

THE **D**IOCESE OF **S**HEFFIELD **A**CADEMIES **T**RUST

BUSINESS CONTINUITY PLAN DISASTER RECOVERY IN THE EVENT OF A CRITICAL INCIDENT 2023-24



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST

Approved by: DSAT Trust Board

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1.0 Introduction

The DSAT Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident at any school within the Trust. It should be read in conjunction with:

- The Business Continuity and Disaster Recovery Plan of each individual school within DSAT.
- The fire evacuation plan (the operation of which does not necessarily activate the BCP) within each school.

The reputation of DSAT and of the individual Academies within it are of paramount importance, and as such any decisions to implement the BCP; close one or more schools, or other actions taken to protect pupils and staff will always be made with the welfare and safety of everyone in the school in mind.

2.0 Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

It is not possible, or desirable, to write a plan for every possible disruption. No matter what the *cause* of the incident, the effect can generally be summarised as:

- An inability to carry out daily and/or critical activities
- Loss of life or serious injury to Academy staff and students/pupils or members of the public
- Loss of building, or part of building or access to the building
- Loss of ICT
- Loss/shortage of staff
- Loss of critical supplier or partner
- Adverse publicity and/or reputational impacts

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3.0 General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Team and the Academy Trust Board and shared with staff during inset sessions.

Information will be provided to the relevant staff and will form part of the Induction Pack for staff joining the organisation mid- year and, if any significant changes are made to the plan.

3.2 Associated Documents/information

- Fire and Emergency Evacuation Plans including site plans
- Fire risk assessments
- Snow Procedures
- Health & Safety Policy and Procedures
- Pandemic sickness

These documents are held locally at each school and are available via the school office.

3.3 Emergency Contact Information

An emergency information pack is kept in the Grab bag at the main/reception office at each school within the Trust and includes:

- Copies of this document
- All associated documents (listed above)
- Access online to staff and student data (those on roll) with contact telephone numbers.

An emergency information pack is also kept in the Trust Headquarters office and includes:

- Copies of this document and BCPs of each school.
- Full Address and Contact Details for all Trust Staff.

4.0 Aims and Objectives

The aim of this emergency response plan is to mitigate the effects of any emergency situation on the school, staff and pupils. The supporting objectives are to:

- Prevent/minimise the loss of life, injury and ill health to pupils and staff;
- Alert and work with relevant parties as necessary to provide guidance and reassurance e.g. Emergency Services, The Diocese, The Local Authority, Trust Central Team and Parent/Carers
- Manage the situation until the relevant support arrives;
- Minimise disruption to the normal daily routine of staff and pupils;
- Ensure appropriate working with the media and support staff, pupils and parent/carers in the aftermath of the incident.

5.0 Strategy

If a disaster is declared that is localised to within one Academy, then this can be declared by the Academy's Headteacher or their Deputy. Any disaster declared must be immediately notified to the Chief Executive Officer and the Business and Operations Executive. This notification process must be embedded within each Academy's Business Continuity Plan. If a disaster is declared then both the individual Academy's Business Continuity Plan and The DSAT Business Continuity Plan will be activated.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Emergency Services
- Health and Safety Executive (fatal/major incidents only)
- Press Office
- Insurance Advisors
- Local Authority (if use of other schools may be a possibility) CYPS Capital Programme Manager
- The Diocese of Sheffield
- Local Police
- South Yorkshire Fire Service
- Catering and Cleaning contractors

6.0 Severity of incidents

Minor Incidents

These are events or circumstances that the individual academy can deal with using its built in procedures which does not affect the academy or the Trust adversely or prevent it from carrying out its day to day activities.

Major Incidents

These are events or circumstances that cause or threaten death or injury, disruption to the academy and is on such a scale that it prevents the academy from carrying out its day to day activities. These incidents typically would require another organisation to help assist the academy. All of these types of incidents would be handled by the Academies Business Continuity Plan and must be notified immediately to the Chief Executive Officer and the Business and Operations Executive. An Incident Management team would be established to support the Executive Headteacher /Headteacher / Head of the Academy to implement all the actions.

Crisis Management

A crisis would typically be an event that impacts multiple Academies within the Trust or has the potential to threaten the future operation of the Trust. A Crisis Management Team (CMT) will be established at the declaration of a crisis to assist the Trust in managing the response. The membership of the CMT may vary slightly depending on the nature of the incident and different skills will be required depending on the nature of the incident, but will always be chaired by the CEO or the Business and Operations Executive.

7.0 Roles and Responsibilities

7.1 Headteacher / Deputy

Responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the Trust CEO and BOE if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated.
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, pupils, parents, Academies Team at the DfE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Business Manager for updates.

7.2 Incident Management Team (IMT)

Lead by the Headteacher, the Incident Management Team includes the Deputy/Assistant Heads, the Business Manager and the Site Manager / Caretaker. Additional members of the team will be recruited to match the specific needs of the incident. The IMT is responsible for restoring normal conditions as soon as possible.

7.3 Staff

Staff are required to co-operate with the IMT in support of the BCP. In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks. Staff should refrain from using social media to report or discuss any incident where the BCP has been activated.

7.4 Crisis Management Team (CMT)

Lead by the CEO, the Crisis Management Team includes the BOE, at least two other Trust Directors and a Local Governing Board representative from each academy affected and Heads from other Academies where appropriate. Additional members of the team will be recruited to match the specific needs of the incident. The CMT is responsible for acting under the direction of the CEO to restore normal conditions as soon as possible and minimise any potential impact to the Trust / Academies within the Trust.

7.5 Individual Roles and Responsibilities

Role	Responsibility	Person(s) Responsible
Incident Manager	<ul style="list-style-type: none"> • Consider the need to alert other colleagues and external agencies • Establish an Emergency Response Team and allocate roles • Collate all relevant information relating to the emergency • Co-ordinate the emergency response strategy, liaising with relevant agencies as appropriate • Evacuate buildings/close school as necessary • Monitor the emergency response • Provide regular staff/team briefings • Authorise any additional expenditure 	Headteacher
Deputy Incident Manager	<ul style="list-style-type: none"> • Assists Incident Manager • Co-ordinates and manages staff in the Emergency Response Team • Monitors staff welfare and organises staff roster 	Deputy Headteacher
Parent/Carer Liaison Officer(s)	<ul style="list-style-type: none"> • Advises parents/carers and provide information • Provides a point of contact • Arranges on Site co-ordination of visiting parents and carers • Maintain regular contact with parents and carers where appropriate 	Deputy Headteacher
Administrators	<ul style="list-style-type: none"> • Staff the telephone lines • Help collate information • Relay incoming and outgoing messages by phone, email and text etc. as appropriate in a prompt manner • Provide admin support to the Incident Manager and Deputy Incident Manager • Maintain a log of key events and decisions including expenses incurred 	School Business Manager/ Office Staff
Communications Officer/Media Spokesperson	<ul style="list-style-type: none"> • Acts as point of contact for media enquiries • Work with the Trust CEO to prepare media statements/interviews • Assist with internal communications 	Headteacher
Teachers/Teaching Assistants	<ul style="list-style-type: none"> • Maintain supervision • Ensure the safety and security of pupils • Provide information and offer reassurance • Take roll call where necessary • Monitor pupils' physical and psychological welfare 	Teaching and Support Staff
Facilities Manager	<ul style="list-style-type: none"> • Ensure site security at all times • Provide information about site facilities/layout as necessary • Assist with access/egress to the school 	Site Manager / Caretaker
Liaison Officer	<ul style="list-style-type: none"> • Communicate with colleagues at school on a regular basis during the incident and receive updates/progress reports • Relay information to and from the local authority 	Headteacher/ School Business Manager

8.0 Initial Response In case of Major Emergency:

The staff member witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

- Summoning help/calling the emergency services
- Taking charge of the scene until further support arrives
- Securing immediate welfare of students and staff e.g. shelter/evacuation
- Alert Executive Headteacher/Headteacher/ Head of School or other senior member of staff in their absence.
- Log relevant information e.g. location and time of emergency, details of people involved and nature of any injuries and a summary of events etc.

Once the initial alert has been made, consideration must be given to who else should be informed so it is imperative that contact details for staff, parents & carers and Trust staff are kept up to date and are readily accessible.

9.0 Procedure for Closing a School in the Academy Trust

9.1 Closure in advance of a School day

The school can be closed in advance of a normal school day using the following system:

- Closure authorised by the Headteacher
- Notification of a school closure using the Local Authority Extranet Website
- Recording the closure on the home page of the school website
- Sending out text messages to all parents

9.2 Closure during a School Day

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

- Closure authorised by the Headteacher on the basis that pupils with parental authorisation may make their way home by themselves. Pupils will continue to be supervised by staff until parents authorise them to leave or they are collected.
- Notification of a school closure using the Local Authority Extranet Website
- Recording the closure on the home page of the school website
- Sending out text messages to all parents

10.0 Places of Safety

10.1 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, pupils will assemble at the dedicated assembly points used for fire evacuation. If these are not useable staff will escort pupils to the identified Off-site place of safety.

10.2 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to the identified off-site place of safety (usually another school or church) agreed in the evacuation procedures for each academy. Pupils can be collected from this location.

11.0 Evacuation Policy & Procedure

In the event that the school buildings need to be evacuated in an emergency refer to the Fire Evacuation Plans for each school.

11.1 Grab Packs

Each school should hold in the school office a grab pack containing the following items and information. The School Business Manager is to check the contents once per term.

Contents of Grab Pack to include:

- High visibility vests/ID badges
- DSAT Business Continuity Plan with associated documents for each school
- Pen/Paper/Clipboard/blank log sheets
- Local Map
- Detailed school plans with fire call points; assembly locations; fire extinguishers; boiler house(s); utility services cut off points
- Torch
- Whistle

12.0 Lockdown

It is not possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'. The emergency services will be contacted immediately, and full implementation of all instructions given by the emergency services will be followed until the emergency is declared over.

A decision has been made by the Trust not to produce Lockdown Policies and Procedures until this is made a legal requirement for the following reasons:

- It is still not a statutory requirement but both the HSE and DFE offer guidance. If it does become a statutory requirement it will no longer be guidance, it will be instructions and with training available.
- Policies and procedures are only useful if everyone knows exactly what is required of them, the only way to remember procedures is to regularly practice them, i.e. termly like carrying out Fire Drills. This is not practical for lockdown.
- The reasons for a lockdown are so varied that a procedure would be required for every eventuality from a large dog on site, a swarm of bees, a vehicle driving into the school, a person with a knife, gun or other weapon, leaking chemicals in the area etc. Having various procedures can be confusing.
- Some psychologists have stated that carrying out a lockdown practice can cause trauma for some children.
- Advice regarding procedures include getting everyone in areas where there are no windows which is almost impossible in most schools.
- Children may be moving from one building to another not accompanied by an adult which could result in them being locked out.
- Following a procedure may work for one incident or may result in injury or fatality in another.

13.0 Business Recovery in the Event of a Loss of Buildings or Site Space

13.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be addressed by the Trust with support from the Diocese, Local Authority, the Insurance company and EFSA.

13.2 Insurance

DSAT hold insurance to cover the cost for business interruption or interference following a material damage loss.

Individual schools within the Trust are insured through the Risk Protection Arrangement (RPA) scheme set up by the Department for Education for academies which covers the reinstatement value of the property.

13.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. Where possible temporary accommodation within other schools within the Trust will be sought or within other local schools.

If relocating to other schools is not feasible the location of other temporary accommodation will be sought based on the space required and circumstances at the time.

Where possible relocatable units will be hired and situated elsewhere on the school grounds

Erecting additional buildings on our current sites will always be the preferred solution.

14.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now genuine and serious.

The risk assessment compiled for COVID 19 pandemic should be revisited for any pandemic threat in the future. ***See Appendix 1***

The guidance compiled for caretakers during COVID 19 pandemic should also be revisited for any pandemic threat in the future. ***See Appendix 2.***

15.0 Other Threats

The following Other Threats have been considered and action plan compiled.

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Key Supplier Failure - Catering, Cleaning etc.
- Evacuation due to Nearby Incident
- Strikes
- Terrorist Attack or Threat

15.1 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	Contact phone/ communication providers ICT Contact IT Support officer for Curriculum and Admin Servers	Business Manager/ Admin Staff	Keep Executive Headteacher/ Headteacher/ Head of School updated
Finance Process Breakdown – payments to staff & suppliers fail	Investigate issue with School office Extent of situation is fully assessed Bank balances verified from online banking Staff & suppliers contacted with timescales / update	Business Manager / Admin with Advice from Chief Finance Officer	Keep Executive Headteacher/ Headteacher/ Head of School updated
Utilities / Energy Supply failure	Liaise with Utility company to establish likely period of interruption and if there could be an alternative provision i.e. generator, heaters etc. Consider the risk of remaining open and close if necessary	Business Manager / Admin / Building Manager Executive Headteacher/ Headteacher /Head of School	Follow procedures for school closures if necessary
Key Supplier Failure – Catering/ Cleaning	Cook food offsite and deliver to school Buy in pre-packed lunches locally Arrange cleaners from another school within the Trust	Liaise with Catering Manager Caretaker/ Business Manager to arrange	Keep Executive Headteacher / Headteacher/ Head of School updated
Evacuation due to Nearby Incident	Follow instructions / advice from Emergency Services and evacuate to another school within the Trust. Establish potential for continuation of school day.	Executive Headteacher/ Headteacher/ Head of School or Deputy	Follow procedures for school closures if necessary
Strikes	Establish which staff will be on strike and whether the school has to close for all pupils or which classes. Staff not striking could be deployed with suitable work and come to work as usual.	Executive Headteacher / Headteacher / Head of School	Follow procedure for school closures if necessary
Terrorist Attack or Threat	Follow Bomb Threat check list procedures. Liaise with Police and follow their advice	Executive Headteacher / Headteacher / Head of School	Follow procedure for school closure if necessary

16.0 Business Continuity Plan Checklist for individual schools within the Trust

Point to Consider	YES	NO	Comments/Action
Does the school have an Incident Management Team (IMT)?			
Has the IMT established roles and responsibilities?			
Has the school emergency response plan been implemented after discussions with staff?			
Are procedure established to ensure contact details are maintained and updated for: <ul style="list-style-type: none"> • Parents/Carers • Staff • Pupils • DSAT Central Team • DSAT Trust Board • Peripatetic Staff 			
Do you perform daily back-ups of your IT systems and are these kept off site?			
Is a copy of the assets register kept off site?			
Are archived school records kept in a secure and accessible place?			
Do you have site plans showing gas/water/electricity cut-off locations?			
Are details of staff/pupils on Educations visits and work experience known to relevant staff?			
Have local hazards been identified e.g. train lines, major roads, neighbouring industrial estates etc.?			
Are there procedures for inclement weather and dealing with flooding in place?			
Have risk assessments been undertaken and control measures implemented to reduce risks?			
Have precautions been taken to reduce the threat of arson?			
Do relevant staff have suitable grab packs?			
Does the school have suitable arrangements for out of hours emergencies?			
Does the school have an off-site evacuation contingency plan?			
Are arrangements in place to introduce counselling to pupils, staff, parents and carers as necessary?			

Diocese Sheffield Academies Trust

Risk Assessment and Action plan for the management of COVID-19 Pandemic

Response Stage	Trigger	Key Actions	Who	Notes
Stage 1: Prevention (School open as normal)	<u>Medium Risk Identified</u> Awareness of increasing numbers of cases of Coronavirus nationally	<ol style="list-style-type: none"> 1. Review of cleaning procedures and increase in cleaning of key contact points (handles and classroom surfaces etc), increased number of times Toilet areas are checked and cleaned each day and increased deep cleans of identified areas. 2. Increased monitoring of cleaning with checklists for signing when cleaning takes place. 3. Increased hand washing signage across school. Include coronavirus information in adult facilities. 4. Specific Hygiene lessons: Staff teach children regularly how to wash hands and opportunities to reinforce introduced. 5. Communication with Parents, staff and Central Team increased in frequency. Links for GOV.UK and DFE sites on websites 6. All updates from DFE, Gov.uk, trust and LA scrutinised and advice followed. 7. Consider all planned trips and events and make changes as necessary (cancel those where there are lots of contact/touch points) 8. Increased enforced hand cleaning at meal times: all children given squirt of sanitiser on leaving class and entry to dinner hall where available. 9. Monitor all children off for extended leave/holiday and check destination and return date. 10. In the event of soap/toilet. Cleaning stocks becoming unavailable contact DSAT, who will check with other schools in the trust to see if additional stock are available elsewhere while waiting for new stock to be delivered. 11. Daily review of the situation 	<p>SLT</p> <p>Premises staff</p> <p>Admin staff</p> <p>All teachers</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>Identified staff member for each sitting</p> <p>SLT</p>	
Stage 2: Mitigate impact (School Open as normal)	<u>Significant Risk Present</u> Increased absence rates of pupils or staff Absence of Key staff Suspected or confirmed case in school	<ol style="list-style-type: none"> 1. Reduce contact situations in school where appropriate: <ul style="list-style-type: none"> - Assemblies - School events - Trips - Revision of lunchtime procedures where appropriate - Sporting events - Concerts and Easter/ Summer discos or events - Handover procedures such as parents reading in the classroom in the morning drop off - Parent evenings 	<p>Teachers and all staff</p> <p>SLT</p>	

	<p>Informed of a case within a family</p>	<ol style="list-style-type: none"> 2. Consider screening for temperature if a child presents as poorly: use of head thermometer where available 3. Record all reasons for absence thoroughly checking on symptoms linked to coronavirus- record if symptoms match and if the parent is self-isolating the child. Forward numbers of staff and pupil self- isolating to LA as directed and to DSAT (Nevine Towers). 4. Sending home ANY children with ANY of the symptoms listed if presenting during the school day. 5. Increased deep cleans of core areas, prioritising these in work of ALL premises staff. 6. All visitors asked to use anti-bac foam or asked to wash hands. 7. Number of visitors reduced where possible. 8. If a case is confirmed of a pupil take immediate advice from Trust and Public health England: inform staff, contact parents with information about next steps as updated from Public Health England (eg closure of a class or school or carry on) 9. If there is a confirmed case in a family (but not the pupil) then take immediate advice from Public health England. Children in the family remain at home for the recommended period and deep clean of the classroom and site, all advice from PLE taken. 10. If there is a suspected but not confirmed case in a family when testing is limited to hospital admission (but not the pupil) then take immediate advice from Public health England. Children in the family remain at home for the recommended period and deep clean of the classroom and site, all advice from PLE taken. 11. Welfare calls or email contact for any family who are self- isolating or any family with a confirmed case. 	<p>SLT</p> <p>Admin</p> <p>SLT</p> <p>Premises staff</p> <p>Admin</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	
<p>Stage 3: Planning for possible Closure</p>	<p><u>Significant Risk Present</u> Government indicators suggest closure could be possible imminent</p>	<ol style="list-style-type: none"> 1. Clear communication to all staff regarding expectations if closing: working from home, required to work, tasks to complete at home identified for groups of staff (measured against child-care responsibilities), premises staff to continue to open school, carry on cleaning and provide access to admin staff where necessary. 2. Lap Tops checked by IT technician to ensure they are in full working order. 3. Packs are prepared ready for copying for all children to work at home 4. Log ons for online games and Times Tables Rock Stars prepared/reissued ready to go with packs. Lists of online platforms for children to use at home. 5. Communication methods agreed so all remain contactable during the school closure. List of staff contacts prepared and checked. 	<p>SLT</p> <p>IT technician</p> <p>Teachers</p> <p>Teachers</p> <p>Admin</p> <p>Safeguarding lead</p>	<p><i>Notes made below to indicate which member of staff would be responsible for preparing work for children and staff during closure.</i></p>

		<p>6. Risk assessment linked to vulnerable families (eg LAC, CIN, CP etc): actions agreed for contact and welfare checks etc</p> <p>7. Arrangements agreed for FSM children: children identified, letter prepared to send to parents, process and menus agreed for ordering appropriate food items, preparation of packed lunches and collection systems.</p> <p>8. Closure letter prepared ready to send and to place on website.</p> <p>9. Following DSAT agreement with Taylor Shaw, a letter to be sent to parents of FSM children asking if the school was closed and it was possible/allowed would they require packed meals for children, with the understanding that they would need to collect from school.</p> <p>10. Premises Plan for deep clean and ongoing maintenance work</p>	<p>Nevine Towers (Operations Manager, DSAT) negotiating with Taylor Shaw and will inform Heads/admin.</p> <p>SLT</p> <p>Admin</p> <p>Premises staff/ SLT</p>	
<p>Stage 4: Closure process and during closure</p>	<p><u>Significant Risk Present</u> Government Policy brings about School Closure OR Confirmed cases leads to closure Insufficient staffing to remain open</p>	<p>1. Any decision to close is made in response to Government Policy, on advice on PHE and/or with Trust permission.</p> <p>2. Communication:</p> <ul style="list-style-type: none"> - Text sent to parents stating decision and when school will close - Letter and pupil study packs sent home to parents at the end of the day - Letter placed on website - Central team informed - Parents asked to contact school email to report any confirmed cases/suspected cases if not admitted to hospital and tested and monitored daily by SLT. - Weekly text message to all parents to provide updates and keep in contact. <p>3. If in line with Government policy and as organised by DSAT with Taylor Shaw, letter sent to families entitled to FSM regarding collection of meals.</p> <p>4. Packed meals will be prepared each day for FSM children ready for families to collect. Catering staff would deliver the system (possibly with admin/ SLT)</p> <p>5. Timetables for identified staff begins</p> <p>6. Staff update websites and other online forums with prepared work.</p> <p>7. Weekly meeting between SLT to take place (may need to be remotely arranged).</p> <p>8. Regular staff and Central Team updates. Staff know to check emails daily if well to respond to SLT requests for information or requests to ask them to carry out work remotely.</p>	<p>SLT and DSAT</p> <p>SLT Admin SLT</p> <p>Admin</p> <p>SLT</p> <p>SLT Catering, Admin</p> <p>Catering SLT/Admin SLT Teachers SLT</p> <p>SLT/ Teachers</p>	<p><u>Aims for Vulnerable families:</u></p> <ul style="list-style-type: none"> • Once per week telephone contact, visits, doorstep contact, with all children seen. • Offer of food support through school with collection times for FSM children as arranged by Taylor Shaw (FSM families will need to book meal).

		9. Staff working from home report in sick to SLT, otherwise carry out tasks as arranged by SLT remotely from home (consideration of childcare arrangements).	Teachers	
Stage 5: Reopening	Risk identified as low: Government confirms schools reopen	<ol style="list-style-type: none"> 1. Reopening confirmed with Trust 2. Email message to staff asking for response by return of email 3. Text to parents and message on website. 4. Final deep clean of building- fully prepared for reopening 5. Food orders placed for lunches 6. Returners from abroad checked in line with travel restrictions and government advice 	SLT SLT Admin Premises team Admin SLT	
Specific Issues		Actions	Who	Notes
Teacher or support staff shortage		<ul style="list-style-type: none"> • Splitting classes/use of support staff/SLT cover/Supply are used • Non-contact/ training events etc are re-negotiated and arranged to suit staffing plans • If too many staff are off then partial closure is used- certain classes or part time timetables used (AM/PM) • Permission for closure/partial closure must be given by the trust • Teachers/admin staff/pastoral staff asked to support break time and lunch time cover if required due to absence 	SLT	
Protection for most vulnerable		<ul style="list-style-type: none"> • Identify vulnerable children or staff eg underlying health conditions that may be affected by the current threat level • Discuss with parents and staff the preventative measures required and agree key actions. 	Learning mentor/ admin/ SLT	
Staff with symptoms		<ul style="list-style-type: none"> • Report to SLT and outline symptoms when reporting. Symptoms recorded. • Staff showing symptoms are then to stay at home and follow NHS advice. • All concerns recorded and incidents of self-isolation reported to LA where appropriate and requested and to DSAT (Nevine Towers). 	All staff SLT Admin	
Staff with confirmed case		<ul style="list-style-type: none"> • Report to SLT (by email if school closed or unable to contact by phone) as soon as the case is confirmed. • All concerns recorded • Advice sought immediately from trust and PHE 	All staff SLT	
Pregnant staff		<ul style="list-style-type: none"> • Contact with midwife • Inform immediately of any increased risk 	Individual staff	

		<ul style="list-style-type: none"> If advice from midwife states self isolation then staff member remains at home. 		
Leadership Shortage		<ul style="list-style-type: none"> Trust informed Key staff identified to take on acting role Telephone contact maintained where appropriate 	SLT/ DSAT	
Admin Shortage		<ul style="list-style-type: none"> Covered by TAs and SLT Trust informed and any urgent business/finance functions identified and actions agreed 	SLT/DSAT	

Control Measure	Control Stage	Notes/Action	Who	Review
Tissues for every class	1	<ul style="list-style-type: none"> Ensure adequate stock levels for each class and office areas Checked and replenished as needed daily by premises staff All class based staff to double check stock and replenish during the school day when required. 	Admin Premises All staff	
Anti bacterial Gel	1	<ul style="list-style-type: none"> All classes and office areas to have well stocked anti bacterial foam where available. These are checked daily by premises staff. All children to use hand gel (or have washed hands) on entry to school, before lunch daily and if sneezing. Ensure adequate stock levels where at all possible 	Admin Premises staff Teaching staff Admin	
Signage	1	<ul style="list-style-type: none"> Handwashing signage increased Catch it, Bin it, Kill it posters placed all around school Coronavirus guidance posters displayed in class. Signage about 'no handshaking' displayed. 	Admin	
Other users of the building	2	<ul style="list-style-type: none"> Give each visitor a user expectation guide on arrival linked to handwashing and symptoms etc Each visitor to use the anti-bac foam on arrival or asked to wash hands. 	Admin	
Monitoring daily absence levels	2	<ul style="list-style-type: none"> Daily report to HT of number of absences and children/adults showing any symptoms. (Recorded) Weekly summary for each class. If absence drops below 80% Nevine Towers is informed 	Admin staff SLT/ Admin	
Finding out about travel arrangements now and in future of staff and pupils	2	<ul style="list-style-type: none"> Ask parents to inform us of any close family member who has returned from abroad 	Admin All staff	

		- Staff members to inform SLT of any travel arrangements to high risk areas including those of any close friends or family they have been in contact with.		
Reducing contact point activities	2	- Avoid activities where children are passing items around a circle: Circle time objects Artefact sharing Touching activities in PE - Reduce carpet time where possible - Cease Hand shaking, hugs of other adults, children and visitors - Ensure children only use their own water bottles. - Avoid food making or tasting activities.	All staff	
Good personal hygiene	1 and 2	- Frequent and thorough handwashing - Children taught how to do thorough handwashing - Parents informed about handwashing - Signage increased - Children given plenty of opportunities and reminders for handwashing particularly before and after visiting the toilet, having snack and dinner.	All staff	
Review of cleaning	2	- Business manager and site manager to meet regularly - Site Manager to monitor all cleaning activity and checklists - Increase focus on cleaning of touch points and tables (redirect from vacuuming if needed)	Admin and premises	
Taking temperature of anyone who presents as unwell	2	- Use of Hand held non contact thermometer to take temperature where available.	SLT/Admin Staff	

Suggested tasks for completion during closure

SLT	Teachers	TAs/HLTAs	Admin and IT	Pastoral/Safeguarding	Premises	Catering
<ul style="list-style-type: none"> Support/ supervision of tasks identified as essential services (see plan above) Support the actions linked to vulnerable children Checking and finalising all MTP for Summer Term, finalising MTP, knowledge organisers and booklets from wider curriculum SENCO – writing of pupil action plans 	<ul style="list-style-type: none"> Maths MTPs for Summer English MTPs for Summer Topic and Science MTPs for Summer 2 Wider curriculum planning and leadership tasks Report writing 	<ul style="list-style-type: none"> Resource making Remote learning online 	<ul style="list-style-type: none"> Distribution of meals for FSM Key Finance tasks Preparation of attendance certificates, behaviour and effort reports etc for Summer Term. 	<ul style="list-style-type: none"> Welfare calls and visits (If safe) for vulnerable children/families Liaising with services and attendance at essential meetings. 	<ul style="list-style-type: none"> Full deep clean in line with agreed plan following closure: include carpet cleaning Deep clean prior to opening Monitoring of building security during closure 	<ul style="list-style-type: none"> Ordering of food for packed lunches Daily preparation of packed lunches for FSM Support distribution of meals.

<ul style="list-style-type: none"> • Review of DEP • Checking submitted reports 	<ul style="list-style-type: none"> • Remote learning online 		<ul style="list-style-type: none"> • Website audit and update • Any tasks as directed by DSAT 		<ul style="list-style-type: none"> • Opening and closing of school in line with direction from Head and SBM • Maintenance and decoration tasks identified prior to closure with SBM. 	<ul style="list-style-type: none"> • Deep clean of kitchen
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Hours will be agreed so that contact is reduced to a minimum to carry out core tasks balanced against tasks that can be carried out at home.

Emergency DSAT contacts:

CEO: Andrew Waldron awaldron@dsat.education, telephone 07977990924

Head of Business & Operations: Nevine Towers ntowers@dsat.education, telephone 07968272824

Head of School Improvement: Alison Adair aadair@dsat.education, telephone 07825166093

DSAT advice for caretakers in the event of possible school closure:

If a school has closed due to a confirmed case, advice will have been taken to Public Health England. They would likely recommend if that case has been confirmed that a professional deep clean would be required informing the company that a case(s) have been confirmed and in what areas of school. If the case is suspected and not confirmed, advice would be taken from Public health England, which could include a deep clean of areas of school by the premises staff and cleaners.

If schools have closed because of government instructions, then the caretaker and cleaners would be able to carry out deep cleaning in all areas. If all schools are closed in the trust and one or more caretakers are self- isolating due to symptoms, then it would not be unreasonable to ask a caretaker from another school within the Trust to work at more than their own school.

During school closures:

- The legislative weekly and monthly testing/checks should still be carried out to ensure systems are working effectively i.e. fire alarm, emergency lighting etc.
- All water outlets should be flushed at least once per week during closures to minimise the risk of legionella. Taps should be run for 3 minutes and toilets flushed.
- If boilers are set on timers for the whole school day, then this will require reducing during closure to ensure they are only providing sufficient heat for the caretaker or other school staff if they are still in school and where possible limiting to the areas required.
- Rooms not used for any length of time should be checked for any signs of damp and where necessary ventilated by opening windows periodically to provide air circulation and prevent damp.
- If caretakers are the only person working within the school, then the lone workers policy must be followed.
- In addition to tasks identified above, the caretaker should open the school for essential admin work/building work as directed by the headteacher.

School Specific Procedures

Emergency Evacuation and Lock Down Policy

- The signal for emergency evacuation of the building is the prolonged sounding of a siren/fire alarm. All children and staff should make their way out of the building and assemble at their allocated space (please see Fire Drill advice)
- If the school is responding to a bomb threat, an Alternative Evacuation Plan is used and you will be informed verbally to evacuate the building. No siren will be sounded and you will be asked to take your personal belongings/bag with you. This reduces the items that need to be searched by appropriate professionals.
- If it was a bomb threat evacuation you would initially take your class into the playground and then be directed to the field opposite school.
- All classes should exit through their external classroom doors.
- All teaching staff should ensure that any children with disabilities can exit the building safely under the supervision of an appropriate adult- a separate evacuation plan will be in place for a child with disabilities.
- In the event of a lockdown, the emergency services will be contacted immediately, and full implementation of all instructions given by the emergency services will be followed until the emergency is declared over.
- The Fire Evacuation Supervisors/Wardens will check the building before joining the rest of the school outside.
- Emergency registers are in every classroom updated every day, and are taken out with the class teacher when the fire alarm is raised.
- All teachers should check that all the children in their class are present, then they should raise their hand to indicate that their register has been checked and wait for the Headteacher/Senior Leader to speak to the children and to indicate that it is safe to return to the building.
- A full copy of the evacuation procedure is displayed in each room. If this is missing at any point please inform the or a member of office staff immediately.
- There is a fire practice each term.

Special Arrangements for Children with Disabilities

- In the event of the fire alarm sounding any child who does have mobility problems is escorted out of the building by a TA along with the rest of the class and remains with the TA until permission is given to re-enter the building. Should it not be possible to re-enter the building and we have to evacuate to another site, then any child with mobility problems would be transported there by car if it is safe to do so.
- Any child who has mobility problems will have a personal evacuation plan

Emergency Evacuation Procedure/Critical Incidents

- Local authority guidance on critical incidents is held in the school office. All parents would be informed quickly by Dojo Message or texting service if they were required to collect immediately.
- If for some reason the staff and children have to be evacuated from the school building and cannot return arrangements are in place for the children to be taken to the school field at the back of school. Parents will be informed of this and will be asked to collect their children from there. Any situation that arises that means that the school is unavailable for a longer period of time will be dealt with by the LA who are required to find/provide alternative accommodation.

