

# Europa School Business Continuity Plan For Disaster Recovery in the event of a Critical Incident



Version and Date		Action/Notes
V1.1	02/03/2020	Initial version
V2	July 2020	Updated version following COVID 19 lockdown
V3	July 2023	Updated version following school closure due to power outage June 2023
Review Date August 2024		

## **1.0 Introduction**

The Europa School UK Trust 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. It should be read in conjunction with:

- The Fire Action plan
- The Exam Continuity Procedure

## **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.

***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 Senior Leadership Team and the Academy Trust Governing Body.

### ***3.2 Associated Documents/information***

Associated Documents include:

- Fire Evacuation Plans
- Fire Risk assessment
- Lockdown procedure
- Snow Procedures
- Exam Continuity Procedure
- School Bus Procedures

### ***3.3 Emergency Contact Information***

An emergency information pack is kept in the main reception office and includes:

- Copies of this document.
- Full Address and Contact Details including mobile phones for all Trust Staff including site team
- Fixed asset list
- IT Inventory

This information will also be held off site by the Principal and the Trust Business Manager.

## 4.0 Strategy

If a disaster is declared by the Principal of Europa School UK, the school's Business Continuity Plan will be activated.

Staff communication will be via the Europa School email and the school's data system and the website if this is operable. In the event this is not possible, as a contingency, communication will be via staff mobile phones/ walkie talkies.

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

- OCC closure guidance  
<http://schools.oxfordshire.gov.uk/cms/content/school-emergency-closure-procedure>
- Health and Safety Advisor TBA
- Health and Safety Executive (HSE) 01234 5678910
- Insurance Advisors - RPA Email [rpa@topmarkcms.com](mailto:rpa@topmarkcms.com)  
Phone 03300 585566
- Local Police Thames Valley 01865 841148
- Local Fire Service Abingdon 01865 842999
- BLOC Bus [blocbus@gmail.com](mailto:blocbus@gmail.com)
- Culham Bus Club (Jon Alcantara) [transport@europa-pta.org](mailto:transport@europa-pta.org)
- Internal/external contractors [siteteam@europaschool.uk](mailto:siteteam@europaschool.uk)

## 5.0 Roles and Responsibilities

### 5.1 *Principal is the duty holder for the Business Continuity Plan*

The Principal is responsible for the implementation and coordination of the BCP, including:

- Immediately contacting the Business Manager and IT Manager 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
- Coordination of status reports/communication for the benefit of all audiences (including Trust, staff, pupils, parents, LA, Academies Team at DFE, press, Bus coordinators)
- Maintaining the BCP in an up-to-date format.

In the absence of the Principal, the duty holder is the Head of Primary and secondary leadership team. At all times other members of the senior leadership team must be available to support the duty holder.

### 5.2 *Incident Management Team (IMT)*

Led by the Principal, the Incident Management Team includes all Senior leadership and the Site Manager and team. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Principal to restore normal conditions as soon as possible.

### **5.3 Staff**

Staff are required to cooperate 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. As part of their normal planning, where possible staff should set up all groups in Google classroom for P4-6 and S1-7 and this platform should be used to provide continuity of learning. Other methods of communication include emails and the school data platform (Schoolbase) to send work/activities to all students. A skeleton staff may be available on site to provide advice and support during the closure. The school's leadership teams will be available throughout normal school times either in school or via online contact.

The schools designated safeguarding lead and deputy will be available at all times to ensure effective safeguarding arrangements for all students and staff. The email address [s.kyncoh@europaschool.uk](mailto:s.kyncoh@europaschool.uk) can be used to report any safeguarding issue.

## **6.0 Procedure for Closing the School**

### **6.1 Closure in advance of a school day**

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

1. Closure must first be authorised by the Principal (or their nominated deputy if the Principal is not available)
2. Notification of a school closure or examination contingency procedure using the Local Authority On-line website.
3. Implementing the school staff 'snow procedures' if applicable (actioned by the Principal)
4. Recording the closure on the home page of the school website.
5. Sending out text/email/schoolbase messages to all parents. In the case that the school management system is too slow to process the messages in time, the school will use other social media platforms such as facebook and Classlist.

### **6.2 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:

1. Closure must be authorised by the Principal.
2. Notification of the school closure on the school website
3. Sending out text/email messages to all parents.
4. Pupils continue to be supervised by staff until parents authorise them to leave or they are collected.
  - a. Parental authorisation can be provided by text message or email from a registered parental phone number or email address.
  - b. Consider the use of Places of Safety (as described below).

### **6.3 Immediate Places of Safety**

In the event of a major incident on site as defined in section 2.0, requiring the school to be closed, pupils will assemble at the main assembly point – the main primary playground P1 for Primary and the front baseball court for secondary - these are the fire evacuation points so are familiar to students and staff. or the Main sports Hall. If these are not usable, staff will escort pupils to the contingency assembly point– the field or sports hall.

### **6.4 Off-Site Place of Safety**

If it becomes necessary to evacuate the site completely, pupils will be escorted to a safe area on the school field, from where they can be collected or from where they can be released (given parental consent) to make their own way home.

## **7.0 Lockdown Procedure**

It is possible to envisage circumstances where the school may wish to lock itself in, to secure staff and pupils from an outside threat. This circumstance is described as a 'lockdown'. The Procedure is currently in draft format and needs to be put in place with appropriate training

## **8.0 Silent Evacuation**

If it ever becomes necessary to complete a silent evacuation, pupils will exit through fire doors following an instruction from the Principal or Head of Primary. Notification of a silent evacuation would be made by word-of-mouth.

## **9.0 Business Recovery in the Event of a Loss of Buildings or site Space**

### **9.1 Insurance**

The school holds insurance for property damage to include all risks and additional business interruption insurance to the value of £10,000,000.

### **9.2 Replacement Site Facilities**

The size and scope of facilities required for the school will vary according to circumstances. In the first instance contact should be made with RPA insurance.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time.

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

## 10.0 Pandemic Threat / Mass Staff Unavailability

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

The school will follow advice given from Public Health England.

In the event of mass staff illness, the IMT will shut the school to pupils using the same procedures described in section 6.1 .

The school's response to a pandemic was tested during the COVID-19 lockdown from March 2020. The development of remote learning throughout the school enabled the school to develop good resilience in its systems and parents and student surveys conducted allowed the school to evaluate its response and set actions for any further closures.

It is important for the school to continue planning for distance learning by:

- maintaining parents consent for all pupils in P3-S7 to use online google platform
- maintain distance learning timetables in P3-S7 so that distance learning can be put in place immediately
- Continue training in virtual learning including use of google meets and break out spaces
- Continue submission of assignments in secondary via google classroom and use of google mark book
- continue virtual meetings and virtual learning opportunities
- use virtual learning in cases of staff and pupil absence
- address any inequality issues in home provision of devices
- invest in camera and sound equipment to facilitate virtual learning in school.
- continue to review innovative aspects of virtual learning and embed them in the school's learning environment.
- review provision in the lower primary school - KS1
- review use of online learning platforms used during the lockdown and consider continuing provision (mymaths, anton app etc)

## 11.0 Other Threats

The following other threats have been considered

- Phone and ICT communications Loss - see Business Continuity Plan - IT systems (Internal document)
- Finance process breakdown – payments to staff & suppliers fail - see Business Continuity Plan IT systems (Internal document)
- Utilities / energy supply failure – This would cause a school closure
- Service delivery loss of general nature – schools are unable to provide buildings or ICT support
- Evacuation due to nearby incident
- Prolonged and extreme inclement weather- see snow procedure
- Sustained Industrial action
- Inability to conduct assessments including public examinations - see Examination contingency plan
- lockdown due to threats and risk to health (Chemical leak)
- Disruption to bus services or local transport infrastructure

