

# Windsor Clive Primary School



## Ysgol Gynradd Windsor Clive

Every Child – Every Chance – Every Day

# Business Continuity Plan

Date agreed: September 2024

Review date: September 2025

# INTRODUCTION

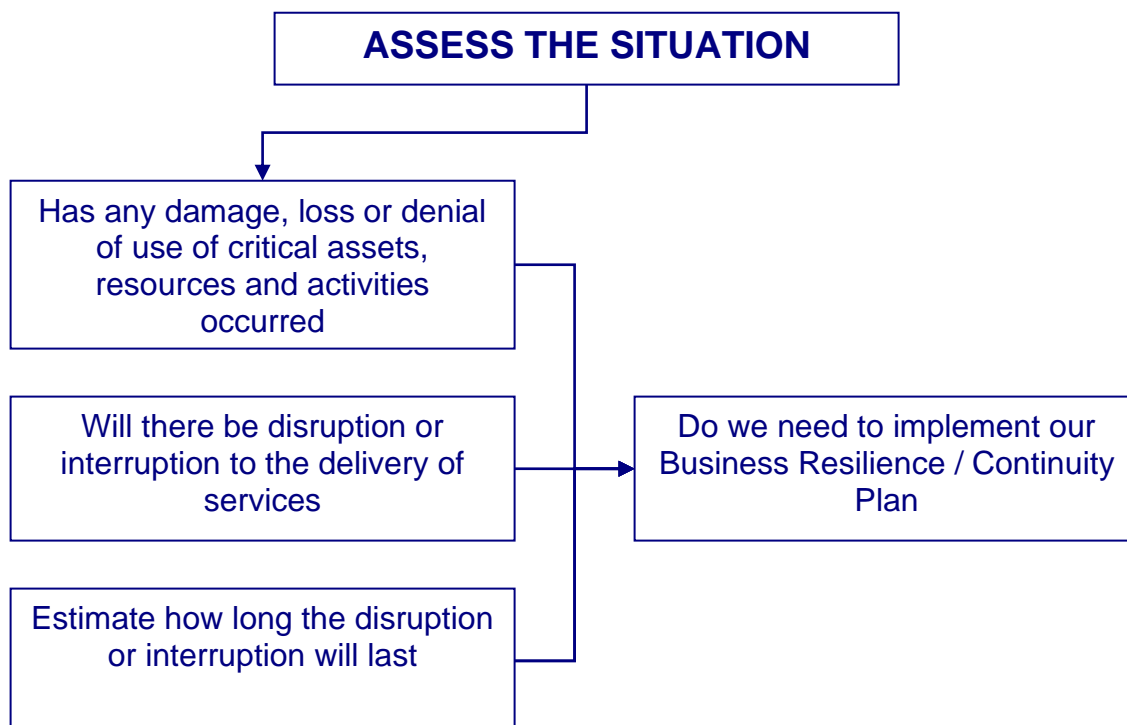
The following pages set out the outline for Windsor Clive Primary School Business Continuity Plan.

The plan provides generic guides to actions that will be considered by the Headteacher, Deputy Headteacher, Assistant Headteacher and the school in case of any disruption or interruption to school activities.

**The accompanying guidance is an integral part of the Business Continuity Plan and will be referred to when developing and utilizing the Plan.**

Date of issue: September 2024	Date of next review: September 2025
Copies of this Plan are kept: <ul style="list-style-type: none"><li>• Electronically in Admin documents : Emergency Procedures</li><li>• Electronically in teachershare: Emergency Procedures</li><li>• Hard copies: Headteacher's Office</li></ul>	
Person/s responsible for reviewing plan: <ul style="list-style-type: none"><li>• Headteacher – Kim Fisher</li><li>• Administrator – Claire Lee</li><li>• Chair of Governors – Dr Alex McInch</li></ul>	

# PHASE I: 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
Examinations	Providing staff and facilities to enable pupils to sit examinations (including SAT's, GCSE and A-Level)
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Foundation to Key Stage 2)
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of St. Cadoc's Catholic Primary School
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 as per 'in loco parentis', 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

Provision of ICT administrative	The provision of ICT to enable the establishment to run effectively
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment
Keeping of suitable coursework	The creation and safe keeping of coursework including electronic documentation and items such as textiles, D&T work pieces
Provision of cleaning contractors	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' has been formulated by the Children's Services Business Continuity Working Group and is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function:

CRITICAL FUNCTION	MTPD	NOTES
Examinations	1 day	Disruption to GCSE, A-Level and SATS would have a significant impact.
Teaching Staff	1 week	For Special schools and the PRU, it is felt that loss of staff for 2 days would have a significant impact due to higher staffing levels required.
Support Staff	2 weeks	For Special schools and the PRU, it is felt that loss of staff for 1 week would have a significant impact
Premises	1 week	Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 1 week
Catering	1 week	Loss of normal catering arrangements would mean the delivery of alternative cold meals. Catering contractor to have in place appropriate BCP.
Utilities	1 week	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 and Administrative	2 weeks	
Records, Information and Coursework	1 month	Rather than being the MTPD the figure of 1 month if based upon the amount of data lost
Cleaning	1 week	For Nursery schools 2 days was considered as being the MTPD whilst for primary and specials it was 3 days. Cleaning contractor to have in place appropriate BCP

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

Impact Area	Example Descriptor
Education	Impacts on education may include loss of large number of days of teaching, disruption to education, loss of coursework etc.
Child welfare/well-being	Impacts on a child may include physical impacts (eg hunger, cold etc), psychological impacts (eg loss of course work, having to move school), future prospects and educational abilities

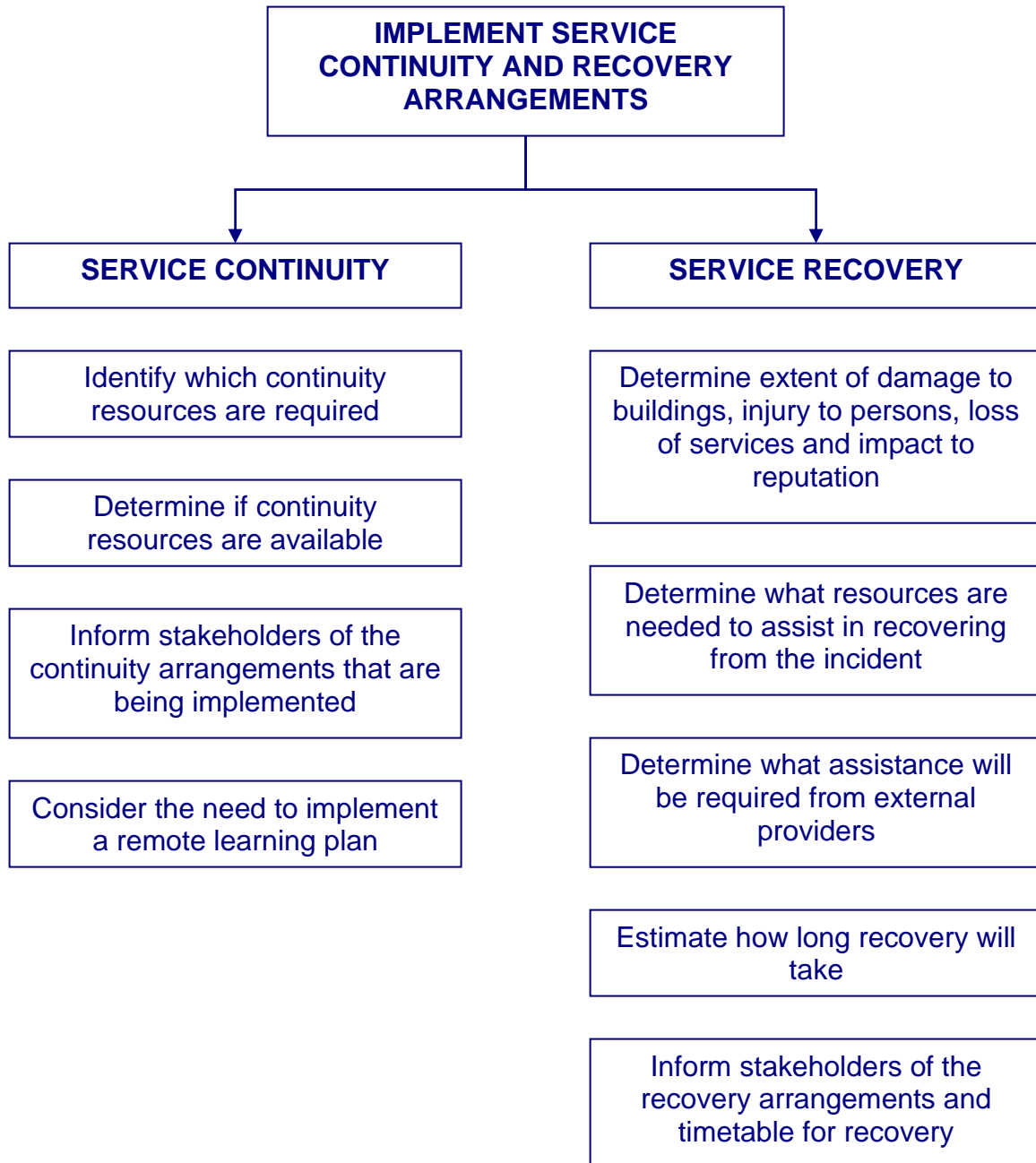
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment,
Statutory Compliance	Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, ESTYN , duty to provide free school meals etc
Reputation	Reputation may be the reputation to the establishment, Children's Services or Council
Extended Services	Extended services may include Breakfast Clubs, After School Clubs, Children's Centres, hiring of rooms/halls etc
Staff	Impacts on staff can be financial, physical, psychological

Below are some guidelines as to the impact levels

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP
Moderate	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	A significant impact in a number of areas that warrants the implementation of the BCP
Very Significant	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

# PHASE II: IMPLEMENT BUSINESS RESILIENCE/Continuity PLAN

Detail here who will be responsible for implementing the Business Resilience Plan



## SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
<b>Staffing Loss</b>	Senior manager (e.g. Headteacher)	<ul style="list-style-type: none"> <li>Nichola Mings (Deputy Headteacher) to deputise for Kim Fisher</li> <li>Mrs Harris (Assistant Headteacher) to deputise for Nichola Mings.</li> <li>Headteacher or SLT absence day 3+ Supply to cover for classroom duties of deputy.</li> </ul>
	Teaching staff	<ul style="list-style-type: none"> <li>All absence managed through school budget e.g. supply teachers</li> <li>Internal cover e.g. NM/DH</li> </ul>
	Teaching assistants	<ul style="list-style-type: none"> <li>Absence day 1 – 2 days - internal cover/cancellation of interventions, moving round of staff to cover most essential duties.</li> <li>Absence day 3+= - supply TA</li> <li>Absence of TA from Nursery or Reception – Internal full-time cover or supply TA from day 1+</li> <li>Absence of SRB staff – supply cover from day 1+ (costs covered by LA)</li> </ul>
	Technicians	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	ALN support staff	<ul style="list-style-type: none"> <li>Internal cover ( supply TA day 2+)</li> </ul>
	Administrative support staff	<ul style="list-style-type: none"> <li>Internal Cover</li> <li>Day 5+ - liaise with cluster schools to share admin staff, pay overtime to cluster schools for use of admin staff/supply cover through Cardiff Works (Cardiff Council)</li> </ul>
	Technical support staff	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Site care	<ul style="list-style-type: none"> <li>Internal cover or cluster schools site manager e.g. liaise with Ysgol Nant Caerau site manager Adrian James.</li> </ul>
	Catering and/or cleaning	<ul style="list-style-type: none"> <li><b>Catering - County Catering contacted</b></li> <li><b>Cleaning – Relief cover from App UK</b></li> </ul>
	Invigilators	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Other staff	<ul style="list-style-type: none"> <li><b>Breakfast Club – internal cover/relief cover</b></li> </ul>
	Damage/denial of use of general classroom and/or associated contents	<ul style="list-style-type: none"> <li><b>Relocate to Wellbeing Room/halls</b></li> <li><b>Insurance claim procedures</b></li> </ul>
	Damage/denial of use of specialist classroom and/or associated contents	<ul style="list-style-type: none"> <li><b>As above</b></li> </ul>

<b>Premises</b>	Damage/denial of use of administrative areas and/or associated contents	<ul style="list-style-type: none"> <li>• As above</li> </ul>
	Damage/denial of use of some commons parts (e.g. hall for examinations)	<ul style="list-style-type: none"> <li>• Relocate to dining/main hall</li> </ul>
	Loss of utilities (gas, electric, water)	<p>See <b>CITY OF CARDIFF COUNCIL</b></p> <p><b>EDUCATION and LIFELONG LEARNING DIRECTORATE</b></p> <p><b>Guidance for Head teachers and Governing Bodies 2023 Emergency and Unplanned School Closures</b></p>
<b>Catering</b>	Damage/denial of use of catering facilities	<b>Contact County Catering</b>
	No catering staff	<b>Contact County Catering</b>
<b>ICT</b>	Loss of telephony system	<b>SLA – Cardiff CC – i-teach</b>
	Loss of I.T servers/software	<b>SLA – Cardiff CC – i-teach</b>
	Loss of I.T hardware	<b>Admin – Cardiff CC – i-teach</b> <b>Classroom – i-teach</b>
<b>Cleaning</b>	No cleaning staff available	<b>Caretaker</b>
<b>Records</b>	Loss or damage to administrative records	<b>Admin records are backed up every night and stored electronically</b>



<b>Educational Records and Pupil Tracking</b>	Loss or damage to coursework	<b>Electronic back up available wherever internet available, and is held by remote server. Curriculum server backed up every night and stored in school safe.</b>
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## CONTACT LIST

CONTACT	NAME	TELEPHONE NUMBER/S
Asset Management		
Catering		
Cleaning		
Building Technical Services		
Electrical contractor		
Gas: National grid		
Gas contractor		
Business Continuity Manager		
Water: water		
Site care and facilities		

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### **Emergency Contact Information**

Contacts in Priority Order	Name	Mobile	Home Tel No	E-Mail
Headteacher (1)	Mr Kim Fisher	Web protected	Web protected	<a href="mailto:Kim.Fisher@cardiff.gov.uk">Kim.Fisher@cardiff.gov.uk</a>
Deputy Headteacher (2)	Mrs Nichola Mings	Web protected	Web projected	<a href="mailto:Nichola.Mings@cardiff.gov.uk">Nichola.Mings@cardiff.gov.uk</a>

Assistant Headteacher (2)	Mrs Danielle Harris	Web protected	Web protected	<a href="mailto:harrisd97@hwbcymru.net">harrisd97@hwbcymru.net</a>
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### **Key Holder Information**

<b>Name</b>	<b>Address</b>	<b>Home Tel No</b>	<b>Mobile</b>	<b>E-Mail</b>	<b>Post Title</b>
Mr. Kevin Berry	Web Protected	Web Protected	Web Protected	<a href="mailto:BerryK11@hwbcymru.net">BerryK11@hwbcymru.net</a>	<b>Caretaker</b>
Mr Kim Fisher	Web Protected	Web Protected	Web Protected	<a href="mailto:Kim.Fisher@cardiff.gov.uk">Kim.Fisher@cardiff.gov.uk</a>	<b>Headteacher</b>
Mrs Nichola Mings	Web Protected	Web Protected	Web Protected	<a href="mailto:Nichola.Mings@cardiff.gov.uk">Nichola.Mings@cardiff.gov.uk</a>	<b>Deputy Headteacher</b>

### **Preferred Contractor Information**

### **Premises: Windsor Clive Primary School**

<b><u>Contractor</u></b>	<b><u>Company Name</u></b>	<b><u>Address</u></b>	<b><u>Tel No</u></b>
Intruder Alarm	Sonic Alarms	5a Stanwell Road, Penarth CF64 2AB	08448791770
Fire Alarm	LEA		02920330000
Access Control	Alarm Receiving Centre (ARC)	2 <sup>nd</sup> Floor, Wilcox House, Dunleavy Drive, Cardiff, CF11 0BA.	02920 381850
CCTV	n/a		
Grounds Maintenance	Greenfields Contractors	32 Norbury Road, Fairwater, Cardiff, CF5 3AU	02920 916430
Cleaning	App UK	Industrial Estate, Suite 9-10 Rombourne, Moy Road, Taff's Well, Cardiff, CF15 7QR	02920 885435
Boiler Maintenance	LA – Service Level Agreement		

Ventilation & Air Conditioning	LA – Service Level Agreement			
PAT Testing	LA – Service Level Agreement			
Glazing	n/a			
Lift Maintenance	N/A			
Window Cleaning	n/a			
Ladies' Bins				
Telephone	LA – Service Level Agreement			

**Completed By: Kim Fisher**

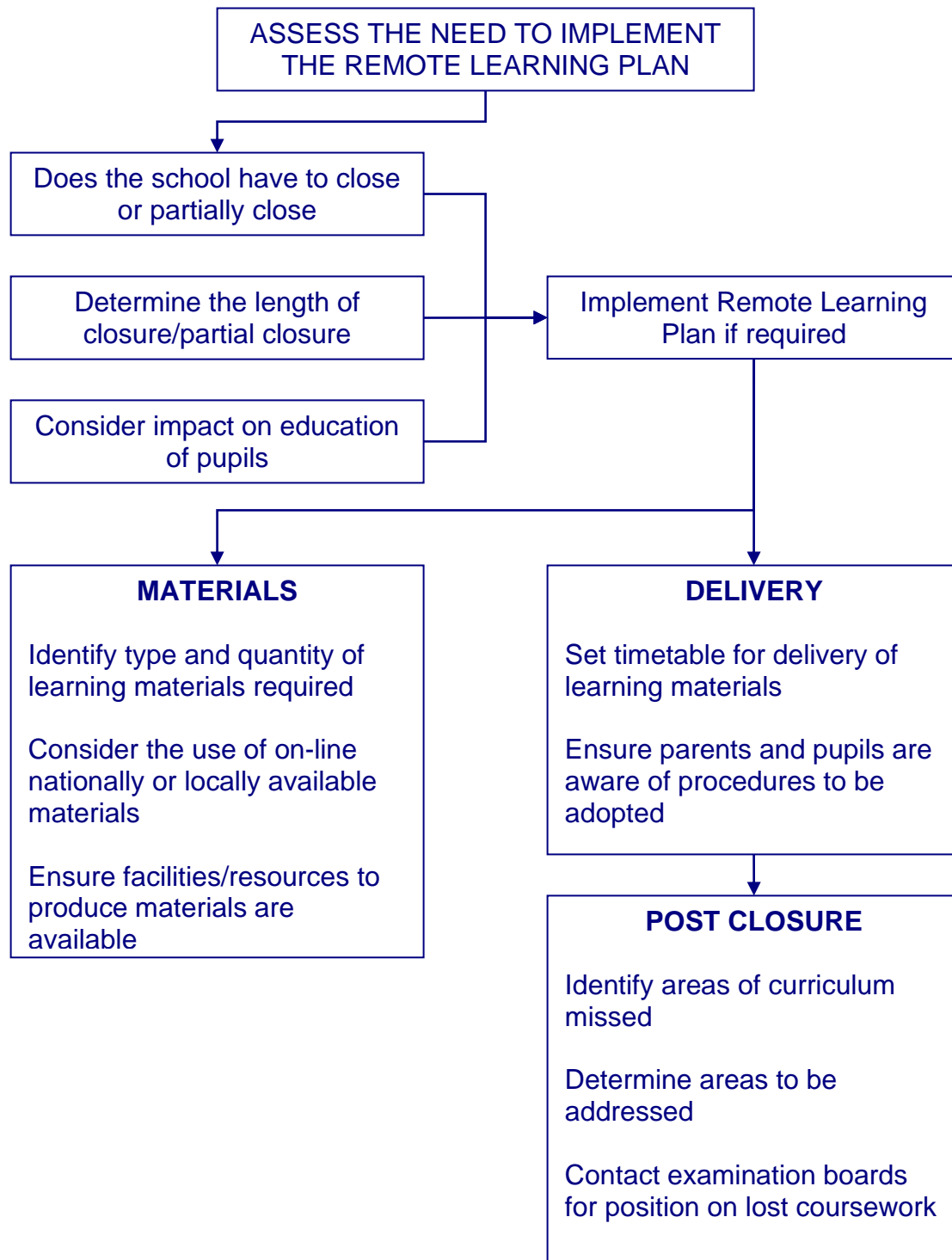
**Date: September 2024**

Tel 029 2059 1240 email: [windsorcliveprm@cardiff.gov.uk](mailto:windsorcliveprm@cardiff.gov.uk)

### **EMERGENCY PLANNING CONTACTS PROFORMA**

Name of School:	<b><u>Windsor Clive Primary School</u></b>			
School Office Tel number:	029 20591240			
Contacts (in priority order)	Name	Mobile telephone number	Home telephone number	Email Address
Headteacher (1)	Mr Kim Fisher			<a href="mailto:Kim.Fisher@cardiff.gov.uk">Kim.Fisher@cardiff.gov.uk</a>
Deputy Headteacher 2	Mrs Nichola Mings			<a href="mailto:Nichola.Mings@cardiff.gov.uk">Nichola.Mings@cardiff.gov.uk</a>
Assistant Headteacher 3	Mrs Danielle Harris			<a href="mailto:Harrisd97@hwbcymru.net">Harrisd97@hwbcymru.net</a>
Caretaker 4	Mr Kevin Berry			<a href="mailto:BerryK11@hwbcymru.net">BerryK11@hwbcymru.net</a>

# PHASE III: REMOTE LEARNING PLAN



## REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ELECTRONIC LEARNING ONLY	Relocation to alternative community venue e.g. another school. Or temporary provision of portakabins etc.
MATERIAL PREPARATION	
	Ensure materials can be stored electronically and accessed off-site in case access to the school is denied – <b>Curriculum back up tape</b>
	Identify the person/s responsible for developing learning materials now and during any period of closure <ul style="list-style-type: none"> <li>• <b>Deputy Headteacher</b></li> <li>• <b>Class teachers</b></li> <li>• <b>Planning, SOW on Hwb Teacher Share</b></li> </ul>
	Detail below the method of delivery and collection of remote learning materials (hard copy or electronic)

DELIVERY AND COLLECTION METHODS	Electronic access through Hwb accounts.
REMOTE SUPPORT AND MARKING	Electronic access through Hwb accounts.
ALTERNATIVE SITE	n/a