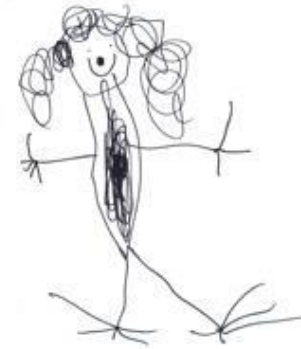




Rachel Keeling Nursery School



Business Continuity Plan Spring 2023 - Spring 2024

Rachel Keeling Nursery School, where the child comes first.

To be reviewed Spring 2024

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 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.

The plan will document how it addresses the following issues: premises not available, asset management, insurance cover and IT failure.

Premises no longer available due to a significant emergency

Rachel Keeling Nursery School has established with Morpeth Secondary School provision for a maximum of a two week period where children and staff will be able to utilise a specific space with the following services:

- space for up to 100 children at any one time and access to toilets
- some outside space
- access to phone/photocopier for two admin staff
- an area for up to 25 staff to access (staff room)

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 covers the total cost for both buildings and contents. Insurer: Protector Insurance. Policy number 529067 and contact number 0161 6949670. The Principle Insurance Officer at Tower Hamlets will be a point of contact in the event of an incident.

Daily backing up of resources

- All Information Technology data is backed up both by the school's inhouse server as well as remotely on a daily basis as part of an ICT system maintenance strategy.

- Data designated critical or sensitive is encrypted and backed up off site using SSL with 1024 bit RSA key exchange, 128 bit RC5 stream cipher and SHA-1 integrity checking.
- Parago Asset Management is a hosted solution and is backed up within Parago UK data centre.
- Senior Admin and Executive Head Teacher documents are stored on Google Drive for security. Most staff keep documents stored on the cloud. Photographs are currently stored on the Multimedia Drive and Archived every year.

Significant shortage of staff

In the event of an unusual lack of permanent staff, the school will utilise supply agencies we have developed a relationship with over the years to service its needs. Empowering Learning 0800 7734279 and Red Box 01932 247000 being two of them. Depending on the reason for absence, the school will contact the Health Protection Agency: contact details: 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 Borough of Tower Hamlets.

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.

<p>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.</p>
<p>EHT or DHT to Contact: James Thomas, London Borough Of Tower Hamlets. 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 Jemima Reilly HT of Morpeth School who is the contingent 'rest' school in the event of an emergency. Work number: 0208 9810921 EHT to inform chair of Governors: Zohra Khanam.</p>
<p>James Thomas will ensure all relevant officers from the Local Authority are informed.</p>
<p>EHT or DHT will contact Paul Levett: Director of Levett Consultancy to access pupil and staff details: Work number: 01279 799256 mobile: 07584 024993</p>
<p>EHT and DHT will ensure an attempt to contact all families is made once we are resident in our 'rest' school.</p>

<p>Notices will also be posted around the perimeter of the school at the earliest convenience detailing the reason for closure, possible date for re-opening (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 text messages will be the main forms of communication.</p>
<p>EHT to discuss short term provision of resources with James Thomas.</p>
<p>EHT & DHT will hold meeting with staff and parents at Morpeth Secondary School to discuss short term provision</p>
<p>EHT, LA and Morpeth Secondary School agree on a time frame as to when provision will begin and end.</p>
<p>Morpeth Secondary School will support Rachel Keeling Nursery School for a maximum of two weeks with the following facilities:</p> <ul style="list-style-type: none"> • space for up to 100 children and access to toilets • some outside space • access to a landline phone/computer for two admin staff • an area for up to 25 staff to access (staff room)
<p>EHT will liaise with James Thomas regarding long term solution, should disaster require significant time before children, families and staff can return.</p>
<p>In the event of a lockdown due to pandemic, please see Pandemic Policy.</p>
<p>We will respond to government guidance and action our support for critical workers and vulnerable families as well as remote learning immediately.</p>

Other events which may impact school premises:

Pandemic (see Pandemic Protocol and Remote Learning Policies).

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. GEM to be contacted.

No running water: children cannot attend due to sanitation. Thames Water to be contacted and LBTH to be informed.

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.

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 Rose Class.
- Gather on the carpet away from the windows.
- All staff and children sit down.
- Turn lights off.
- Office staff (or one allocated member of staff) to call 999.