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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
V4	July 2024	Updated for new academic year
V5	July 2026	Updated for new emergency procedure and allergy policy
Review Date August 2027		

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
- Emergency Closure 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.

See Emergency Procedure Plan for contacts and reporting structures.

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	Andrew Dickinson (ALT)
• Health and Safety Executive (HSE)	**0300 003 1747**
• Insurance Advisors - RPA	Email rpa@topmarkcms.com Phone 03300 585566
• Local Police Thames Valley	01865 841148
• Local Fire Service Abingdon	01865 842999
• BLOC Bus	blocbus@gmail.com
• Culham Bus Club (Jon Alcantara)	bus.club@btinternet.com
• Internal/external contractors	siteteam@europaschool.uk facilitiesmanager@europaschool.uk

5.0 Roles and Responsibilities

5.1 Principal is the duty holder for the Business Continuity Plan

The Principal is Mrs Lynn Wood who 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 Mrs Sarah Kynoch. 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, the facilities Manager and the Site team. Additional members of the team will be recruited to match the specific needs of the incident.

Principal:	Mrs Lynn Wood
Deputy:	Mrs Tanya Simpson
Business Manager:	Mrs Marie-Christine Greenwood
HR Manager:	Mrs Anna Cole-Morgan
Facilities Manager	Mr Vitor Gomes
IT Manager:	Mr Steve Millmore
Safeguarding:	Ms Georgie Neville/ Ms Shannon Ross
Deputies:	Mrs Rosemary Butcher
	Mme Marie Gaillard
	Mrs Anthony Considine

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 safeguardingleads@europaschool.uk can be used to report any safeguarding issue.

6.0 Procedure for Closing the School

It is never a preferred option to close the school during a school day, but it can be necessary. When done see the Emergency Closure Procedure.

Emergency Closure File Including documents, letters and procedure.

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. 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 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 Deputy. 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 Health Security Agency (UKHSA)

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

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

EMERGENCY CLOSURE PROCEDURE – EUROPA SCHOOL UK

1 INITIAL ASSESSMENT & DECISION MAKING

Upon identification of a potential emergency (e.g. severe weather, security threat, utility failure, staff shortage), the SLT and Facilities Manager assess the situation promptly.

1.1 SLT CONSULTATION

SLT meet in person, online or via SLT WhatsApp Group to discuss severity and potential impact on safety and well-being.

1.2 CONSULT AUTHORITIES (IF REQUIRED)

Consult with relevant authorities, governors, local authority and emergency services if necessary.

1.3 PRINCIPAL DECISION

Principal (or deputy in their absence) makes the decision to close the school (full or partial) for a set period of time.

Principal informs the Chair of Governors.

1.4 PRINCIPAL INFORMS

Principal informs Reception and Admin and the Chair of Governors.

FULL CLOSURE REQUIRED?

- **NO** → **CONTINUE TO MONITOR SITUATION**
  SLT and Facilities Manager continue to monitor and review the situation.
- **YES** → **PARTIAL CLOSURE REQUIRED?** (Only certain parts of the school close?)
  - **NO** → **CONTINUE TO MONITOR SITUATION**
  - **YES** → **DETERMINE WHICH PARTS OF THE SCHOOL WILL CLOSE**
    - Exam groups remain open?
    - Primary remains open?
    - Secondary remains open?
    - Specific year groups affected?
    - Specific buildings / areas affected?

FULL SCHOOL CLOSURE
All parts of the school close.

2 PRINCIPAL TO INFORM IMMEDIATELY

Reception	Admin	Chair of Governors
	admin@europaschool.uk	

ALL STAFF

All staff must attend work as agreed unless specifically directed otherwise by their line manager.

KEY ROLES

- **Principal** – makes decision and informs key personnel
- **ACM / Data Manager** – leads communications and parent notifications
- **Primary PA / Admissions** – updates Classlisit, WhatsApp channels and posts on Social Media
- **DHOS** – manages Secondary staff and collection
- **Reception** – student release, authorisations and exit slips
- **Facilities Manager** – site safety and shutdown

3 COMMUNICATIONS PLAN & ASSIGNMENTS (Same communications route for all time periods – message content varies depending on time of closure)

1. STAFF (Line Managers)

Line managers inform staff via email and/or staff WhatsApp group.

DHOP informs Primary staff with collection instructions.

DHOS informs Secondary staff about collection procedures and exit slips.

All staff must attend work as agreed unless specifically directed otherwise by their line manager.

2. PARENTS / GUARDIANS (ACM or Data Manager)

ACM or Data Manager sends email to parents via ACM or Data Manager (or other MIS communication system) with instructions for collection and updates.

3. PUBLIC COMMUNICATIONS (ACM & PRIMARY PA / ADMISSIONS)

- ACM / Data Manager updates school website
- Primary PA / Admissions posts on Social Media (Facebook & Instagram)
- Primary PA / Admissions updates Classlist
- Primary PA / Admissions updates WhatsApp channels

4. AUTHORITIES (ACM)

After parents have been informed, ACM notifies Oxfordshire County Council and relevant educational bodies.

Chair of Governors updated.

5. GATE ROTA (See Section 4 for times)

Thame Lane Pedestrian Gate: Anthony & Sara

Bus Bay: Ty / Raquel / Marie-Christine

Cycle Gate: Georgie / Shannon

Field Gate: Marie / Esther (after communications complete)

Admin Block Collection Hub: Lynn & Tanya

4 CLOSURE TIME ACTION PLAN (Same route, different operational actions)

BEFORE 7.00 AM

- Principal calls School Development Manager on home phone or mobile. 07941 233809
- School Development Manager updates website
- ACM or Data Manager sends parent communication
- Primary PA / Admissions posts on Social Media
- Primary PA / Admissions informs via WhatsApp groups
- Cancel buses through BLOC & CBC
- School closed before students travel.

BETWEEN 7.00 AM – 8.25 AM

- Same communications route as before
- Staff on all gates – students and parents advised not to enter site
- If buses arrive or students arrive on site:
  - **Primary:** parents collect from classes or central point indicated
  - **Secondary:** students require authorisation slip from reception to leave (parental authorisation required)
- Buses will not take students home again.

AFTER 8.25 AM

- Same communications route as before
- All students remain on site under supervision
- **Primary:** parents collect from classes or central point indicated
- **Secondary:** students do not move from current class.
  - Class teacher sends 1 student to Reception to collect authorisation slips.
  - Class teacher completes slips from mobile messages or central document.
  - S6 & S7 students do not require authorisation.
- All slips collected for accountability.

5 STUDENT COLLECTION & RELEASE PROTOCOL

PRIMARY STUDENTS

- Collected from classrooms or designated central collection point as communicated.
- Staff supervise students until collected.
- Collection recorded by staff.

SECONDARY STUDENTS

- Students remain under supervision until collected or authorised to leave.
- Authorisation slips completed by teaching staff.
- All slips collected for accountability.
- S6 & S7 students do not require authorisation.

AUTHORISATION TRACKING

- Reception maintains live Google Sheet for authorisations.
- Pivot table per year group refreshes automatically.
- Collection status visible to SLT and Reception teams.

EMCEPTION RESPONSIBILITIES

- Record parent authorisations.
- Maintain student release log.
- Issue secondary exit slips.
- Coordinate student departures.

6 CONTINUITY OF LEARNING (IF PROLONGED CLOSURE)

- Online resources and assignments via LMS
- Online classes as appropriate
- Support for students with SEND or vulnerabilities

7 FACILITY & EQUIPMENT SHUTDOWN

Facilities Management staff secure the site, follow shutdown procedures, turn off utilities and safeguard equipment and resources.

8 MONITORING & UPDATES

SLT and Facilities Manager monitor the situation and provide updates to all stakeholders.
Reopening plans communicated once it is safe to do so, with any necessary preparations or adjustments.

9 REVIEW & REPORTING

- SLT will review this Emergency Closure Procedure and make recommendations.
- The Principal will report on the closure in the Principal's report to be submitted to the next Full Governing Board meeting.

IMPORTANT INFORMATION

CODE WORD	LOCAL AUTHORITY CLOSURE REPORTING	SCHOOL DEVELOPMENT MANAGER (Home Phone / Mobile)	EMERGENCY CLOSURE COMMUNICATIONS HUB
CURRICULUM_4002	https://schools.oxfordshire.gov.uk/school-organisation-and-planning/school-closure-procedure	07941 233809 01235 555441	admin@europaschool.uk

THE SAFETY AND WELL-BEING OF OUR STUDENTS, STAFF AND SCHOOL COMMUNITY IS OUR PRIORITY.