



BUSINESS CONTINUITY PLAN

Agreed by the Governing Body on: March 2026

Signed: Victoria Davis (Chair of Governors)

Date Reviewed: March 2026

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INTRODUCTION

RATIONALE

The purpose of the Business Continuity Plan (BCP) is to consider various types of emergency situations, assess how the school and service is able to deal with a crisis and to plan for continuing delivery or resumption of the school's services as soon as possible.

A Risk Register of potential incidents has been compiled and is reviewed by the Governing Body once a year. BCP provides contingency arrangements which may be implemented when other controls fail to adequately address the risks to which the school is exposed.

The BCP relates to:

1. **PREMISES** - loss or damage to premises e.g. burning down, flooding, or loss of utilities rendering the building uninhabitable
2. **STAFFING** – insufficient staff due to injury/illness (e.g. pandemic) or industrial action
3. **ENVIRONMENTAL / CLIMATIC EVENTS** – e.g. “snow days”
4. **PROPERTY / EQUIPMENT** - large scale loss through fire or theft
5. **INFORMATION/RECORDS** – loss through theft or catastrophic failure of IT systems

RESPONSIBILITIES

The responsibility for maintaining a current and effective BCP rests with the Governing Body and Head Teacher who are also responsible for its effective implementation when needed.

Day-to-day maintenance, management and review of the plan are the responsibility of the School's BCP Officer: Head Teacher.

It is the Head Teacher's responsibility to ensure that all staff are aware of the BCP and that those designated to carry out actions when the plan is implemented are adequately briefed, trained and competent to perform their tasks.

AIM

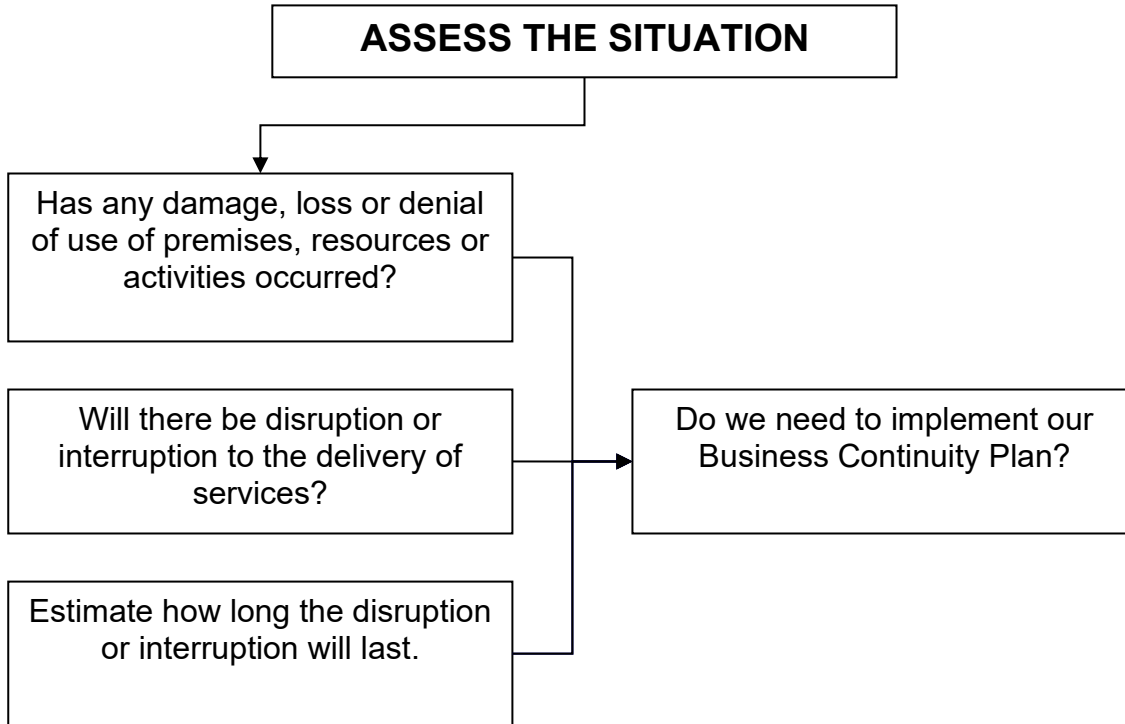
The School has in place an EMERGENCY EVACUATION PLAN for critical incidents- in all rooms and in school office.

This plan should be followed in the first instance. The BCP is intended to plan for dealing with the longer term impacts and effects of a critical incident.

COMMUNICATION FOLLOWING AN INCIDENT

One of the highest priorities, following the safe evacuation of staff and pupils from the building, will be to re-establish communication with key stakeholders - including parents and carers. This is done through the use of SchoolComms to send text messages and emails and can be used/accessed offsite if required. Staff will be informed using WhatsApp and staff emails. The effective management of BCP will depend upon establishing these lines of communication immediately following an incident – using the resources of another location. In the case of Walmley Infant School the nearest location is Walmley Junior School or the Deanery School in the case of the Junior school being similarly affected.

PHASE I (Strategic): ASSESS THE SITUATION



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school based services:

Critical Function	Description
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Nursery approx 52 children & Reception to Year 2 approx 270 children).
Support staff	The provision of sufficient experienced support staff to provide safe supervision and assist in the education of pupils and running of establishment services including extended services.
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements, health & safety legislation etc.
Catering facilities and staff	The provision of suitable catering facilities to enable the preparation of school meals including free school meals.

	The provision of suitably trained catering staff to prepare school meals to national standards.
Utilities-gas	The supply of gas to enable the heating of premises and preparation of school meals etc.
Utilities-water	The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing etc.
Utilities-electric	The supply of electricity to enable ICT systems to run, lighting of premises, etc.
Provision of ICT education	The provision of ICT to deliver education and communication.
Provision of ICT administrative (network)	The provision of ICT to support essential school management functions – via access to the shared network.
Provision of ICT (local PCs)	The function of local PCs and data.
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within the establishment.
Provision of Cleaning	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal.

The '**Maximum Tolerable Period of Disruption**' (MTPD) has been determined by the Governing Body and Head Teacher based upon whether an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function:

CRITICAL FUNCTION	MTPD	Level of Impact	NOTES
Teaching Staff	2 days	VS	Very Significant Impact. Lack of sufficient staff to provide safe supervision would have an immediate impact upon service delivery.
Support Staff	1 week	S	Significant Impact. Lack of sufficient staff to provide safe supervision would have immediate impact upon service delivery.
Premises	1 week	VS	Damage to premises and utilities or denial of access to premises will have a Very Significant Impact if lasting for more than 1 week.
Catering	1 week	MOD	Loss of normal catering arrangements would mean the delivery of alternative cold meals. Catering contractor to have in place appropriate Business continuity plan.

CRITICAL FUNCTION	MTPD	Level of Impact	NOTES
Utilities	1 week	S	Loss of utilities, depending on circumstances may result in immediate school closure, depending on circumstances and seasonal factors (e.g. summer or winter). Such closure will have a significant impact after 1 week similar to loss of use/denial of access to premises.
ICT Education	2 weeks	MOD	Although disruptive it would be possible to continue education.
ICT Administration	2 days	S	Loss of access to network is less critical so long as access is retained to locally stored backups of critical data.
Records and Information	1 month	S	Dependent upon the amount of data lost and how much recoverable.
Cleaning	2 days	M	This would become an immediate H&S risk but alternative arrangements could be put in place fairly quickly.

Below are some guidelines as to the impact levels

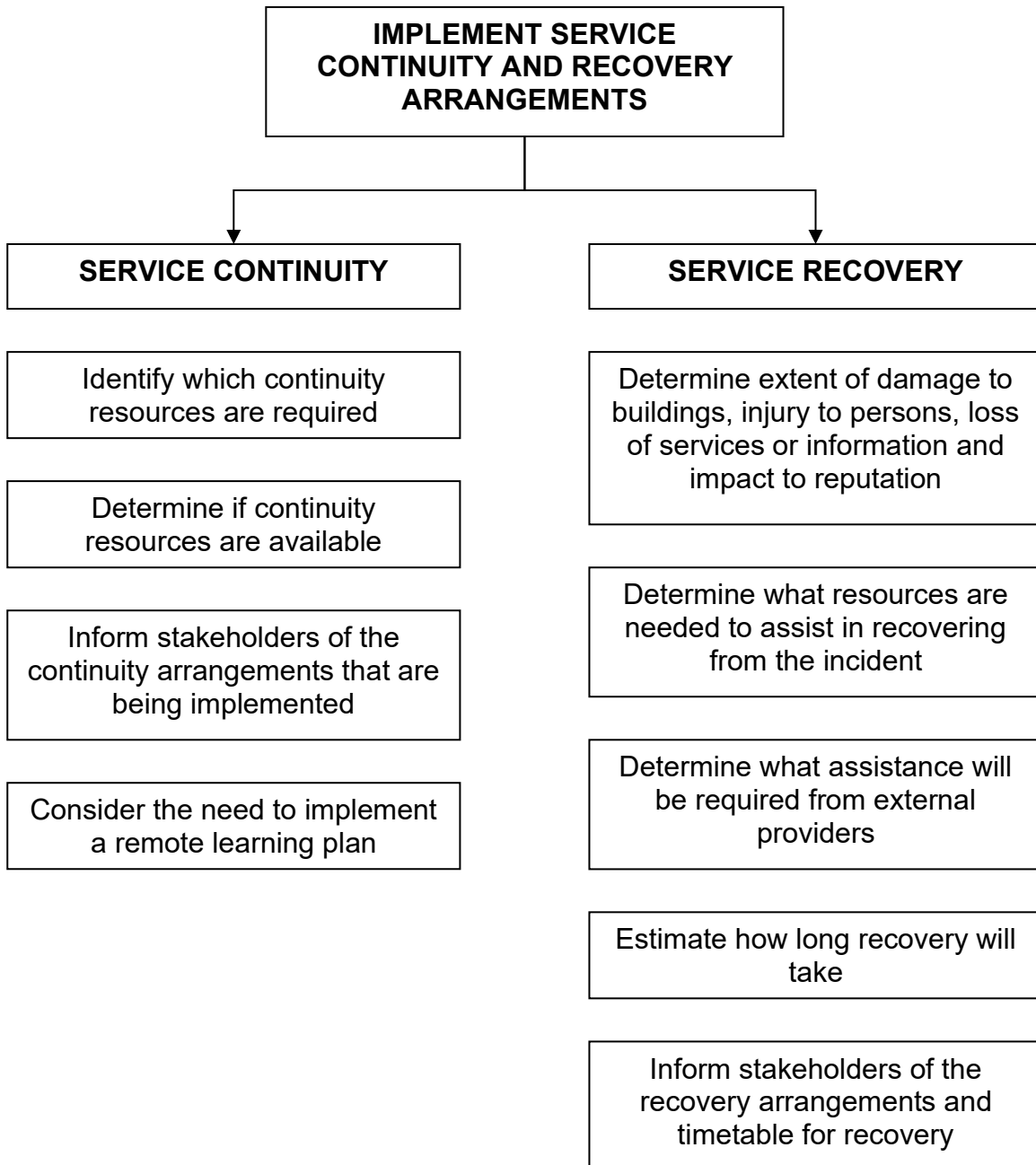
Category	Descriptor
Insignificant (i)	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP.
Minor (M)	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP.
Moderate (MOD)	There is thought to be some impact on some areas. This may require the implementation of BCP if the impact is considered to affect critical areas such as education or child well-being.
Significant (S)	A significant impact in a number of areas that warrants the implementation of the BCP.
Very Significant (VS)	The impact is severe with major detrimental impact on education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment, Children's Services and Council. Immediate implementation of BCP.

Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Descriptor
Education	Impacts on education may include loss of large number of days of teaching, disruption to education, loss of work and assessments.
Child welfare/well-being	Impacts on a child may include physical impacts (e.g. hunger, cold etc), psychological impacts (e.g. loss of accumulated work, adjustment to change of surroundings, routine, personnel), behaviour, future prospects and educational abilities.
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment and BCC Children's Services.
Statutory Compliance	Statutory compliance may include duty of care, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc.
Reputation	Reputation may be the reputation to the establishment and BCC Children's Services.
Extended Services	Extended services may include Outreach and Before/After School Clubs.
Staff	Impacts on staff can be financial, physical, psychological.

PHASE II (Tactical): IMPLEMENT BUSINESS CONTINUITY PLAN

The Governing Body in consultation with the Head Teacher and Local Authority will decide upon the tasks required to be undertaken in response to the scenario that exists following the BCP incident.



PHASE III (Operational): SERVICE CONTINUITY ARRANGEMENTS

The school's staff, supported by the local authority and other external agencies as specified below, will implement the contingency arrangements specified below and in accordance with direction of the Governing Body and Head Teacher.

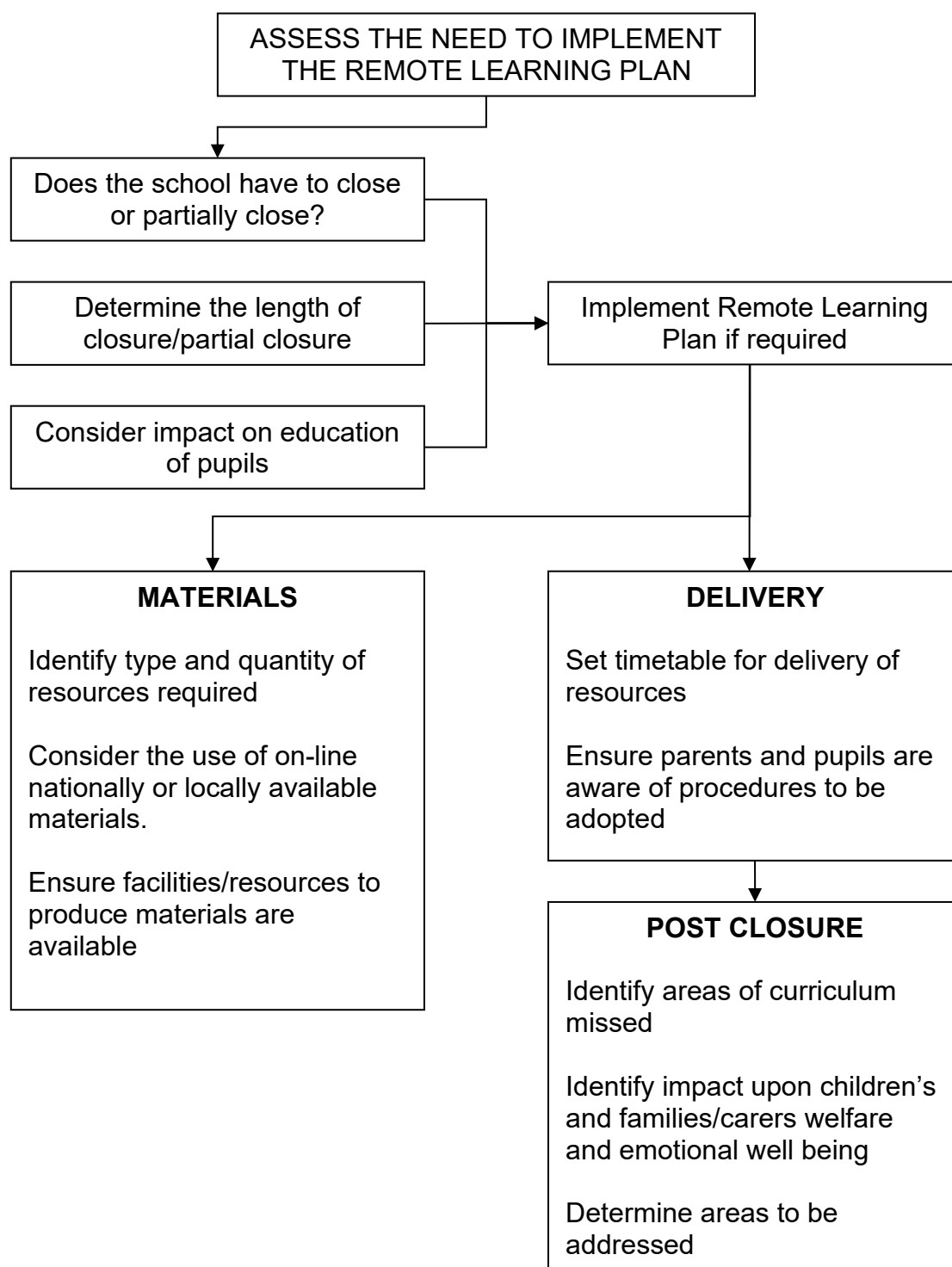
RESOURCE LOSS - STAFFING	CONTINGENCY REQUIREMENT
Head Teacher	2 x AHTs to step up to Acting Head Teacher. Chair of Governors and BCC to be advised.
Assistant Head Teacher	There are currently 2 x Assistant Headteachers so cover would be available from the other AHT
Bursar	Support to be purchased from Financial Services at Birmingham City Council.
Senior Office Manager	Bursar and Clerical Assistant to cover with support from Edit Ltd(IT Contractor), & advice from Walmley Junior school.
Teaching staff	Cover initially by other teaching or cover staff. Longer term absences by Agency Teachers or by short term contract
Learning Support Staff	Cover by Agency Staff or short term contract.
Technicians	Support from Edit Ltd
Administrative Support Staff	Initial cover to be provided by additional hours for available staff.
Caretaking Staff	Initial cover to be provided by Tame Cleaning Services. Purchase in handyman (contractor) as required.
Cleaning	Cover to be provided by Tame Cleaning Services and/or additional hours for available staff.
Catering	Sue Pawley (CMC Schools food) to advise on cover. Packed lunches to be provided by school (UFSM) if needed.

RESOURCE LOSS - PREMISES	CONTINGENCY REQUIREMENT
Denial of use of whole site. Examples: <ul style="list-style-type: none"> • uninhabitable (fire, flood) • extended denial of use due to utility failure. 	Scenario-specific! <ul style="list-style-type: none"> • Up to 2 days to recover premises – close school. • Up to 5 days – close school – implement remote learning where applicable. • Over 5 days – liaise with Children’s Services to identify alternative arrangements. • Reciprocal agreement with Walmley Junior School to provide temporary cover- children in halls or spare spaces. • Ask Deanery and Minworth Schools to provide temporary cover.
Damage/partial denial of use of classroom(s).	Relocate class(es) to alternative usable area – e.g. Intervention Room, Nursery Music room. <ul style="list-style-type: none"> • If appropriate divide into smaller groups. • Redistribute resources across school. • If necessary request loan of furniture from local school/BCC.
Damage/denial of use of ICT or associated contents	<ul style="list-style-type: none"> • Use iPads in classrooms.
Damage/denial of use of administrative areas and/or associated contents	Head Teacher/AHT Office : Share Admin Office or Bursar Office. Confidential information stored on encrypted portable hard drives (including copy held securely offsite by remote backup). <ul style="list-style-type: none"> • Access to emails via Internet. • Admin Office: Foyer to be used as temporary reception. If Foyer not accessible a temporary reception could be set up in the Nursery entrance (with access via the front playground) access via the ramp in Nursery. • Bursar Office: Share office with Head Teacher/AHT. Bursar to use laptop computer. • Could also request space in Junior school building. • Electronic Records: Information stored on encrypted portable hard drives or on remote backup • Children’s Files: Essential data can be rebuilt from electronic backups. • Lunch Records: all held in electronic backup of database.
Damage/denial of use of some common areas (e.g. halls for dinners/gym)	Dining Hall : Children to eat in classrooms. Gym: Exercise outside where possible.

RESOURCE LOSS - SERVICES	CONTINGENCY REQUIREMENT
Loss of utilities (gas, electric, water)	Assess impact and whether building should be closed. Liaise with relevant utility to effect resumption of service.
Damage/denial of use of catering facilities	Revert to Sue Pawley contingency plans.
No catering staff	Sue Pawley contingency plans. School to liaise with Walmley Junior School and provide packed lunches.
Loss of telephone system	Use Website (if server is working) to communicate further information as appropriate to the scenario. Display information on "A-Boards" at school entrance.
Loss of I.T servers/software	Server is fully backed up with Edit Ltd, Edit Ltd to resolve. Communicate with parents/staff via SchoolComms. Request Walmley Junior to put a message on their website and send out text to families.
Loss of I.T hardware	Replace a.s.a.p.
Loss or damage to paper files (including administrative records, children's records and work)	These files generally provide easy access to documents otherwise held electronically. In exceptional cases, where documents cannot be restored from other sources, some documents (i.e. forms requiring parental signatures) may need to be re-created.

Annex 1: REMOTE LEARNING PLAN

The Remote Learning Plan is activated in scenarios resulting in denial of use of the school premises for a period in excess of 5 days – or as otherwise directed by the Governing Body and Head Teacher.



REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ALTERNATIVE SITE	<p>In conjunction with Children’s Services, identify an alternative site(s) where the remote learning could be carried out (e.g. material preparation, delivery and support).</p> <p>Materials could be prepared centrally from another school or LA building.</p> <p>Person(s) Responsible : Head Teacher</p>
HEALTHY & SAFETY REQUIREMENTS	<p>Carry out Risk Assessments of any alternative accommodation.</p> <p>Person(s) Responsible : Health & Safety group</p>
TRANSPORT	<p>Liaise with parents to organise transport to and from alternative accommodation if applicable.</p> <p>Person(s) Responsible: Assistant Head Teachers</p>
ELECTRONIC LEARNING ONLY	<p>Determine how many pupils have access to I.T facilities / IT equipment.</p> <p>Consider the option of loaning equipment to pupils.</p> <p>Can pupils gain access through other means?</p> <p>Ensure electronic learning platforms are secure and protected from viruses.</p> <p>Can access be gained to the learning platform away from the school (if school access is denied)?</p>
MATERIAL PREPARATION	<ul style="list-style-type: none"> • Identify any core materials that can be developed and stored in advance of an incident? • Identify how much material has to be prepared to enable 1 week’s worth of remote learning (general materials) • Ensure materials can be stored electronically and accessed off-site in case access to the school is denied

	<ul style="list-style-type: none"> • Identify the person(s) responsible for developing learning materials now and during any period of closure • Do these persons require any training (e.g. on electronic systems) • (If yes detail below training requirements) • Identify delivery and collection methods
FAMILY / CARER SUPPORT	<p>Contact Social Services to advise of any support required for Families and Carers of Pupils during disruption.</p> <p>Person(s) Responsible : Head Teacher / Assistant Head Teacher</p>
OUTREACH SERVICE	N/A
INFORMATION	<p>Ensure all stakeholders are kept fully advised.</p> <p>Person(s) Responsible: Children's Services, Governing Body, Head Teacher</p>

Annex 2: CONTACT LIST (Support)

The contact list is the section of the plan most liable to frequent change. The list should be reviewed for accuracy at six monthly intervals and should otherwise be subject to daily revision as changes to personnel or their contact numbers are advised. (Accountable: Bursar)

CONTACT	NAME	TELEPHONE NUMBER/S
MAJOR INCIDENTS School and Governor Support	School and Governor Support	During working hours: 0121 303 2541 07516 031742 / 07881 617187 07912 793437 Out of Hours contact Press Office: 0121 303 3287
BCC CCTV Control Centre		0121 303 4149
Birmingham City Council Press Office (Office hours)		0121 303 3885 / 07920 088 571
Birmingham City Council Emergency Press Officer (Out of Hours)		0121 303 3287
Educational Psychology Service		0121 303 1793 / 07880 189 024
Education Early Help and Safeguarding Team		EducationSafeguarding@birmingham.gov.uk
BCC Occupational Health, Safety & Wellbeing Team		0121 303 3736
Police		999 or 101 for non-emergency
Children's Advice and Support Service (CASS) - Birmingham Children's Trust Emergency Duty Team		0121 303 1888 / 0121 675 4806
Local Authority Designated Officer		0121 675 1669
Business Continuity Manager	Head Teacher	07538478990
Out of Hours Emergency	Governor support	0121 303 2541
Insurance Service	Birmingham City Council Matthew Davis insurance manager,	0121 303 2978
Building Technical Services	Phil Collis Site Supervisor	07974 020763 or 07749 637811
Security Alarms:	Bee Tee Alarms	0121 384 5606
Electricity :-	West Mercia Energy	03331014424 or National Grid – 0800 111999
Electrical contractor	3D Facilities Support	0121 321 2244
Fire Alarms – Multi Alarm Systems	Justice Fire & security	0121 369 9893

Gas:	West Mercia Energy	03331014424 or National Grid – 0800 111999
Heating contractor	3D Facilities Support	0121 321 2244
Water:	Water Plus	0345 072 6072
Legionella Testing	3D Facilities Support	0121 321 2244
Staff Agencies – Teaching	ABC Teachers, Lichfield	0800 0304014
Press Office	Duty Officers	0121 303 3287
Chair Of Governors	Victoria Davis	07738 207793
Catering Services	CMC Limited - Sue Pawley	07815 130198
Cleaning Services	Tame Cleaning Services – Andrew Edwards	07557 569437 0121 313 2212
Tree Surgeon	A T Technical Tree Specialists	07967 196387
Other establishments	Jayne Lockett Lisa Naughton Kelly Lickley	Deanery: (0121 351 6441) Walmley Jnr: (0121 351 1346) Minworth: (0121 351 1345)
Good Hope Hospital A&E	Postcode: B75 7RR	0121 424 7699