



SCHOOL BUSINESS CONTINUITY

St Peter and St Paul Catholic Primary School

DFE Guidance Tier 2: <https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

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| Plan Owner / Author: | Tracey Peters |
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Document Change History

| Version | Author | Date | Change Details |
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| 1 | Tracey Peters | 21/02/2023 | Draft |
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Purpose

The objective of this plan is to maintain or recover the critical services and activities at St Peter and St Paul Catholic Primary School in the event of having to implement Tiers 1 - 4.

All schools and settings are currently operating at Tier 1. Secondary Schools may be required to move to Tier 2 and therefore it is necessary to plan for this potential possibility **before** it is required.

All schools and settings are already familiar with Tiers 3 – 4 as they have reflected the levels of educational provision since the Tier 4 implementation on the 23rd March 2020. Schools then moved to Tier 3 from the 1st June 2020.

This plan compliments (and does not replace) all other plans schools and settings might have in place and should be read in light of the school risk assessment. Please submit your BCP to the LA by the 22nd October 2020: Anthony.doudle@islington.gov.uk

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CRITICAL SERVICES OR ACTIVITIES

| Critical Service/Activity | Recovery Time Objective | Service Details In particular – what should be maintained or recovered in the event of disruption. | Responsible Person |
|--|-------------------------|---|-------------------------|
| Direct communication with staff | 1 day | Use of Urgent Messages Whatsapp group to contact all staff and inform of key information, as well as providing link to possible Google Meet meeting time/address. | Headteacher |
| Direct communication with governors | 1 day | Email/telephone contact between headteacher and chairs in order to ensure clear communication of strategic approach | Headteacher |
| Direct communication with LA officers | 1 day | Email/telephone contact between Headteacher and Chair in order to ensure clear communication of strategic approach | Headteacher |
| Direct communication with parents/children (logistics) | 1 day | Use of Class List to inform parents of important updates. Telephone calls to any families not signed up (via office staff or support staff). Important information on website/Facebook as appropriate | Deputy Headteacher |
| Communication with Junior Adventures | 1 day | Call to Jamie Gogay 07710 390837 to inform of changes that affect after school provision. Call to breakfast club staff about changes to breakfast club. | School Business Manager |
| Establishment of home learning plan | 1 day | Ensure all teachers know strategy, have access to devices and are able to initiate home learning. | Deputy Headteacher |
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Recovery Time Objective – this is the time in which the service must be recovered.
Typically these are 1 day, 2-3 days, 1 week, 1 month.



POSSIBLE DISRUPTIONS

| Possible Disruption | Impact (A) | Likelihood (B) | Risk Rating (A x B) |
|--|---------------|-------------------|------------------------|
| Tier 1 | 3 | 3 | 9 |
| More than 2 positive cases of COVID-19 | 3 | 3 | 9 |
| Tier 2 | 3 | 4 | 12 |
| Tier 3 | 3 | 4 | 12 |
| Tier 4 | 3 | 4 | 12 |
| Attendance | 3 | 3 | 9 |
| Communication to school community | 2 | 3 | 6 |

The purpose of this list is to identify the disruptions that should have action cards (higher risk rating) and those which do not (lower risk rating).

Impact – how serious the disruption might be as a result of this threat.

- 1 – Insignificant
- 2 – Minor
- 3 – Moderate
- 4 – Major
- 5 – Catastrophic

Likelihood – the chances of this threat happening.

- 1 – Rare
- 2 – Unlikely
- 3 – Possible
- 4 – Likely
- 5 – Almost Certain



INCIDENT MANAGEMENT PLAN

The purpose of the Incident Management Plan is to make sure the right people come together in the right place at the right time to take control of the organisation's response to the disruption.

Overall Responsibility

The following will take overall responsibility of the school's response to an incident and bring together the Incident Management Team.

| Name | Role | Contact Details | Deputy | Contact Details |
|---------------|-------------------------|-----------------|----------------------|-----------------|
| Tracey Peters | Headteacher | 07962340154 | Fionnuala McGuinness | 07498797407 |
| Maria Bennett | School Business Manager | 07958477987 | | |

Most Likely Key Players

The following should be contacted to form an Incident Management Team who will carry out the actions required to maintain or recover critical services/activities. This list should include some of those listed as Responsible Persons in the list of Critical Services/Activities.

| Name | Role | Contact Details |
|----------------------|------------------------------|-----------------|
| Tracey Peters | Headteacher | 07962 340 154 |
| Fionnuala McGuinness | Deputy headteacher | 07498 797 407 |
| Jane Manzone | Acting Assistant Headteacher | 07793 562 930 |
| Maria Bennett | School business Manager | 07958 477 987 |
| Nadine Zlotnick | SENCO | 07948 396 551 |
| Sahib Chana | IT Consultant | 07516 624 192 |
| Katie Hankins | Admin Assistant | 07984 422 802 |

Location

If meeting, socially distanced in school or if not, meetings should be held using Google Meets, as directed by the those with overall responsibility.



GENERIC ACTIONS –

| Action Card | Actions |
|---|--|
| <p>Assess the situation:</p> <ul style="list-style-type: none"> • Survey the scene – social distancing, staggered start/departure issues • Morning break and lunchtimes are an issue and need reviewing • Movement within the building needs reviewing <p>Assess the scale, severity, duration of the incident and its likely impact on the school's critical services and activities.</p> | SLT to review |
| Establish an Incident Management Team contact point for all personnel | School Hall |
| Allocate specific roles as necessary. | <p>These may include:</p> <p>Site liaison: Maria Bennett</p> <p>Staff/governor liaison: Tracey Peters</p> <p>Community liaison: Fionnuala McGuinness</p> |
| Ensure a log of key decisions and actions is started and maintained throughout the incident. | SLT to maintain log on Google Drive . |
| <p>Notify the relevant stakeholders:</p> <ul style="list-style-type: none"> • Staff • School Governors • Local Authority | <p>Notify them of your:</p> <ul style="list-style-type: none"> • Assessment • Arrangements for keeping in contact. |
| <p>Agree with Local Authority who is making arrangements for:</p> <ul style="list-style-type: none"> • Communication to parents/carers • Establishment of an internal and/or public helpline number • Public communication and media handling • Insurance • Site security (incl. turning off of utilities) | <p>Following meeting with the CELL – inform the following:</p> <p>Anthony.doudle@islington.gov.uk</p> <p>Jeff.cole@islington.gov.uk</p> <p>Candy.holder@islington.gov.uk</p> <p>Penny.kenway@islington.gov.uk</p> <p>Mark.taylor@islington.gov.uk</p> <p>Tom.Louvre@islington.gov.uk</p> <p>Harjit.Roopray@islington.gov.uk</p> |
| Agree with stakeholders date/times of future updates, meetings, progress reviews and communications. | SLT, staff and parents |

Appendix 1. External Contact List (Attached)

Appendix 2. Roles and Responsibilities (Staffing Structure Attached)

Appendix 3. Remote Learning Policy