Business continuity plan

Churchdown School Academy

ACHIEVING SUCCESS FOR ALL

Date ratified by governors:	30 September 2026
Date to be reviewed:	1st June 2028
Person responsible:	Mr D Potter/Mrs E Johnson

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1. Aims

This plan aims to:

- Outline potential risks and issues that could cause disruption to the delivery of critical activities
- Mitigate the impact of disruptions to critical activities by providing actions or procedures to follow, to make sure all pupils continue to get the quality of education to which they're entitled

2. Legislation and guidance

This document is based on guidance from the Department for Education (DfE) on emergency planning and response for schools and school security. It also complies with the following statutory guidance and legislation:

- Keeping Children Safe in Education
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

This plan also complies with our funding agreement and Articles of Association.

3. Roles and responsibilities

3.1 Headteacher

- Activating and standing down this plan
- Leading the business continuity team

3.2 Business continuity team

In the event of a major disruption to the academy's activities, the senior leadership team will:

- Ensure the safeguarding and wellbeing of all pupils and staff

- Officially record decisions, events and actions relating to the disruption
- Ensure all staff, parents/carers and stakeholder are kept informed of the ongoing situation
- Communicate with the local media and emergency services, if required
- Oversee the checking of the estate ensuring all is safe and manageable

4. Communications

Communication to all stakeholders will be a combination of regular emails. This will reassure stakeholders and keep them informed of any changes required to their routines. Should the school be inaccessible due to the major disruption, emails will be sent when staff are off site. If required, the local radio stations and Gloucestershire County Council will also be informed of the ongoing situation as will any required emergency services.

STAKEHOLDER	COMMUNICATION STRATEGY	CONTACT INFORMATION LOCATION	BACK-UP CONTACT INFORMATION
Staff	Email	SIMS and Sage50, Xero Education	Retained off site
Parents/carers	Email	SIMS, InTouch	Retained off site
Governing board	Email	SharePoint	Retained off site

5. Continuity strategies

The table below sets out examples of some scenarios where a continuity plan may be needed to maintain critical activities.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Shortage of staff or skills	In the event of high levels of staff absence due to: › Illness › Severe weather › Transport disruption › Strike action	› Deputies / LT and supply cover › Alternative staff with set work › Amend normal teaching day to: ○ Larger class sizes ○ Use of halls or outside space to accommodate larger numbers of pupils ○ Rescheduling of timetable ○ Remote learning ○ Recruiting temporary staff	Assistant headteacher / Headteacher
Partial closure of school site	In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include: › Damage limited to a specific part of premises › Loss of utilities (power or water) to specific part of premises	› Leadership team / Site team will Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs › If feasible, additional facilities such as modular buildings, portable toilets, generators, lighting etc, will be hired › If the situation persists, other premises in the community will be used, i.e. community centre	Business manager / Headteacher
Full closure of school site	In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include: › Extensive damage caused by fire or flooding › Loss of utilities (power or water) to whole premises	› Leadership team / Site team will secure premises to prevent unauthorised access and display relevant warning signs › Leadership team / Site team will display details of where people can find information about the closure, advice and contact information › Local community premises will be contacted to arrange short term help	Business manager / Headteacher

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Loss of IT services/data	In the event that IT services or critical data cannot be accessed. Examples include: › Loss of network › Following a cyber attack	› School data is backed up and retained off site on a daily basis › The Network manager will ensure the cloud-based services are secure and working properly › The Network manager will enact the data recovery plan › All calls to the school will be forwarded to the official mobile	Network manager / Business manager

6. Remote education

Where possible, the school will provide remote education when attendance in school is either not possible or contrary to government guidance. The school will implement an appropriate curriculum, teaching and support that will enable pupils to continue learning effectively and in accordance with DfE guidance.

Where pupils with special educational needs and disabilities (SEND) are not able to access remote education without adult support, the school will work with families to put in place reasonable adjustments.

7. Attendance

The school will continue to record absence in the attendance register if it remains open, using the most appropriate code. The codes used will be in line with the Education (Pupil Registration) (England) Regulations 2006 as amended ('the Pupil Registration Regulations'), and working together to improve school attendance guidance.

Where pupils are unable to attend school:

- In some exceptional circumstances, this should be recorded as code Y (unable to attend in exceptional circumstances) unless a more appropriate code applies. The school will also record the nature of the circumstances in which a pupil is unable to attend school
- Because they are ill or have an infectious illness, this will be recorded as code I (illness)
- The school will also continue to record and monitor pupils' engagement where the provision of remote education is made, although we will not formally track this in the attendance register.

8. Provision of free school meals

Where pupils eligible for benefits-related free school meals are receiving remote education, the school will work with the school catering team or food provider to make sure those pupils can have a good-quality lunch. This will ensure that the school continues to support eligible pupils for the short period where they are unable to attend school. The meals will be delivered by staff where needed or requested.

9. Safeguarding

Safeguarding and promoting the welfare of children and young people remains of paramount importance. The school will continue to have regard to relevant statutory safeguarding guidance. This includes:

- Keeping Children Safe in Education
- Working together to safeguard children

9.1 Vulnerable pupils

In all circumstances, the school will prioritise vulnerable children and young people for face-to-face education and childcare.

We will try to support any children and young people who we believe may have challenging circumstances at home.

- All relevant social worker will be informed of the ongoing situation. The local authority virtual school head will be informed about the situation for the looked-after children
- Leadership team will liaise with the social worker on the best way to maintain contact and offer support to pupils
- Leadership team will keep in contact to check their wellbeing and refer on to other services if they need more support

9.2 Wellbeing and support

To handle the potential emotional impact on pupils due to the disruption of critical activities, the school will:

- Aim to follow normal school routines as far as possible
- Set up support systems for pupils to talk and share their feelings
- Signpost pupils to pupils to appropriate support and advice
- Where needed, provide access to counselling services or specialist treatment

The school will follow the DfE's guidance on promoting and supporting mental health and wellbeing in schools and colleges.

10. Monitoring arrangements

This policy will be reviewed by the Headteacher every two years. At every review, the policy will be shared with the governing board.

11. Links with other policies

This policy is linked to our:

- Health and safety policy
- Examination access arrangements policy and contingency plan
- Child protection and safeguarding policy
- Attendance policy
- Risk assessment policy
- Remote learning policy

Appendix A: business continuity actions checklist

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident		
Undertake post-incident support activities and evaluate the impact of the incident		
Consider:		
Which school activities are disrupted?		
What is the impact of these activities being disrupted?		
Are there any critical activities approaching (exams, etc)?		
Planning for how critical activities will be maintained (using your business continuity plan), giving consideration to:		
- Immediate priorities		
- Communication strategies		
- Deployment of resources		
- Finance		
- Monitoring the situation		
- Reporting		
- Stakeholder engagement		
Log all decisions and actions, including what you decide not to do and include your decision-making rationale		
Log all financial expenditure incurred		
Complete a lessons-learnt log, what went well? What didn't?		
Complete a post-incident review		
Implement any improvements or findings, such as:		
Do emergency action plans need updating/enhancing?		

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Do policies need amending?		
Are building improvements necessary?		
Are there any training and development needs?		

Appendix B: key contact details

KEY CONTACT	ROLE/RESPONSIBILITY	CONTACT INFORMATION
Mr D Potter	Headteacher	ddp@churchdownschool.com
Mr J O'Connell	Senior deputy headteacher	jpo@churchdownschool.com
Mrs E Johnson	Business manager	EJJ@churchdownschool.com
Mrs N Roberts-Moore	Safeguarding lead	NRR@churchdownschool.com
Ms Gemina Davie	Chair of governing board	GDA@churchdownschool.com

INSURANCE PROVIDERS	CONTACT INFORMATION
DfE – Risk Protection Arrangement	0330 058 5566

UTILITY/SERVICES	CURRENT SUPPLIERS	CONTACT INFORMATION
Electricity	EDF	0845 366 3664
Gas	West Mercia Energy	0800 111 999
Water	Water to Business	023 8028 6300
Internet	Exa Networks Limited	0845 145 1234
Phone lines	South West Communications Group	01392 319 319
IT support	Network manager	mrw@churchdownschool.com

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Local authority	
Local press and media contacts (e.g. local BBC radio)	
Social services (area team leader)	
Emotional/behavioural support team (e.g. educational psychologist)	