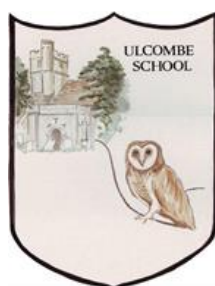


# Ulcombe C of E Primary School



## School Emergency Management and Business Continuity Plan

<b>School Address</b>	The Street Ulcombe Maidstone Kent ME17 1DU
<b>School Contact Number</b>	01622 842903

<b>Plan Administration</b>	
Version number	3
Date of issue	May 2022 (Noted by Fed GB 24 May 2022)
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	May 2023
Person responsible for review	Emma Masters
<b>Plan Distribution</b>	

Name	Role	Issue Date
Emma Masters	Head of School	May 2022
Fay Rouse	Administrator	May 2022
Stuart Picot	Caretaker	May 2022

*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 Ulcombe Church of England Primary School can:

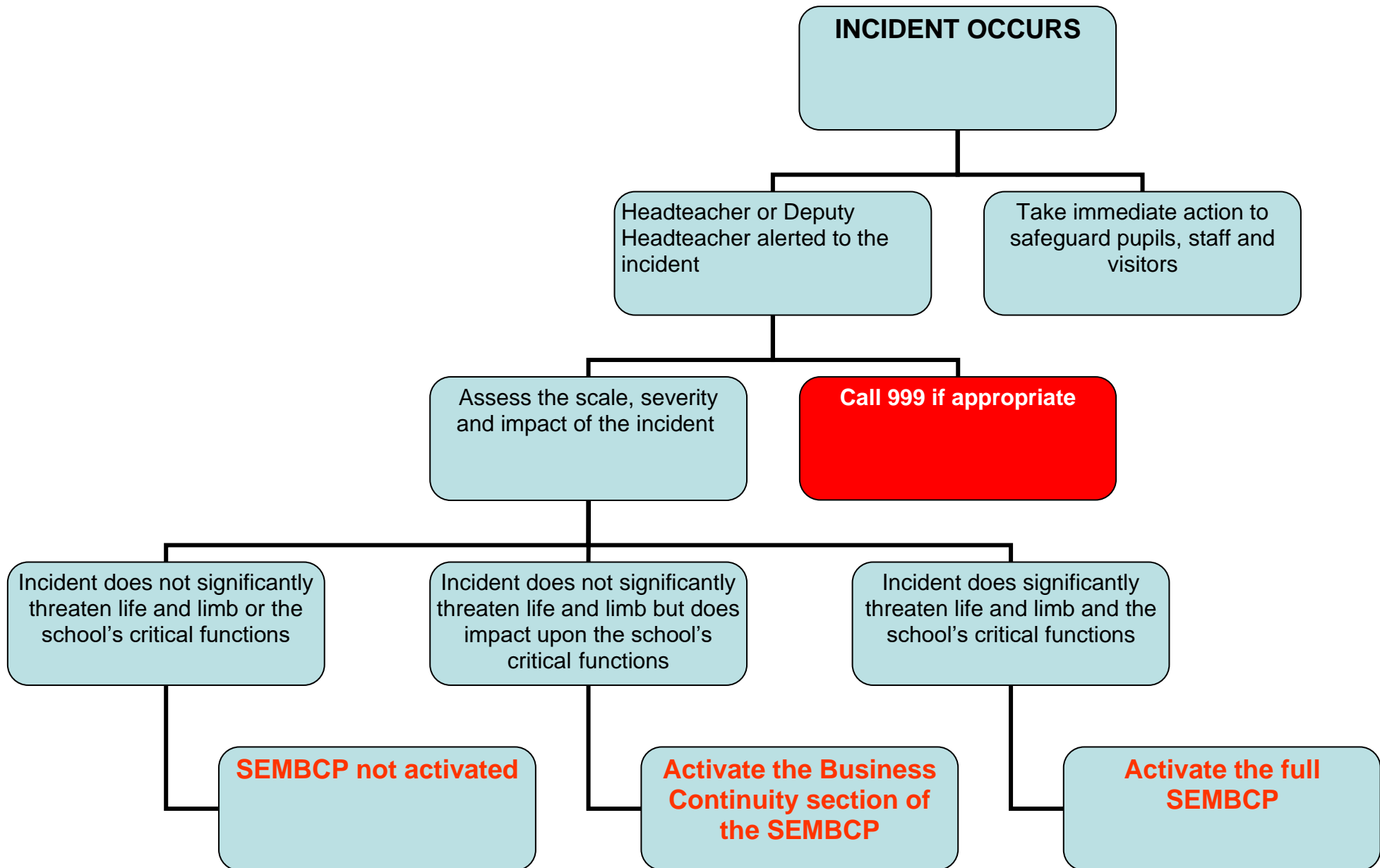
- minimise the impact of an emergency or major incident,
- ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
- maintain high standards of welfare and duty of care arrangements for pupils, 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>Emma Hickling</i> Executive Headteacher	07915085543	<a href="mailto:exechead@aspire-kent.org.uk">exechead@aspire-kent.org.uk</a>	38 Broadview Close Bridgefield, Kingsnorth Ashford Kent TN25 7AQ
<i>Emma Masters</i> Head of School	07784170945	<a href="mailto:emasters@aspire-kent.org.uk">emasters@aspire-kent.org.uk</a>	Greennines Caxton Place Court Lane Hadlow Tonbridge Kent TN11 1JU
<i>Monique Syred</i> Subject Leader/ Class Teacher	07776474690	<a href="mailto:msyred@aspire-kent.org.uk">msyred@aspire-kent.org.uk</a>	33 Butcher Close Staplehurst Tonbridge Kent TN12 0TJ
<i>Annie Allum</i> Chair of Governors		<a href="mailto:aallum@aspire-kent.org.uk">aallum@aspire-kent.org.uk</a>	Liverton Hill Grafty Green Maidstone Kent ME17 2AL
<i>Stuart Picot</i> Caretaker		<a href="mailto:spicot@aspire-kent.org.uk">spicot@aspire-kent.org.uk</a>	
<i>Fay Rouse</i> Administrator	07974992180	<a href="mailto:office@ulcombekentsch.co.uk">office@ulcombekentsch.co.uk</a>	54 Chestnut Drive Kingswood Maidstone Kent ME17 3PJ

3.2 Local Authority			
Name & Title	24hr Telephone Contact	Email	Address
Area Education Officer	08458 247 247	<a href="mailto:Nicholas.Abrahams@kent.gov.uk">Nicholas.Abrahams@kent.gov.uk</a>	
Duty Emergency Planning Officer	01622 221 321	<a href="mailto:emergency.planning@kent.gov.uk">emergency.planning@kent.gov.uk</a>	County Emergency Centre, 4 <sup>th</sup> Floor, Invicta House, Maidstone.
Contact Centre	08458 247 247		

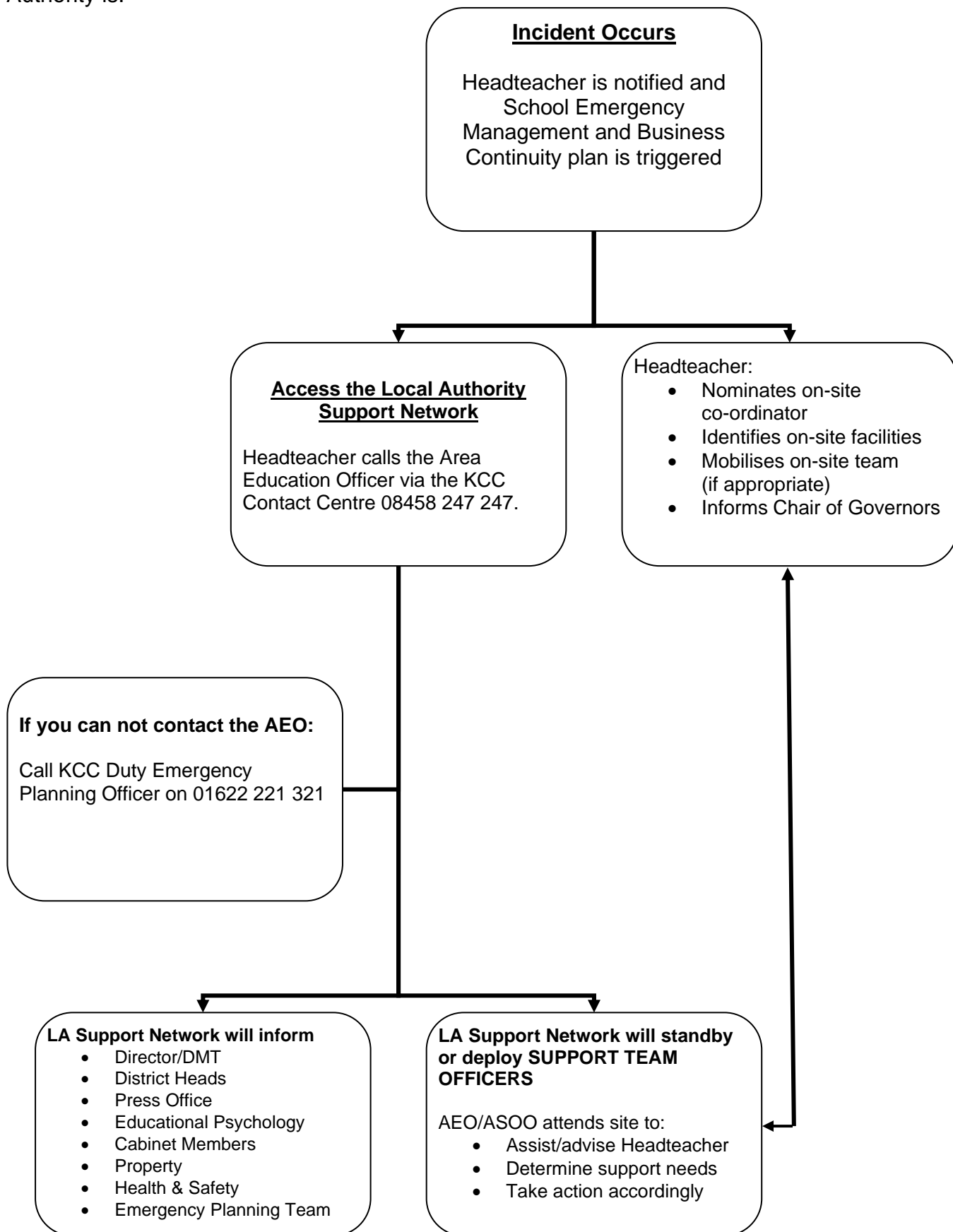
3.3 Stakeholders and Extended Services			
Name & Title	24hr Telephone Contact	Email	Address

3.4 Other School Staff			
Name & Title	24hr Telephone Contact	Email	Address
Claire Hammond Class Teacher		<a href="mailto:chammond@aspire-kent.org.uk">chammond@aspire-kent.org.uk</a>	
Sarah Martin Class Teacher	07568099512	smartin@aspire-kent.org.uk	
Naomi Coleman SENCO	07714740530	ncoleman@aspire-kent.org.uk	
Cathy Meredith PPA Teacher	07521797343	cmeredith@aspire-kent.org.uk	
Fiona Halsall TA	07917282267	fhalsall@aspire-kent.org.uk	
Mandy Potts TA	07387154198	mpotts@aspire-kent.org.uk	
Marcia Webb TA	07592743838	mwebb@aspire-kent.org.uk	
Vicki Hollamby TA/MDS	07889888370	vhollamby@aspire-kent.org.uk	
Sam May TA/MDS		<a href="mailto:smay@aspire-kent.org.uk">smay@aspire-kent.org.uk</a>	
Lauren Gander TA/MDS		<a href="mailto:lgander@aspire-kent.org.uk">lgander@aspire-kent.org.uk</a>	
Michelle Brown Cleaner		mbrown@aspire-kent.org.uk	

3.5 Other Organisations			
Name & Title	24hr Telephone Contact	Email	Address
Amanda Hayes Cook	07852123292		

# 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 Senior Teacher

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/Caretaker

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"> <li>• Immobilise the gas supply, electricity or water supply (see Appendix 2).</li> </ul>		
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 <sup>rd</sup> Party Dependencies
1	<i>Deliver a timetable of education for Years R – 6</i>	<i>7 days</i>	<i>1 day</i>	<i>1 member of qualified staff per 30 pupils with key resources</i>	<i>1 member of staff qualified to teacher standard per 30 pupils</i>	<i>N/A</i>	<i>Heated room with access to water and toilet facilities</i>	<i>Tables / chairs / learning resources</i>	<i>N/A</i>
2	<i>Maintain Attendance Records</i>	<i>7 Days</i>	<i>1 day</i>	<i>Maintain paper records</i>	<i>1 trained member of staff</i>	<i>N/A</i>	<i>N/A</i>	<i>Paper record sheets</i>	<i>N/A</i>
3	<i>Provide pupils with lunch or give parents relevant notice to parents to provide one</i>	<i>7 days</i>	<i>1 day</i>	<i>All children to have eaten lunch</i>	<i>1 member of staff access to a phone</i>	<i>N/A</i>	<i>Warm and dry area to eat lunch</i>	<i>Tables chairs</i>	<i>N/A</i>

## 6.2.1 Strategies for Continuity of Services

	<b>Arrangements to manage a loss or shortage of Staff or skills</b> <i>Please add/amend/delete as appropriate</i>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
a.	Use of temporary staff e.g. Supply Teachers, Office Staff etc.	Supply agency = 3RS
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.	All teachers able to cover any of the classes TA able to cover for office manager
c.	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> <li>• Larger class sizes.</li> <li>• Use of Teaching Assistants, Student Teachers, Learning Mentors etc.</li> <li>• Virtual Learning Environment opportunities.</li> <li>• Pre-prepared educational materials that allow for independent learning.</li> <li>• Team activities and sports to accommodate larger numbers of pupils at once.</li> </ul>	Larger class sizes  Use of TA for class cover
d.	Using mutual support agreements with other Schools: emergency secondments.	Use of other ASPIRE staff
e.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	
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).	Providing non educational activities within school as a child minding service

<b>Arrangements to manage loss of technology / communication / data / power</b> <i>Please add/amend/delete as appropriate</i>		<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
a.	Back-ups of key school data e.g. CD or Memory Stick back-ups, photocopies stored on and off site, mirrored servers etc.	HoS and EHT hard drive
b.	Reverting to paper-based systems e.g. paper registers, whiteboards etc.	Paper registers
c.	Flexible lesson plans.	Yes
d.	Emergency generator e.g. Uninterruptible Power Supply (UPS).	
e.	Contact the utility company responsible or appropriate repair contractor.	
f.	Emergency lighting.	Only one available
<b>Arrangements to manage denial of access to your premises or loss of utilities</b> <i>Please add/amend/delete as appropriate</i>		<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
a.	Using mutual support agreements with other Schools.	Use of other ASPIRE school halls for teaching
b.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	See above
c.	Virtual Learning Environment opportunities.	
d.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	
e.	Off-site activities e.g. swimming, physical activities, school trips.	Swimming may be possible
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.	

	<b>Arrangements to mitigate the loss of key suppliers, third parties or partners</b> <i>Please add/amend/delete as appropriate</i>	<b>Further Information</b> (e.g. Key contacts, details of arrangements, checklists)
<b>a.</b>	Pre-identified alternative suppliers.	
<b>b.</b>	Ensuring all external providers have business continuity plans in place as part of contract terms.	
<b>c.</b>	Insurance cover.	
<b>d.</b>	Using mutual support agreements with other schools.	ASPIRE as above

# 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

	<b>ACTION</b>	<b>FUTHER INFO/DETAILS</b>	<b>ACTIONED? (tick/cross as appropriate)</b>
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. Text message to be sent	<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		
Water		
Electricity		
Heating		

Internal Hazards	Location	Notes/instructions
Asbestos		
Chemical Store (s)		

Pre-designated areas	Location	Notes/instructions
SEMT briefing area		
Media briefing area		

## APPENDIX 3 - EVACUATION

Signals	
Signal for fire evacuation	Hand bell
Signal for bomb evacuation	Whistle
Signal for all-clear	Hand up

Assembly points - fire evacuation	
Fire evacuation assembly point A	Play ground
Fire evacuation assembly point B	Field

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	Field
Bomb evacuation assembly point B	Ulcombe Village Hall

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).

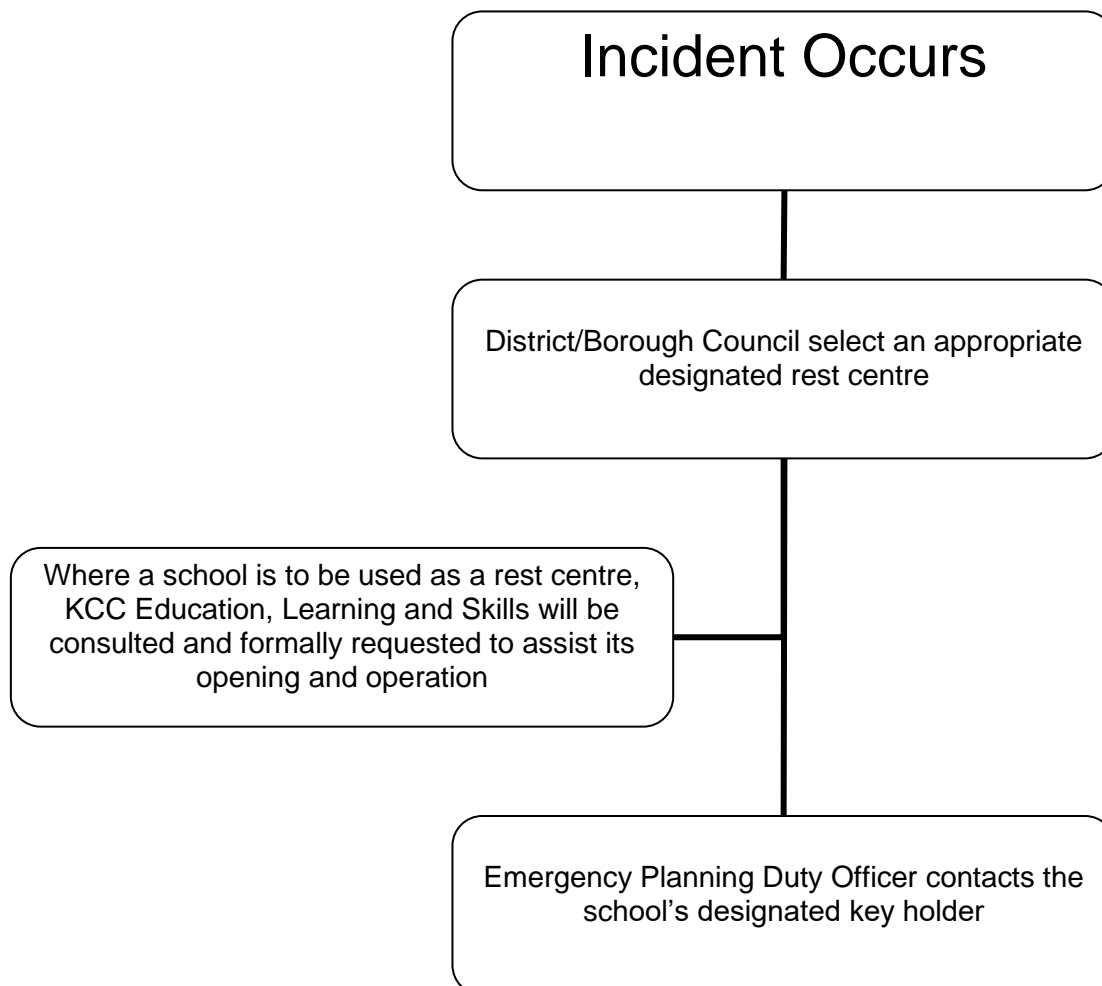
Pre-identified buddy school / place of safety / rest centre	
Name of premise	ASPIRE schools
Type of premise	Primary schools
Contact name and details of key holder(s)	Emma Hickling
Address	
Directions / map	
Est. travel time (walking, with pupils)	
Est. travel time (by coach, with pupils)	10 mins
Capacity (inc. sleeping)	100
Facilities / resources	Toilets kitchen classrooms
Notes	

School Closure	<a href="http://www.kentclosures.co.uk">www.kentclosures.co.uk</a>
Email	<a href="mailto:office@ulcombekentsch.co.uk">office@ulcombekentsch.co.uk</a>
Password	Ulcombe1820!

## APPENDIX 4 – REST CENTRE

Any ASPIRE Schools premises is a designated rest centre.

### Activation arrangements



### Key Holders – Contact Details

Name & Title	24hr Telephone Contact	Email	Address
Emma Hickling Executive Headteacher	07915085543	<a href="mailto:exechead@aspire-kent.org.uk">exechead@aspire-kent.org.uk</a>	See above
Emma Masters Head of School	07784170945	<a href="mailto:emasters@aspire-kent.org.uk">emasters@aspire-kent.org.uk</a>	See above
Stuart Picot Caretaker		<a href="mailto:spicot@aspire-kent.org.uk">spicot@aspire-kent.org.uk</a>	See above