

Mundella Primary School



School Emergency Management and Business Continuity Plan

Date of issue	Next review	Version	To be read in conjunction with in house documents	Updated information
Feb 2018	Feb 2020	4	SEND policy Safeguarding policy Code of conduct Home school agreement Anti- bullying policy	
Signed: Chair of Governors				
Signed: Headteacher				

School Address	Black Bull Road Folkestone Kent CT19 5QX
School Contact Number	01303 252265

Plan Administration		
Version number	3.1	
Date of issue	01.01.18	
Electronic copies of this plan are available from	School Office	
Hard copies of this plan are available from	School Office	
Location of emergency grab bag(s)	School Office	
Date of next review	January 2019	
Person responsible for review	Headteacher/Business Manager	
Plan Distribution		
Name	Role	Issue Date
Frazer Westmorland	Head Teacher	01-01-18
Lisa Paez*	Deputy Head Teacher	01-01-18
Lauren Wharmby	Assistant Head (Acting Deputy)	01-01-18
Rebecca Milton Marie Neshet Jenna Baker	Office	01-01-18
Rob Dickson	Site Manager	01-01-18
Anita Ellerby	Chair of Governors	01-01-18

*Lisa Paez is on maternity leave until September 2018

This plan is protected and confidential. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.

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SECTION 1 – INTRODUCTION

1.1 Aims and Objectives

To provide a flexible response to an emergency or disruptive incident so that Mundella Primary School can:

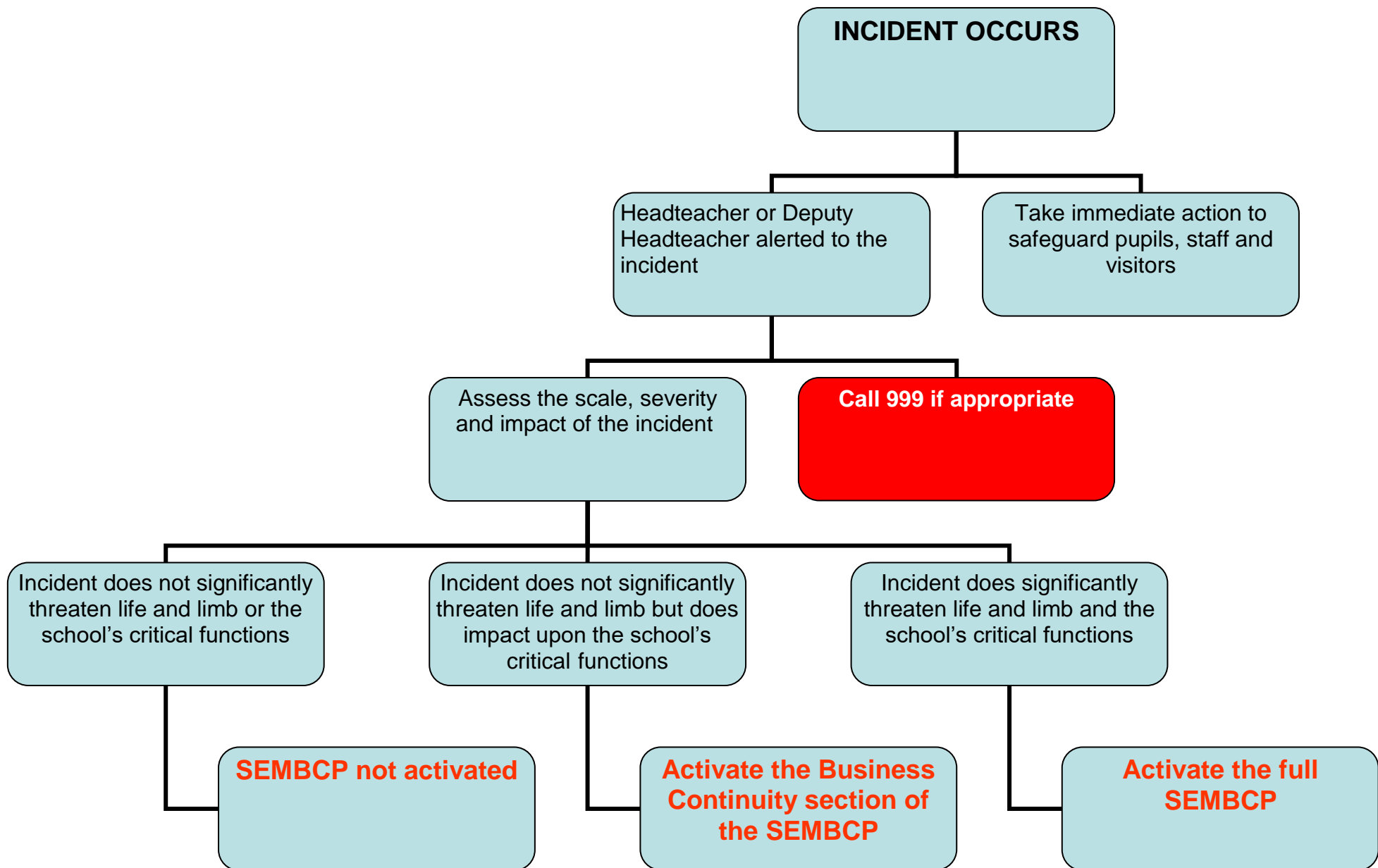
- minimise the impact of an emergency or major incident,
- ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
- maintain high standards of welfare and duty of care arrangements for pupils, staff and carers,
- ensure that decision making and actions during the emergency situation are properly recorded,
- to minimise educational and administrative disruption within a school,
- to facilitate the return to normal working arrangements at the earliest time.

1.2 Scope of the Plan

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

- within the school during the school day,
- to the school outside of school hours,
- on school trips and journeys,
- to pupils on the way to or from school,
- from events immediately outside the school gates,
- from events that adversely affect an area wider than the school itself.

SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION



SECTION 3 – CONTACT DETAILS

3.1 School Emergency Management Team			
Name & Title	24hr Telephone Contact	Email	Address
<i>Headteacher Frazer Westmorland</i>	07850955425	headteacher@mundella.kent.sch.uk	23a Cherry Way Eythorne, Kent CT15 4BY
<i>Acting Deputy Headteacher Lauren Wharmby</i>	07972174579	lwharmby@mundella.kent.sch.uk	9 Juniper Way, Hawkinge, Kent CT18 7TU
<i>Office Rebecca Milton</i>	07799893560	office@mundella.kent.sch.uk	15 Fern Bank Crescent Folkestone, CT19 5SF
<i>Marie Neshet</i>	07979355174	office@mundella.kent.sch.uk	13 Papworth Close Folkestone, CT19 5LZ
<i>Jenna Baker</i>	07447597806	office@mundella.kent.sch.uk	68 Marshall Street Folkestone, CT19 6ES
<i>Site Manager Rob Dickson</i>	07825549589	rdickson@mundella.kent.sch.uk	177 Canterbury Road Folkestone Kent CT19 5PA
<i>Chair of Governors Anita Ellerby</i>	01303268401	anita.ellerby@btinternet.com	Honeywood, Cliff Road, Hythe, Kent, CT21 5XJ

3.2 Local Authority			
Name & Title	24hr Telephone Contact	Email	Address
Area Education Officer	07740184848 03000410199	david.adams@kent.gov.uk	Kroner House Eurogate Business Park Ashford Kent TN24 8XU
Duty Emergency Planning Officer	01622221321	emergency.planning@kent.gov.uk	County Emergency Centre 4 th Floor - Invicta House Maidstone
Contact Centre	08458247247		
Amey	01622624003	midkentschools@amey.co.uk	

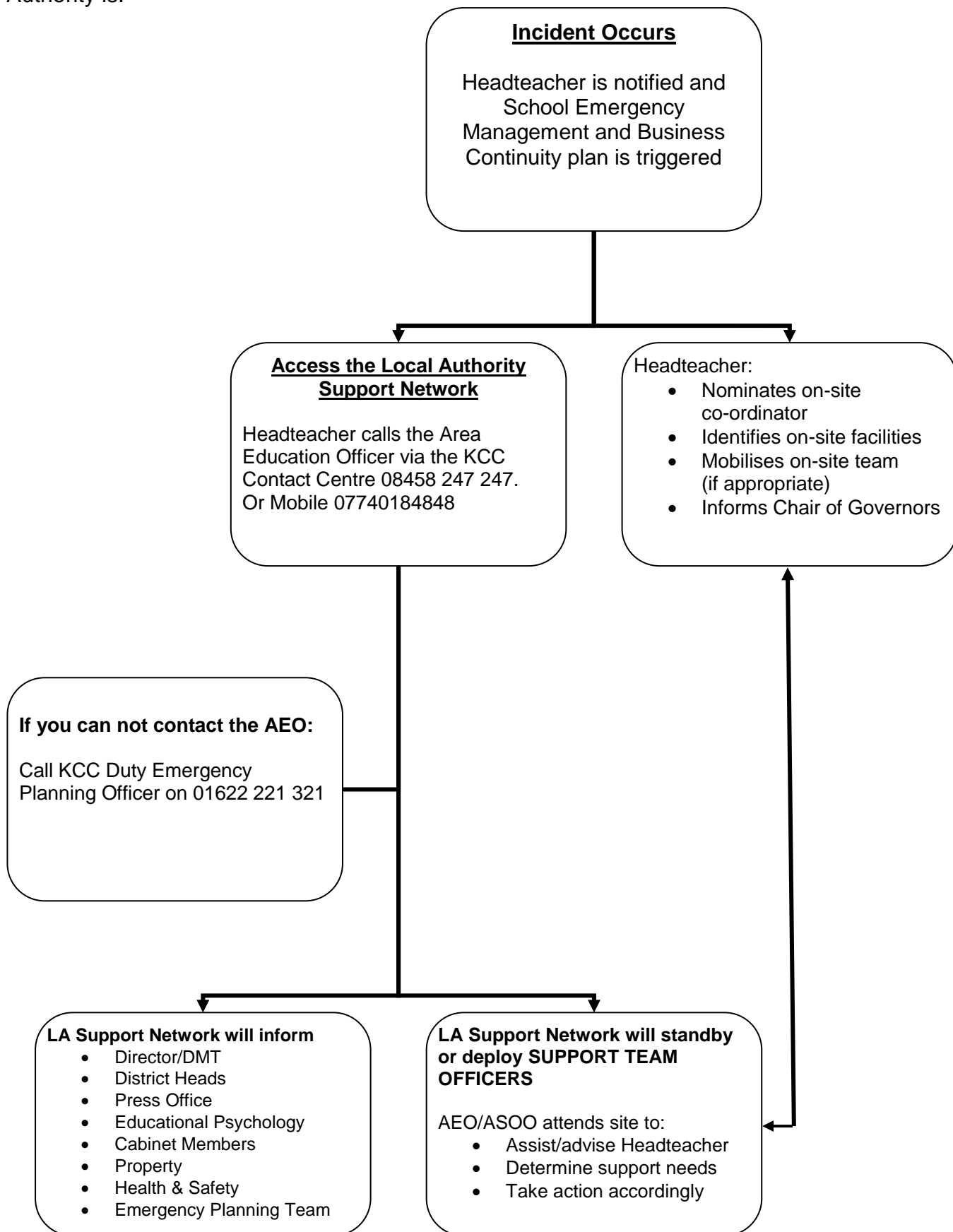
3.3 Stakeholders and Extended Services			
Name & Title	24hr Telephone Contact	Email	Address
Caterlink	0118 935 6702	<i>Chadley Wright</i> 01892 824604 cvwright@caterlinkltd.co.uk	The Waterfront, 300 Thames Valley Park Drive, Reading, Berkshire RG6 1PT
EIS	0300 0658800	On line @ www.eiskent.co.uk	
Primary Technologies	01304 898072	Matt Curtis 07976 654486 MattC@primarytechnologies.co.uk	Unit 17, The Glenmore Centre, Pent Road, Shearway Business Park, Folkestone, CT19 4RJ
Premier Sport	01953 499040	Peter Bulteel 07775811746 pbulteel@premiersport.org	Premier Education Group, Shropham, NR17 1EJ
+Little Ninja's	07940 360392	Steve Gadsby	89 Manorfield Road Ashford, TN23 5YP
Elite	07885982598	Michael Everitt elite_office@aol.co.uk	Ingles Manor Castle Hill Avenue Folkestone, CT20 2RD
Voluntary Reading	01233 637645		Sidney Street Centre Sidney Street, Folkestone

3.4 Other School Staff			
Name & Title	24hr Telephone Contact	Email	Address
List attached			

3.5 Other Organisations			
Name & Title	24hr Telephone Contact	Email	Address
Hays Agency	01227 783891	customerservice@hays.com	81-82 Castle Street Canterbury CT1 2QD
Gas	0800 111999	(Via KCC Laser Energy)	
Electric	0800 783 8866	(Via KCC Laser Energy) UK Power	
Southern Water	03303 030368	customerservices@southernwater.co.uk.	PO Box 41, Worthing,. BN13 3NZ
Unicom	01619 46 4444	info@switchingon.com	Universal House, Longley Lane, Manchester M22 4SY
3R's	0345 1303338		8 Highpoint Business Village, Henwood, Ashford, Kent, TN24 8DH

SECTION 4 – LOCAL AUTHORITY SUPPORT NETWORK

In the event of a school related emergency the proposed arrangement with the Local Authority is:



SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the School Emergency Management Team to carry out their roles and responsibilities once the SEMBCP has been activated. These checklists are a general guide, further actions may be required that are specific to the incident as it occurs.

4.1 Headteacher

Action	Completed by	Time
Activate the School Emergency Management Team.		
Commence a log of all action and decisions (see Appendix 1).		
Ensure safety/welfare of pupils and all adults in the care of the school.		
Identify any vulnerable pupils or adults needing specific support.		
Activate the Local Authority Support Network.		
Decide whether to keep pupils in classrooms and safe areas or consider evacuation (see Appendix 3).		
Consider activating school closure arrangements.		
Ensure that the SEMT are effectively carrying out their designated roles and responsibilities.		
Ensure that the school emergency grab bag has been collected.		
Liaise with the emergency services.		
Keep staff informed of the situation.		
Ensure Chair of Governors is kept informed of the situation and the response arrangements.		
Prepare information and advice to parents.		
Call meetings of the SEMT as required and ensure that the SEMT and LA receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.2 Deputy Headteacher

Action	Completed by	Time
In the absence of the Headteacher adopt their roles and responsibilities.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher about the situation.		
Commence a log of all action and decisions.		
Lead arrangements to ensure safety/welfare of pupils and all adults in the care of the school.		
Lead and direct all school staff to support decisions taken by the Headteacher.		
Seek advice from the Headteacher on whether to keep pupils in classrooms and safe areas or consider evacuation.		
If directed by the Headteacher – make arrangements for the evacuation of the school to designated evacuation points or back up location.		
If directed by the Headteacher – make arrangements to activate closure arrangements.		
Keep staff informed.		
Assist the Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.3 Office Manager

Action	Completed by	Time
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Support the Headteacher and/or Deputy Headteacher in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP.		
Advise the Headteacher and/or Deputy Headteacher if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities.		
Ensure copies of the SEMBCP are available for the SEMT.		
Ensure that pupil records and registers are available.		
Ensure that pupil medical records are available.		
Highlight to SEMT any pupils that may need specific support.		
Ensure that parental/carer records and contact numbers are available.		
Ensure that staff records and contact details are available.		
Ensure that the visitor and pupil signing in/out book is available.		
Lead the office staff in assisting the SEMT with information needs and the emergency response.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Where possible cancel any planned visitors to the school.		
Advise service providers of the interruption to the normal arrangement for provision of goods/services to the school (catering/transport etc).		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.4 Site Manager

Action	Completed by	Time
Obtain as much information as possible from the office manager/secretary about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Ensure that emergency services are able to access the incident quickly and without obstruction.		
Ensure all building and gate keys are available.		
If required <ul style="list-style-type: none"> • Immobilise the gas supply, electricity or water supply (see Appendix 2). 		
If required assist with evacuation.		
Where possible assist with ensuring the security of the school site.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.5 Chair of Governors

Action	Completed by	Time
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence log of all actions and decisions.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

SECTION 6 – BUSINESS CONTINUITY

6.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical functions are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non-critical' functions may need to be suspended at this time.

6.2 Critical Function Analysis and Recovery Resources

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 rd Party Dependencies
1	Deliver a timetable of education for all children	5 days	1 Day	1 member of qualified staff per 30 pupils with key resources	1 member of staff qualified to HLTA - Degree standard per 30 pupils	N/A	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A
2	Maintain Attendance Records	5 Days	1 Day	Maintain paper records	1 trained member of staff	N/A	N/A	Paper record sheets	N/A
3	Provide food for children	5 Days	1 Day	Provide balanced packed lunch or cooked meal.	1 member of staff with Level food hygiene	N/A	Clean surfaces with cleaning facilities.	Cutlery, packaging, Cold store (regulated) disposal facilities.	N/A
4	Provide exercise facilities	5 Days	1 Day	Children to undertake periods of exercise.	1 member of insured staff per 90 children if secure – 1-:15 if public place for KS2 and 1:6 KS1	n/a	<i>Large safe surface preferably enclosed. Second option – public recreational ground.</i>	<i>Whistle or bell to gather attention.</i>	N/A
5	Communicate with stakeholders including parents	5 Days	5 Days	Communicate where the children will be located and emergency notifications.	1 member of staff trained in 'teachers to parents' text service and email	n/a	N/A	<i>Smart phone or tablet with web enablement.</i>	N/A
6	Safeguarding children	0 Days	0 Days	Children are safe and protected from harm	DSL to check the SCR of any establishment children may enter for education offsite.	n/a	n/a	SCR through LAN	n/a
7	Transport	5 Days	1 day	Children transported from a central location to an approved temporary venue.	KS1 1:6 and KS2 1:15 supervision on licenced travel.	n/a	Communicate with Black Bull Public House to use their car park as a drop off and pick up point.	Licenced and insured transport e.g mini buses, taxis or coach.	n/a

6.2.1 Strategies for Continuity of Services

	Arrangements to manage a loss or shortage of Staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Use of temporary staff e.g. Supply Teachers, Office Staff etc.	Contact Hub and ask for support from staff. St Martin's 01303 238888 All Souls 01303 275967 Seabrook 01303 238429 Folkestone School For Girls 01303 251125
b.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave.	HLTAs are employed to cover teaching roles. Two members of the office team and business manager are able to cover admin and front of house activities. School finance will be sought from the KCC finance team. 03000 415 415
c.	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> • Larger class sizes. • Use of Teaching Assistants, Student Teachers, Learning Mentors etc. • Virtual Learning Environment opportunities. • Pre-prepared educational materials that allow for independent learning. • Team activities and sports to accommodate larger numbers of pupils at once. 	Total teaching capacity is 8 teachers, 3 SLT, 4 HLTA.
d.	Using mutual support agreements with other Schools: emergency secondments.	Hub support is available from the above.
e.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	The server can be accessed remotely and is remotely backed by EIS.
f.	As a last resort, providing a child-minding (rather than educational) service using the above volunteers and remaining staff (to less impact on local and wider economy).	

c.	Virtual Learning Environment opportunities.	n/a
d.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	See Highview
e.	Off-site activities e.g. swimming, physical activities, school trips.	Educational Visit Policy highlights contacting the school 01303252265 and all key members of staff taking a mobile with them.
f.	Stagger lessons across break times and lunch to maximise use of available space, and extend the school day to expand the time available in classrooms.	
	Arrangements to mitigate the loss of key suppliers, third parties or partners	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Pre-identified alternative suppliers.	Main supplier – KCC/KCS who have alternative suppliers identified
b.	Ensuring all external providers have business continuity plans in place as part of contract terms.	External providers arranged via KCC
c.	Insurance cover.	Provided by KCC under its Safehands Insurance Scheme with Zurich Municipal Insurance
d.	Using mutual support agreements with other schools.	The Beacon for site and Hub for Staffing.

SECTION 7 – RECOVERY AND RESUMPTION

7.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the school as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

7.2 Recovery and Resumption Actions

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	<input type="checkbox"/>
2.	Respond to any ongoing and long term support needs of staff and pupils.	Depending on the nature of the incident, the School Emergency Management Team may need to consider the use of Counselling Services.	<input type="checkbox"/>
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the SEMBCP is no longer in effect. This will be done via website, email and text.	<input type="checkbox"/>
4.	Carry out a 'debrief' of the incident with staff (and possibly with pupils). Complete a report to document opportunities for improvement and any lessons learnt.	The incident de-brief report should be reviewed by all members of the School Emergency Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	<input type="checkbox"/>
5.	Review this SEMBCP in light of lessons learnt from incident and the response to it.	Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan are read by all members of the SEMT.	<input type="checkbox"/>

APPENDIX 2 - SITE INFORMATION

Utility Supplies	Location	Notes/instructions
Gas	Boiler Room	G29
Water	Boiler Room	G29
Electricity	In cupboard by hall (blue door on left)	G32
Heating	Boiler Room	G29

Internal Hazards	Location	Notes/instructions
Asbestos	See Asbestos Register and site plan	Copy attached
Chemical Store (s)	N/A	

Pre-designated areas	Location	Notes/instructions
SEMT briefing area	Head's Office/Meeting Room	Dependant on numbers
Media briefing area	Internal Reception Area	

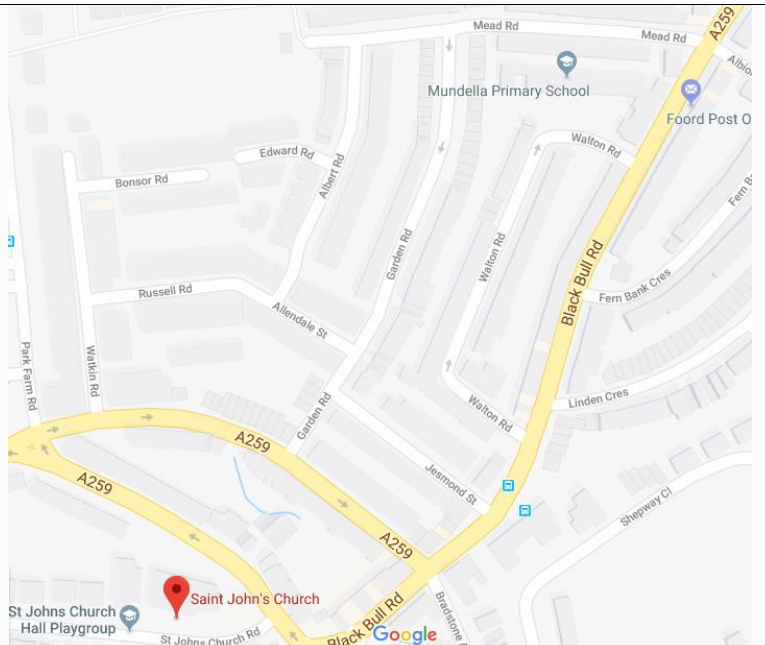
APPENDIX 3 - EVACUATION

Signals	
Signal for fire evacuation	Fire Alarm
Signal for bomb evacuation	Verbal Alert
Signal for all-clear	Announcement by Head/Deputy

Assembly points - fire evacuation	
Fire evacuation assembly point A	Playground
Fire evacuation assembly point B	Field

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Field
Bomb evacuation assembly point B	St John's Church

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school).

Pre-identified buddy school / place of safety / rest centre	
Name of premise	St John's Church
Type of premise	Church and Church Hall
Contact name and details of key holder(s)	Reverend Steve Bradford
Address	St John's Church Road, Folkestone, CT19 5BQ
Directions / map	

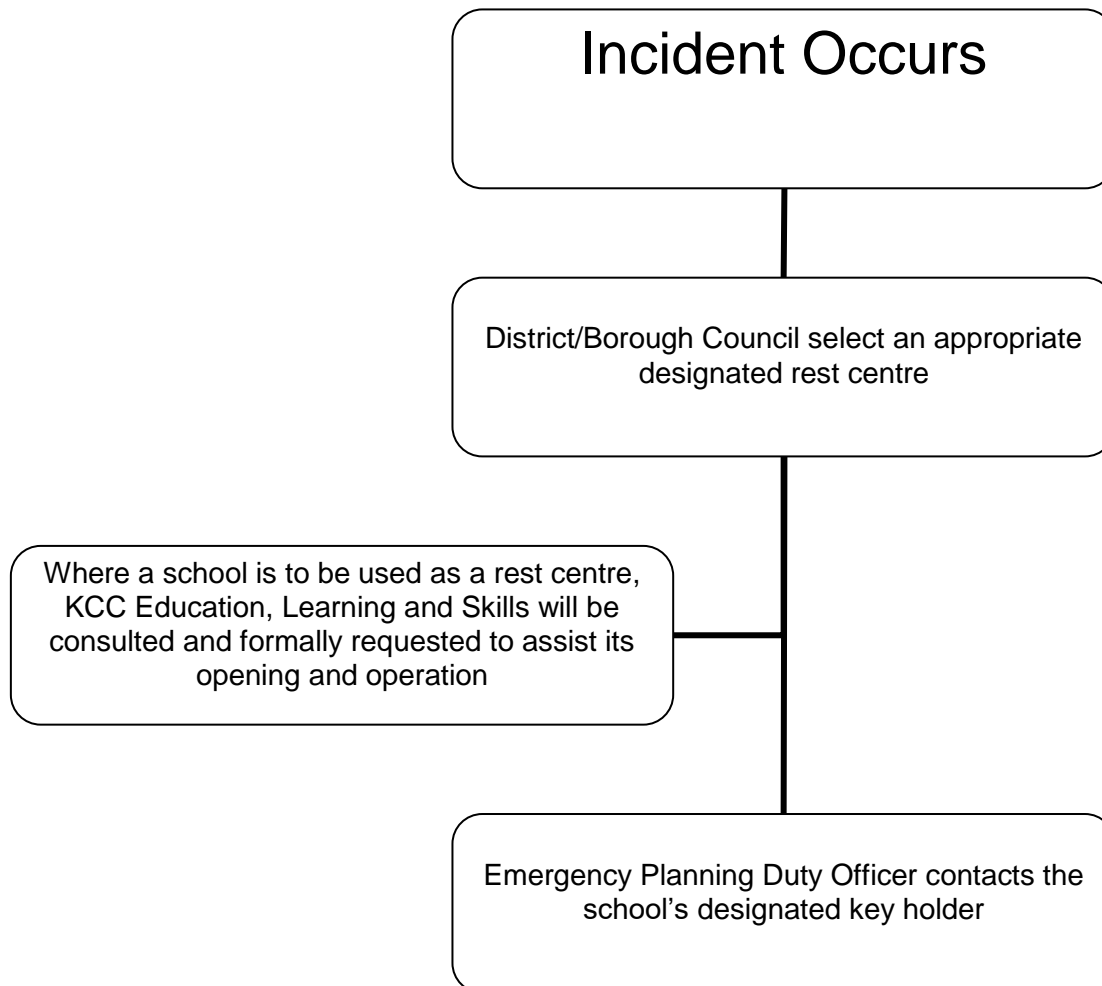
Est. travel time (walking, with pupils)	10/15 minutes
Est. travel time (by coach, with pupils)	N/A
Capacity (inc. sleeping)	210 (not sleeping)
Facilities / resources	Church, Church Hall, Toilets, Office and communication spaces.
Notes	Telephone number: 01303 246422

School Closure	www.kentclosures.co.uk
Email	office@mundella.kent.sch.uk
Password	Wh1chWay

APPENDIX 4 – REST CENTRE

The Beacon School is a designated rest centre.

Activation arrangements



Key Holders – Contact Details

Name & Title	24hr Telephone Contact	Email	Address
Frazer Westmorland	07850955425	headteacher@mundella.kent.sch.uk	23a Cherry Way Eythorne, Kent, CT15 4BY
Lauren Wharmby	07972174579	lwharmby@mundella.kent.sch.uk	9 Juniper Way, Hawkinge, Kent CT18 7TU
Rob Dickson	07825549589	rdickson@mundella.kent.sch.uk	177 Canterbury Road, Folkestone Kent, CT19 5PA