



Business Continuity Plan Spring 2024 - Spring 2025

Rachel Keeling Nursery School, where the child comes first.

The school Business Continuity Plan (BCP) will be used during any incident within the school, which threatens to disrupt education at the school on a long term basis.

What is the purpose of this plan? A business continuity or disaster recovery plan sets out how the school would cope if there was an issue whereby the operation of the school was impeded. The plan documents how it may address such issues.

Premises no longer available due to a significant emergency

Rachel Keeling Nursery School has established a link with Morpeth Secondary School provision for a maximum of a two week period.

Asset Management

The asset register of all resources is held by a remote web based system called Parago. All resources of £100 or more are placed on this asset register. The system can be accessed anywhere with internet access.

Insurance of premises and resources

The insurance held by the school is London Borough of Tower Hamlets. The insurance does cover the total cost for both buildings and contents up to £2M for the building and £252 945 for its contents. LBTH will cover the building up to £2M and any amount above this will be covered by the Insurers: Zurich Municipal. Contact at LBTH is Cheryl Williams ([Principal Insurance Officer](#)) email: cheryl.williams@towerhamlets.gov.uk
Phone: 020 7364 4740.

Daily backing up of resources

- All Information Technology data is now cloud based and Levett Consultancy supports the school with their Google Drive accounts.
- Parago Asset Management is a hosted solution and is backed up within Parago UK data centre.

Significant shortage of staff

In the event of an unusual lack of permanent staff, the school will initially ask staff to work overtime, work in another space or ask our federation partner for support. Depending on the reason for absence, the school will contact the Health Protection Agency (0207 759 2860). Additionally, depending on the length of time required, the school may explore a secondment(s) if possible. This may be done through contacting local nursery and primary schools within the London Borough of Tower Hamlets and our partner links with Tower Hamlets Educational Partnership or London East Teacher Training Alliance.

Leadership Team

The Business continuity plan will be held both by the Executive Head Teacher and Deputy Head Teacher. The Executive Head Teacher will inform staff of the plan of action as outlined in summary below. Copies of this plan are available on the school website and there are hard copies available in each classroom and main school office.

Summary Overview of actions:

If children are required to be evacuated from the school immediately, they will be gathered in class groups in the garden, as per our Fire Evacuation plan, registered and led to Morpeth School as a group via the Garden Gate or the School Main Entrance.

The Parent Emergency Contact File and Staff Contact File will be brought from the school office to contact families. Details are also updated on RM. Both these files are updated at least annually. And it is the responsibility of the families and staff to update any contact details.

Incident: An incident is such that prevents the school from being used due to a severe catastrophe taking place such as a fire, flood or explosion.

EHT or DHT to Contact: Director of Education Lisa Fraser lisa.fraser@towerhamlets.gov.uk

Inform of scale of incident: what has happened, what is not available and why. Information to be established from emergency services.

EHT to also contact Morpeth Secondary School who is the contingent 'rest' school in the event of an emergency.

EHT to inform chair of Governors: Zohra Khanam.

The Directors Office: 020 736 44956 will ensure that the relevant local authority officers are informed.

EHT or DHT will contact LBTH ICT Provider: To access pupil and staff details: hard copies of the school contact forms will be collected.

EHT and DHT will download information to Morpeth School, of all staff and children's details and inform them of the nature of the incident and what will happen next.

Notices will also be posted around the perimeter of the school detailing the reason for closure, possible date for reopening (if known), information providing advice to parents, carers and pupils on how they will be kept informed of progress regarding reopening of the school: the school website and texting will be the main forms of communication..

EHT to discuss short term provision of resources with the Director of Education.

EHT & DHT will hold meeting with staff at Morpeth Secondary School to discuss short term provision

EHT, LA and Morpeth Secondary School agree a time frame as to when provision will begin and end.

Morpeth Secondary School will support Rachel Keeling Nursery School for a maximum of two weeks with the following facilities:

- space for up to 70 children and access to toilets
- some outside space
- access to a landline phone/computer for two admin staff
- an area for up to 18 staff to access (staff room)

EHT will liaise with Local Authority regarding long term solution, should disaster require significant time before children, families, and staff can return.

Other events which may impact school premises:

Pandemic (at which point Pandemic Protocol and Remote Learning Policy will come into force).

Lack of hot water - washing in cold water with soap. Additionally, wipes and a small amount of gel (administered by an adult) may be used for deep cleaning hands for eating. Premises Manager/plumber/LBTH/Juniper to be contacted.

No running water/frozen pipes: children cannot attend due to sanitation. Premises Manager, Thames Water and LBTH to be informed.

No heating: advice to be sought. Windows and doors remain shut, text families to inform them of the situation and extra layers needed. Premises Manager/plumber/LBTH/Juniper contacted.

No electricity: Premises Manager/plumber/LBTH and Power Supplier to be contacted. Any parts of building operational, SLT decide whether partial closure needed.**

Heatwave: advice given to families about cotton clothes, sun hat, fresh water, lights out, blinds down and flow of air. On rare occasions, hours of opening may be reduced.

Any outbreak of illness will be monitored and advice sought from Public Health England.

**** Partial closure: we will prioritise vulnerable children (Child Protection) and children with complex needs/SEND, as well as children of working families.**

Lockdown:

If there is an incident where we require the children and staff to seek cover inside, we refer to this as a LOCKDOWN.

- The code word is “LOCKDOWN”. Upon hearing this word:
- Staff guide all children inside the building into their classroom and gather on the carpet area.
- Gather on the carpet away from the windows.
- All the staff and children sit down on the floor.
- Turn lights off.

Office staff (or one allocated member of staff) to call 999. The school Business Continuity Plan (BCP) will be used during any incident within the school, which threatens to disrupt education at the school on a long term basis.