

KIBBLESWORTH **ACADEMY**

Business Continuity Plan



2026 2027

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1.0 Introduction

The Kibblesworth Academy 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 schools' fire evacuation plan (the operation of which does not necessarily activate the BCP).
- Closure due to snow 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 Leadership Team and the Governing Body.

3.2 Associated Documents/information

Associated Documents include:

- Fire Evacuation Plans
- Fire risk assessment
- Closure due to snow procedure

3.3 Emergency Contact Information

The schools have agreed the contents of a file (located in the School Business Managers office) which would be used in the event of an incident. The file contains:

- A copy of this plan
- Fire Evacuation Plans
- Closure due to snow procedure
- Emergency contact details are located within Horizons MIS, which is web based, and more secure than paper copies for GDPR purposes.

4.0 Strategy

If a disaster is declared by The Headteacher the Business Continuity Plan will be activated.

Staff communication will be via email, text and the website if this is operable.

5.0 Roles and Responsibilities

5.1 Head Teacher

The Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting Gateshead Council if the disaster relates to the built environment
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Business Manager for updates.

5.2 Incident Management Team (IMT)

Lead by the Headteacher the Incident Management Team includes The deputy Headteacher, School Business Manager and Caretaker. 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 Headteacher to restore normal conditions as soon as possible.

Delegate key areas of responsibilities to ensure smooth management:

Senior Staff/Management Team/Key Incident Management Team		
Name	Position	Role in an Incident
Craig Steel	Head Teacher	Incident Manger
Joanne Fairlamb	School Business Manager	Emergency Services Liaison
Sarah Renton	Deputy Head Teacher	Children's Services Liaison
Mark Corbett	IT support team Omnicom	Data recovery and IT support
Joanne Fairlamb	School Business Manager	Utilities Liaison
Victoria Longhurst	SENDCo	Welfare Lead

The incident management group is responsible for:

- Long term strategy
- Funding issues
- Liaising with coordinating group (below)
- Providing adequate resources
- Press and media liaison – **only the headteacher will liaise directly with the media**
- Communicating with relevant bodies

Central Liaison Point for all incidents: school office

Alternative Liaison point: Head's Office

If whole building is inaccessible then **Kibblesworth Millennium centre**

5.3 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.

6.0 Procedure for Closing the School

6.1 Closure in advance of a School day

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

1. Closure authorised by the Headteacher and the Chair of Governors.
2. Notification of a school closure using the Local Authority On-line website (actioned by the headteacher).
3. Implementing the school staff snow closure procedure.
4. Recording the closure on the home page of the school website (actioned by the Headteacher).
5. Sending out Parent announcement/text messages to all parents via eschool and dojo (actioned by the admin team)

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 authorised by the Headteacher.
2. Students will 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 parental phone number.
 - b. Consider use of Places of Safety (as described below).
3. Notification to the LA of the school (actioned by the Headteacher).

4. Recording the closure on the home page of the school website (actioned by the School Secretary).
5. Sending out text messages/Parent Helpline announcement to all parents (actioned by the admin team).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the fire assembly point on the main yard.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted to the Millennium Centre.

7.0 Lockdown Procedure

It is now 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'.

If a lockdown is declared:

- The Headteacher will advise to implement the lockdown.
- The IMT will mobilise.
- The school will be advised that it is in 'lockdown' by the IMT.
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons will be advised to return to school.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked if open
- All external doors will be locked:

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discretely from the classroom windows. The doors should only be opened by the Headteacher when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 Business Recovery in the Event of a Loss of Buildings or site Space

8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Local Authority

8.2 Insurance

The school is covered by business insurance under the RPA

8.3 Replacement Site Facilities

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

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. One possible location that has been identified for consideration should temporary accommodation / buildings need to be sited is:

- School playing field

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

8.4 Relocation Agreements

All venues have been consulted and have agreed to the use of their facilities as outlined below. In the event of a disruption to our critical activities, as detailed above, we will contact the following where appropriate to organise alternative provision.

The Headteacher takes overall responsibility for contacting appropriate locations.

In the event of an incident, following agreement by the Incident Management Team:

Premises available:	
<ol style="list-style-type: none">1. Kibblesworth Millenium Centre2. Kibblesworth Methodist Chapel	
Would allow delivery of:	
<ol style="list-style-type: none">1. KS1 and KS2 immediate care / lessons2. EYFS care	

9.0 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 considered genuine and serious.

In the event of mass staff illness, and after all avenues of supply have been investigated, the IMT will shut the school to students using the same procedures described above.

10.0 Other Threats

The following Other Threats have been considered:

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

11.0 Welfare Considerations

Our welfare lead in the event of an incident is Victoria Longhurst (SENCO).

In the event of an incident the school is aware that actions to address associated trauma need to be taken immediately, and for this reason, our welfare lead is included in the Incident Management Team.

Over time, further action and support will be needed to reduce longer term effects on the emotional well-being and achievements of both pupils and staff.

Feeling shocked and numbed or feeling a strong urge to talk are normal reactions of those thrown into a major crisis. The school will try to ensure that adults and pupils are able to make contact with those we and they trust.

Younger pupils particularly are best supported by people they know well i.e. their families and school staff. Outside agencies can provide support and advice to those directly involved with the pupils.

The following details short, medium and long-term actions which will be considered by the school in the event of an incident (where appropriate). The school will take decisions with support from welfare experts.

Short-term considerations

- Organisation of pupil and parent reunions.
- Consideration of which pupils need to be briefed, how and by whom.
- Contacting outside support agencies, particularly Educational Psychology and child bereavement service.
- Arrangement a briefing meeting for staff as soon as possible.
- Arrangement of a debrief session for directly affected staff.
- Arrangement of a debriefing session for pupils, if appropriate.
- Ensuring procedures for monitoring staff and pupils are in place.
- Activation of strategies for allowing young people to express their feelings about the situation, if they wish.
- Contacting the families of those hurt or bereaved to express sympathy.

Decisions to be made may include:

- Who will give the news and what should be said?
- Whether to provide briefing notes for staff responsible for informing pupils, to ensure a consistent message.
- Will counselling be required, and how will this be achieved?
- What information needs to be given to parents so that they are informed of assistance and support available to them and their child?

Medium-term considerations

- Ensuring a member of staff makes contact with pupils at home or at hospital.
- Making sensitive arrangements for return to school.
- Arrangement of alternative methods of teaching, if necessary.
- Arrangement of support for affected staff.
- Arrangement of consultation so staff feel more able to support pupils.
- Clarification of procedures for referring pupils for individual help.
- Ensuring parents are kept informed.
- Consideration of attendance at funerals, taking the wishes of parents into account.
- Planning memorials and / or special assemblies.
- Ensuring monitoring procedures are in place and being followed.

Long-term considerations

- Introduction of strategies to continue monitoring vulnerable pupils and staff.
- Consultation and decision making over whether and how to mark anniversaries.
- Ensuring new staff are aware of the pupils affected and in what way.
- Ensuring new staff know how to obtain further help if necessary.
- Recognising that legal processes, enquiries and news stories may bring back distressing memories and cause temporary upset in the school.
- Consideration given to offering meetings for pupils and parents seriously affected by the incident. Advice and assistance can be offered through the Educational Psychology services and bereavement support.

In case of death / bereavement the school will consider:

- Providing something tangible at the school for all: book of condolence, flowers, collection, and display of art work for remembrance.
- Holding a staff meeting with support agencies to discuss appropriate strategies for incident response and those affected.
- Plans to manage distress that may be caused by ongoing police / legal proceedings and media attention.
- Pupils that may need help in discussing their thoughts and feelings: how will this be done? Through the class teacher? Outside organisation?
- Closing for the day to allow people to attend the funeral
- Arranging transport for pupils to attend the funeral
- Whether pupils should be encouraged or discouraged from attending the funeral
- Whether there should be a memorial service at the school. If so, when?

In addition to those directly affected or involved in the incident, children and adults who are most likely to suffer distress as a result of the incident include those who:

- Are uninjured, but were at greatest risk.
- Directly witnessed death / injury / violence of the incident.
- Are siblings of those directly involved.
- Those who blame themselves.

- Those who are being blamed by others.
- Are experiencing instability at home.
- Have learning difficulties.
- Have pre-existing behavioural difficulties.
- Have previously suffered bereavement or loss.
- Have witnessed a similar incident or event before.

12.0 Debriefing

During and after any incident, it is vital that debriefs are held.

Some incidents will be lengthy, therefore it is appropriate to carry out regular debriefs to discuss the issues over the period.

Debriefing sessions will produce a number of issues requiring action or clarity. These must be acted upon as a priority.

The Headteacher is responsible for organising debriefs.

13.0 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	<p>Assessment to be made of duration of loss of service – will it impact learning? Long term loss – children to be taught in a nearby school. Loss of phones – BT and phone provider to be contacted to initiate restoration of services. ICT – Broadband – Omnicom to restore. Data held on server – backed up on a daily basis via remote system. Contact Omnicom restore data at the earliest possible opportunity.</p>	Headteacher School Secretary Governors	
Finance Process Breakdown – payments to staff & suppliers fail	<p>Assessment to be made of duration of loss of service – will it impact learning? Payroll provider to be contacted by SBM to arrange emergency payments for staff.</p>	Headteacher SBM	
Utilities / Energy Supply failure	<p>Assessment to be made of duration of loss of service – will it impact learning? Contact Electricity / Gas / Water supplier</p>	Headteacher School Secretary Governors	
Building Loss – partial or complete (Fire, Flood etc.)	<p>Assessment to be made of duration of loss of service – will it impact learning? Contact Insurance Company Temporary Accommodation needed? Use a nearby school to ensure lessons continue?</p>	Headteacher IMT Governors	

Service Delivery Loss of General Nature	Assessment to be made of duration of loss of service – will it impact learning? Long term loss – children to be taught in a nearby school.	Headteacher IMT Governors	
Key Supplier Failure– e.g. Catering	Children to provide packed lunches until the caterer can source cooked meals elsewhere	Headteacher School Secretary	
Evacuation due to Nearby Incident	Liaise with the LA and the Police.	Headteacher IMT Governors	
Lockdown due to Nearby Incident	Liaise with the LA and the Police.	Headteacher IMT Governors	
Fire	Evacuation as per Fire Plan. Emergency information pack.	Headteacher School Secretary IMT Governors	
Bad Weather prolonged	School will be closed as per the snow closure procedure. The situation will be assessed regularly to ascertain whether staff and children are able to travel to school safely.	Headteacher Governors Caretaker	
Strikes	The school will close for the duration of the strike.	Headteacher Governors	
Terrorist Attack or Threat	The school will close, advice will be sought from the Police and the LA.	Headteacher IMT Governors	