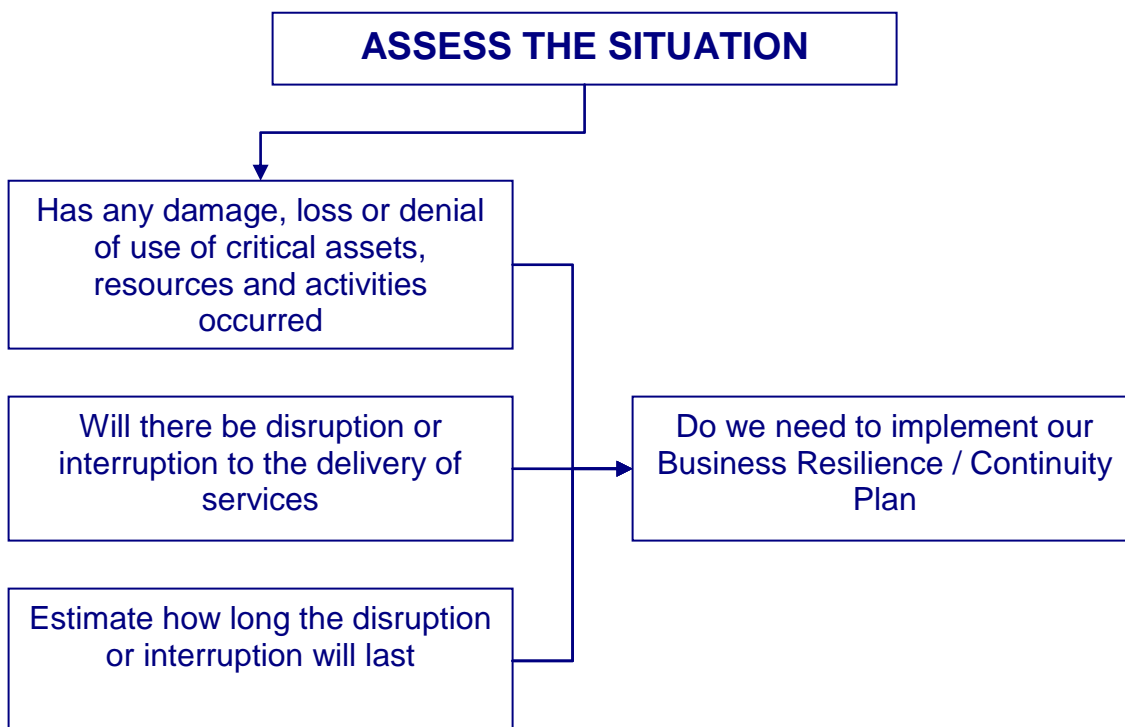
The following pages set out the outline for Roath Park Primary School Business Continuity Plan.

The plan provides generic guides to actions that will be considered by the Headteacher, Deputy Headteacher, and the school in case of any disruption or interruption to school activities.

The accompanying guidance is an integral part of the Business Continuity Plan and will be referred to when developing and utilising the Plan.

Date of issue: 01.09.2018	Date of review: 16.10.2019	Date of next review: 16.10.2019
Copies of this Plan are kept: <ul style="list-style-type: none">• Electronically in Admin documents : Emergency Procedures• Electronically in Teachershare: Emergency Procedures• Hard copies: Headteacher's Office		
Person/s responsible for reviewing plan: <ul style="list-style-type: none">• Headteacher – Jonathan Keohane• Administrator – Neena Hunter• Health and Safety Governor – Gareth Brown		

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 National Tests
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Foundation to Key Stage 2)
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of Roath Park Primary School
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	The provision of ICT to enable the establishment to run effectively

administrative	
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment
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 formulated by the Children's Services Business Continuity Working Group and is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function:

CRITICAL FUNCTION	MTPD	NOTES
Examinations	1 day	Disruption to National tests
Teaching Staff	1 week	
Support Staff	2 weeks	
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. Catering contractor to have in place appropriate BCP.
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	3 days for primary 2 days for nursery	

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 and learning, disruption to education, loss of work 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, ESTYN , duty to

	provide free school meals etc
Reputation	Reputation may be the reputation to the establishment, Children's Services or Council
Extended Services	Extended services may include Breakfast Clubs, After School Clubs, Children's Centres, 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, Children's Services and Council. Immediate implementation of BCP

PHASE II: IMPLEMENT BUSINESS RESILIENCE/Continuity PLAN

Who will be responsible for implementing the Business Resilience/Continuity Plan:

Cardiff Council – SoP, Bronze Officers, FM and Building Services, Education Service

Headteacher – Jonathan Keohane

Deputy Headteacher – Lewis Fitzgerald

Chair of Governors – Councillor Sue Lent

Administrative staff – Neena Hunter

**IMPLEMENT SERVICE
CONTINUITY AND RECOVERY
ARRANGEMENTS**

SERVICE CONTINUITY

Identify which continuity resources are required

Determine if continuity resources are available

Inform stakeholders of the continuity arrangements that are being implemented

Consider the need to implement a remote learning plan

SERVICE RECOVERY

Determine extent of damage to buildings, injury to persons, loss of services and impact to reputation

Determine what resources are needed to assist in recovering from the incident

Determine what assistance will be required from external providers

Estimate how long recovery will take

Inform stakeholders of the recovery arrangements and timetable for recovery

SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Senior manager (e.g. Headteacher)	<ul style="list-style-type: none"> Mr Fitzgerald to deputise for Mr Keohane Mrs Ellinor Watts / Ms Jane Marker to deputise for Mr Fitzgerald Headteacher or SLT absence day 3+ Supply to cover for classroom duties of deputies.
	Teaching staff	<ul style="list-style-type: none"> All absence managed through school budget Internal supply (JK/LF/JRR)
	Teaching assistants	<ul style="list-style-type: none"> Absence day 1 – 3 days - internal cover/cancellation of interventions, moving round of staff to cover most essential duties. Absence day 4\= - supply TA Absence of TA from Nursery or Reception – Internal full-time cover or supply TA from day 1+
	Technicians	<ul style="list-style-type: none"> N/A
	SEN support staff	<ul style="list-style-type: none"> Absence day 1 Internal cover Absence day 2+ supply TA
	Administrative support staff	<ul style="list-style-type: none"> If admin assistant absent – internal cover If admin manager away more than 3 days – increase admin assistant hours, seek replacement/extra hours from part-time administrator in other local schools, or seek temporary admin staff through LA/agency
	Site care	<ul style="list-style-type: none"> Internal cover for opening/closing - Mr J Keohane Long term- County key holders Long-term caretaking – relief caretaker from LA

	Catering and/or cleaning	<ul style="list-style-type: none"> • Catering - County Catering contracted • Cleaning – DSU
	Breakfast Club staff	<ul style="list-style-type: none"> • Breakfast Club – relief cover from TAs or Catering staff
Premises	Damage/denial of use of general classroom and/or associated contents	<ul style="list-style-type: none"> • Relocate to Hall or Learning Centre • Insurance claim procedures
	Damage/denial of use of specialist classroom and/or associated contents	<ul style="list-style-type: none"> • As above
	Damage/denial of use of administrative areas and/or associated contents	<ul style="list-style-type: none"> • As above
	Damage/denial of use of some common parts (e.g. hall for lunch)	<ul style="list-style-type: none"> • Relocate to classrooms
	Loss of utilities (gas, electric, water)	<p>CITY OF CARDIFF COUNCIL</p> <p>EDUCATION and LIFELONG LEARNING DIRECTORATE</p> <p>Guidance for Head teachers and Governing Bodies 2015/2016 <u>Emergency and Unplanned School Closures</u></p>
Catering	Damage/denial of use of catering facilities	Contact County Catering
	No catering staff	Contact County Catering

ICT	Loss of telephone system	Contact BT
	Loss of I.T servers/software	Cardiff CC/I-Teach ICT support
	Loss of I.T hardware	Cardiff CC/I-Teach ICT support
Cleaning	No cleaning staff available	Contact DSU cleaning services
Records	Loss or damage to administrative records	Admin records are backed up every night and stored in the school safe Inventory records - copy retained at home by Admin Manager
Educational Records and Pupil Tracking	Loss of pupil tracking data	On-line INCERTs tracker means tracking available wherever internet available, and is held by remote server. Curriculum server backed up every night and stored in school safe.

CONTACT LIST

CONTACT	NAME	TELEPHONE NUMBER/S
Asset Management	Mr Chris Newton (CHS)	
Catering	Cardiff Council	
Cleaning	DSU	
Building Technical Services	Facilities Management	
Electrical contractor	Corona Energy	0800 111 999
Gas: National grid	British Gas	
Gas contractor	British Gas	08450716324
Business Continuity Manager	Jonathan Keohane	

Water: water	Dwr Cymru	
Site care and facilities		

Emergency Contact Information

Contacts in Priority Order	Name	Mobile	Home Tel No	E-Mail
Headteacher (1)	Jonathan Keohane	Web protected	Web protected	jkeohane@roathparkprm.co.uk
Deputy Head 2	Lewis Fitzgerald	Web Protected	Web protected	lfitzgerald@roathparkprm.co.uk
Caretaker 3	Mrs Seaward	Web protected		

Key Holder Information

Name	Address	Home Tel No	Mobile	E-Mail	Post Title
LEA – Service Level Agreement	County Hall	02920 876240		N.Lord@cardiff.gov.uk	Key Holding Services
Mrs Seaward	School House – Roath Park			jseaward@roathparkprm.co.uk	Caretaker
Lewis Fitzgerald		029 20257388	07753256259	lfitzgerald@roathparkprm.co.uk	Dep Headteacher

Preferred Contractor Information**Premises: Millbank Primary School**

<u>Contractor</u>	<u>Company Name</u>	<u>Address</u>	<u>Tel No</u>
Intruder Alarm	Sonic	5a Stanwell Road, Penarth CF64 2AB	08448791770
Fire Alarm	Cardiff Council (Tremorfa)	County Hall	02920 872087
Access Control	Sonic Alarms	5a Stanwell Road, Penarth CF64 2AB	08448791770
CCTV	Sonic alarms	5a Stanwell Road, Penarth CF64 2AB	02920703720
Grounds Maintenance	n/a		
Cleaning	DSU	County Hall	02920778545
Boiler Maintenance	LA – Service Level Agreement	County Hall	02920 872087
Ventilation & Air Conditioning	LA – Service Level Agreement	County Hall	02920 872087
PAT Testing	LA – Service Level Agreement	County Hall	02920 872087
Glazing	LA – Service Level Agreement	County Hall	02920 872087
Window Cleaning	No-one assigned as yet		
Feminie Hygiene	Cannon Hygiene	Trafford Bank House, 32 Brindley Road, Manchester, M16 9SD	0844 967 0685
Telephone	British Telecom	81 Newgate Street London EC1A 7AJ	0800 400 400

Completed By Jonathan Keohane

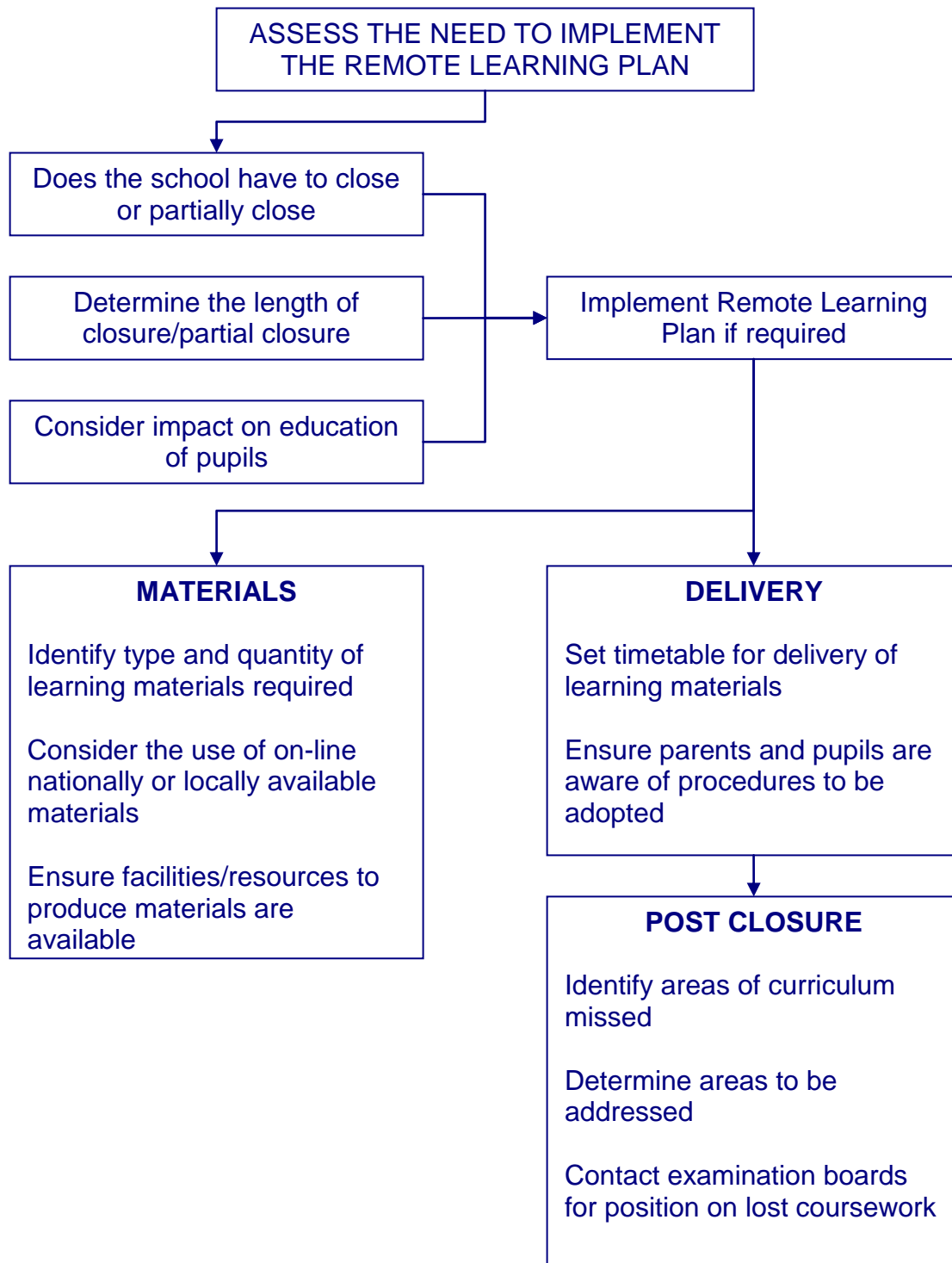
Date: 07.10.2019

Tel: 02920499549

EMERGENCY PLANNING CONTACTS

Name of School:	<u>Roath Park Primary School</u>			
School Office Tel number:	029 20499549			
Contacts (in priority order)	Name	Mobile telephone number	Home telephone number	Email Address
Headteacher (1)	Jonathan Keohane			jkeohane@roathparkprm.co.uk
Deputy Headteacher 2	Lewis Fitzgerald			lfitzgerald@roathparkprm.co.uk
Senior Teacher 3	Jane Marker			jmarker@roathparkprm.co.uk
Senior Teacher 4	Ellinor Watts			ewatts@roathparkprm.co.uk
Caretaker 4	Julie Seaward			jseaward@roathparkprm.co.uk

PHASE III: REMOTE LEARNING PLAN



REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	Relocation to alternative community venue, such as Penylan library, or another school. Or temporary provision of portakabins etc.
ELECTRONIC LEARNING ONLY	N/A
Materials etc.	<p>Ensure materials can be stored electronically and accessed off-site in case access to the school is denied – Curriculum back up tape, Google Drive</p> <p>Identify the person/s responsible for developing learning materials now and during any period of closure</p> <ul style="list-style-type: none"> • Class teachers • Planning, SOW on back up
DELIVERY AND COLLECTION METHODS	<p>Detail below the method of delivery and collection of remote learning materials (hard copy or electronic)</p> <p>Electronic access through website, google drive etc – only applicable for oldest pupils.</p>
REMOTE SUPPORT AND MARKING	<p>Detail system for providing remote learning support, marking and feedback</p> <p>Electronic access through website, google drive etc – only applicable for oldest pupils.</p>
ALTERNATIVE SITE	<p>Identify an alternative site where the remote learning requirements (e.g. material preparation, delivery and support) can be delivered from in case access to the school is denied</p> <p>Penylan library</p>