

SCHOOL BUSINESS CONTINUITY PLAN

Business continuity planning (BCP) is a specific form of risk management which focuses upon ensuring that the school's normal operations will continue in the event of a major incident occurring. In practice, there has been a growing trend for organisations to develop business continuity plans that include a combination of contingency plans, back-up services and disaster recovery plans. The idea behind business continuity planning is to ascertain whether there is a cost-effective way of balancing the potential losses to the school against ensuring that the school will be able to continue functioning, should such risks be realised. For example, in a serious case, such as a fire, a minimal service might still be maintained without serious interruption to the education of pupils. This involves both strategic and operational planning processes in the reviewing of procedures and systems and, if necessary, changes to them.

The DfE define a business continuity plan as:

“A business continuity or disaster recovery plan sets out how the school would cope if some disaster happened – for example, the premises burning down or flooding, a large-scale theft of equipment or a total failure of the school's IT system.” *Schools Financial Value Standard 23*

The information below supports, and is additional to, the school's Emergency Plan.

This plan covers two eventualities:

A critical incident

In the event of a critical incident or viral pandemic which requires the school to be closed for a period of time and the pupils to be educated off-site, it is essential that current data, documents, pupil and staff information is accessible remotely and easily. With this in mind the school has the following in place:

- An annual service contract with an ICT services contractor to daily back-up of the school's server.
- The bulk of school data is now web-based as opposed to on the school server.
- Authority for remote access to the server via VPN given to teachers and SLT.
- VPN accessed management of pupil and staff data via Arbor.
- Web based communication with parents and carers software via ParentMail, including record keeping of income derived from school dinners, trips etc.
- Staff and pupil files are increasingly web-based.
- Laptops for teachers and chrome books/ipads for pupils to use off site.

Loss of the School Business Manager

In the event of the loss of the key person responsible for the financial management of the school it is important that key documents, files, procedures and policies are easily accessible. A temporary bursar or business manager may need to 'hold the fort' for a couple of months. With this in mind the school has the following in place:

- An annual service contract with the Schools' Finance Team Hackney Education to provide business analyst support (4 days a year) with an option to contract bursar service support if necessary.
- VPN accessed management of the school's finances via SIMS.FMS and budget writing via Access Education.
- The annual submission of the School's Financial Values Standards.
- Essential policies, protocols and documents kept up-to-date and reviewed via audit. These documents are electronically stored.
- Regular and timely financial reporting to Hackney Education, the governors and the head teacher.
- Efficient and clearly marked files containing relevant documents, including archiving of previous financial years.

- Transparent and shared information in relation to finance and personnel with key stakeholders: governors, head teacher and senior leadership team.

ADDITIONAL BUSINESS CONTINUITY STRATEGIES

1. Arrangements to manage a loss or shortage of staff or skills

- ✓ *Use of temporary staff, for example supply teachers, office staff and so on.*
Jubilee typically calls on trusted supply agencies for teachers and supply TAs and NEOs, many through Matrix under a framework agreement with LB Hackney.
- ✓ *Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities. This may involve identifying deputies, job shadowing, and succession planning and handover periods for planned (already known) staff absence, for example maternity leave.*

To minimise the risk of disruption due to staff loss Jubilee has employed 2 TAs as Higher Level Teaching Assistants who are able to temporarily cover the role of a teacher. Nursery Officers cover nursery and reception class teacher absences. There are skilled additional teachers who are able to cover PPA, training and sickness periods.

- ✓ *Using different ways of working to allow for reduced workforce. This may include:*
 - larger class sizes (subject to adult and child ratios)
 - use of teaching assistants, student teachers, learning mentors and so on
 - 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

Many Teaching Assistants and Nursery Officers are trained to teach small groups of pupils. Jubilee typically employs one learning mentor and specialist teachers (PE, Music and Art) who support teaching across the school.

We have experience of large numbers of pupils are engaged in multi class activities e.g. sports and activity day. We are experienced in managing this for the whole school.

- ✓ *Suspending 'non-critical' activities and focusing on your priorities.*
- ✓ *Using mutual support agreements with other schools.*
- ✓ *Ensuring staff management issues are considered, that is managing attendance policies, job description flexibility, contractual requirements and so on.*

2. Arrangements to manage denial of access to our premises or loss of utilities

- ✓ *Using mutual support agreements with other schools.*
Jubilee has arrangements with Oldhill Primary School (Oldhill Street) to accommodate Jubilee's pupils and staff during an off-site evacuation due to a critical situation. Longer periods of off-site accommodation will be arranged through Hackney Education.
- ✓ *Virtual learning environment opportunities.*
Jubilee teachers and senior management staff are able to access to the school's server remotely through web-based programmes and the Trust's VPN.
- ✓ *Localising the incident, for example isolating the problem and utilising different sites or areas within the school premises portfolio.*

2. Arrangements to manage denial of access to our premises or loss of utilities

Jubilee has three separate buildings additional to its main building: the performing arts hall, community centre and creativity centre. There is also space in our car park to site a double storey temporary classroom.

- ✓ *Off-site activities, for example swimming, physical activities, school trips.*

Jubilee regularly arranges trips and physical activities off-site.

3. Arrangements to manage loss of technology/telephony/data/power

- ✓ *Most school data is now cloud based and is backed-up using RedStor.*

With the advent of the new GDPR laws the school is mindful of how we safely store personal information of both pupils and staff. Hard copy records are filed in locked cupboards and rooms. CDs and memory sticks are not used to store sensitive data. Paper copies of data should not be taken off site. Please refer to the school's Data Protection Policy and Data breach Policy for more information.

- ✓ *Reverting to paper-based systems, for example whiteboards and paper registers.*
- ✓ *Flexible lesson plans.*
- ✓ *Emergency lighting.*

4. Arrangements to mitigate the loss of key suppliers, third parties or partners

- ✓ *Pre-identified alternative suppliers*

Jubilee engages the services of Hackney Education's Procurement department and, in the event of the loss of a key supplier, we will seek their advice on alternative arrangements.

- ✓ *Ensuring essential external providers have business continuity plans in place*

Both our cleaning company and catering provider have staff operating in other close-by schools and are able to transfer their services if needs be.

- ✓ *Insurance cover.*

Annually taken up through LB Hackney.

- ✓ *Using alternative ways of working to mitigate the loss, for example suspending activities, adapting to the situation and working around it*