



# Business Continuity Plan January 2019 - January 2020

To be reviewed January 2020

## **Introduction**

The school Business Continuity Plan (BCP) will be used during any incident within the school, which threatens to disrupt education at the school on a long term basis.

### **What is the purpose of this plan?**

A business continuity or disaster recovery plan sets out how the school would cope if some disaster happened – for example, the premises burning down or flooding, a large scale theft of equipment or a total failure of the school's IT system.

The plan will document how it addresses the following issues: premises not available, asset management, insurance cover and IT failure.

### **Premises no longer available due to a significant emergency**

Old Church Nursery School has established with Sir John Cass Secondary School, provision for a maximum of a two week period where children and staff will be able to utilise a specific space with the following services:

- space for 160 children and access to toilets
- some outside space
- provision for 30 staff
- access to phone/photocopier for two admin staff
- staff room

## **Asset Management**

The asset register of all resources is held by a remote web based system called Parago. All resources of £100 or more are placed on this asset register. The system can be accessed anywhere with internet access.

### **Insurance of premises and resources**

The insurance held by the school is London Borough of Tower Hamlets. The insurance covers the total cost for both buildings and contents. Insurer: Protector Insurance. Contact at LBTH is Cheryl Williams (Principal Insurance Officer) email: [cheryl.williams@towerhamlets.gov.uk](mailto:cheryl.williams@towerhamlets.gov.uk)  
Phone: 020 7364 4740

### **Daily backing up of resources**

- All Information Technology data is backed up both by the school's in house server as well as remotely on a daily basis. Regular backups of data, are taken every day onto encrypted removable hard disks and rotated fortnightly, as part of an ICT system maintenance strategy.
- Data designated critical or sensitive is encrypted and backed up off site using SSL with 1024 bit RSA key exchange, 128 bit RC5 stream cipher and SHA-1 integrity checking.
- Parago Asset Management is a hosted solution and is backed up within Parago UK data centre.
- During Spring Term early adopters are moving some school documents to Google Drive for security. During the Summer Term all school documentation will be migrated to Google Drive with the support of Levett Consultancy.

### **Significant shortage of staff**

In the event of an unusual lack of permanent staff, the school will utilise the Council's recognised supply agencies to service its needs. Such as Empowering Learning 0800 7734279, Red Box 01932 247000 or CER 0207 202 0010. Depending on the reason for absence, the school will contact the Health Protection Agency: contact details: 0207 759 2860. Additionally, depending on the length of time required, the school may explore a secondment(s) if possible. This will be done through contacting local nursery and primary schools within the Borough of Tower Hamlets in conjunction with Debbie Jones/Christine McInnes.

### **Leadership Team**

The Business continuity plan will be held both by the Head Teacher and Deputy Head Teacher. The Head Teacher will inform staff of the plan of action as outlined in summary below. Copies of this plan are available on the shared drive on the computers and there are hard copies available in each class room and main school office.

If children are required to be evacuated from the school immediately, they will be gathered in class groups in the garden, as per our Fire Evacuation plan, registered and led to Sir John Cass as a group via the side gate. The Parent Emergency Contact file and The Parent Emergency Contact File and Staff Contact File will be brought from the school office to contact families. Both these files are updated at least annually. And it is the responsibility of the families and staff to update any contact details.

**HT or DHT to Contact: Debbie Jones** (Responsible for schools and families birth to 18 years of age) work: 020 7364 4953  
Inform of scale of incident: what has happened, what is not available and why. Information to be established from emergency services  
HT to also contact Paul Woods, HT of Sir John Cass the contingent 'rest' school in the event of an emergency.  
Work number: 020 7790 6712 mobile:  
HT to inform chair of Governors: Bridget Cass mobile: 07796 957675 home number: 020 8 980 9760

Debbie Jones will ensure all relevant officers from the Local Authority are informed.

HT or DHT will contact **Paul Levett**: Director of Levett Consultancy to access pupil and staff details:  
Work number: 01279 799256 mobile: 07584 024993

HT and DHT will ensure an attempt to contact all families is made once we are resident in our 'rest' school.

Notices will also be posted around the perimeter of the school at the earliest convenience detailing the reason for closure, possible date for re-opening (if known), information providing advice to parents, carers and pupils on how they will be kept informed of progress regarding re-opening of the school e.g., School Website and texting.

HT to discuss short term provision of resources with Debbie Jones

HT & DHT will hold meeting with staff and parents at Sir John Cass School to discuss short term provision

HT, LA and Sir John Cass Secondary School agree time frame as to when provision will begin and end.

Sir John Cass Secondary School will support Old Church Nursery School for a maximum of two weeks with the following facilities:

- space for 80 children and access to toilets which is flexible both for learning and lunch
- access to some outside space
- provision for 25 staff
- access to phone/photocopier for two admin staff
- staff room provision

HT will liaise with Debbie Jones/Christine McInnes regarding long term solution, should disaster require significant time before children, families and staff can return.