

Pears Family School London.

(Together we ... Recover, Rebuild, Reintegrate)

Business Continuity Plan

Date Approved by Governors	June 2025
Review Date	June 2026
Coordinator	Matthew Hillman
Principal Signature	<i>M.Hillman</i>

PLAN DETAILS	
Date of original plan	Jan 2020
Plan Owner	Headteacher
Plan Author	Headteacher, SLT and Business Manager
Review of plan	Annually
Where is plan stored	A hard copy is contained in the school's emergency "grab bag" as a way of mitigating against loss. Easy access at times the plan needs to be implemented
Record of when the plan has been activated	

CONTENT		
1	PLAN, PURPOSE and SCOPE of plan	
2	PLAN ACTIVATION	
3	MANAGING INCIDENTS	
4	MAINTAINING BUSINESS CONTINUITY	
5	RECOVERY AND RESUMPTION OF ACTIVITIES	

APPENDIX A	KEY CONTACTS LIST (Not published)
APPENDIX B	SCHOOL PREMISES PLANS

1.0 PLAN PURPOSE AND SCOPE

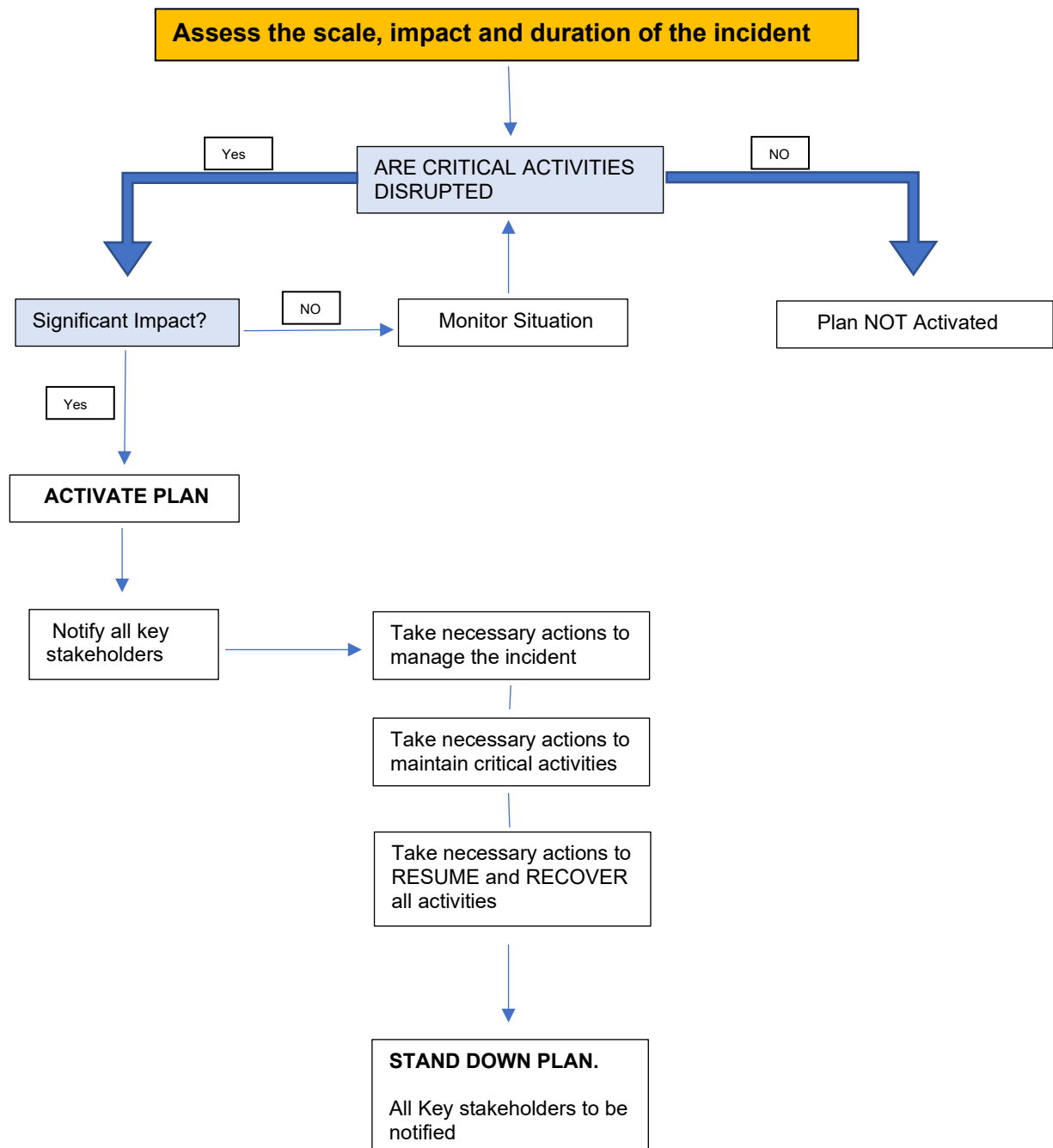
Purpose	To provide a flexible framework to manage the response to any school disruption or emergency ¹ , maintain critical activities and recover from the incident quickly and efficiently.
Plan Scope	The following departments /sites are in scope of this plan: The Pears Family School 4-8 Rodney Street, London, N1 9JH
Links to other Plans and Procedures	• The Local Authority in Islington may be activated in the event of a highly significant disruption impacting on one/a number of schools in the local area. Examples include major ICT outage, pandemics, industrial action, natural disasters, terrorist attack. • In the event of a serious emergency, the Local Authority (Islington) emergency response may be activated alongside the Local Authority's Business Continuity Plan to enable the delivery of Local Authority civil protection duties. • This plan also links to The Anna Freud Centre, 4-8 Rodney Street, London, N1 9JH.

¹An event or situation which threatens serious damage to human welfare, the environment, or war or terrorism which threatens serious damage to the security of the UK. *Civil Contingencies Act 2004*

2.0 PLAN ACTIVATION

Circumstances	This plan will be activated to manage the response to any incident causing significant disruption to normal service delivery, particularly the delivery of key/time critical activities. Plan activation triggers may include: • Loss of key people or skills e.g. above normal levels of absenteeism due to illness/injury or other scenarios such as severe weather, changes in service structures, major transport disruption, emergency response duties, or people leaving the organisation. • Loss of critical systems e.g. ICT network disruption, telephony outage, power outage, utilities disruption or third party supplier disruption. • Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency where emergency service cordon would prevent access for a period of time, utilities failure. You may also require the activation of continuity arrangements in the event of an office move. • Loss of a key resource such as an external supplier or partner vital to the delivery of a key service or activity. • Plan activation may also include significant disruption to The Anna Freud Centre.	
Authority for Plan Activation <i>(other than the Plan Owner)</i>	This plan will be activated by the Headteacher or by a member of the Senior Leadership Team (SLT) in the absence of the Headteacher.	
Notification Procedures	Who?	Why? <i>(note this is not an exhaustive list)</i>
	Headteacher/SLT	The Headteacher (or in his/her absence then the SLT) will take the decision on whether the Business Continuity Plan/ Risk Assessment should be activated.
	Board of Governors	The Board of Governors will be responsible for the strategic decisions in response to any significant incidents identified.
	The Anna Freud Centre	The Anna Freud Centre will provide support in an incident where the physical infrastructure has been impacted. The Anna Freud Centre will contact suppliers, partner agencies/contractors.
	Communications and Press Office	The Headteacher or a member of the SLT (as directed by the Headteacher) will liaise with The Anna Freud Centre Communication Team for a coordinated response.
	Stakeholders/ Partners/inc schools	If the incident is causing significant disruption, an appropriate message will be released to stakeholders/partners/schools detailing: - What is causing the disruption and the impact - Action being taken to respond to the incident - Estimated length of the disruption and return to the business as usual

2.1 PLAN ACTIVATION PROCESS – (INCIDENT OCCURS)



3.0 INCIDENT MANAGEMENT

3.1 INCIDENT MANAGEMENT PHASE

Purpose	■ Protect the safety and welfare of pupils, parents, care-givers, staff and the public. ■ Protect vital assets ■ Ensure urgent and necessary communication takes place with the Anna Freud Centre.
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	Requirement	Action	Action Complete	By Whom?
1	Make a <i>quick</i> initial assessment: ▪ Survey the scene/situation ▪ Assess the impact on pupils and staff ▪ Assess (scale/severity, duration & impact) ▪ Disseminate information to ▪ Call the Emergency Services if needed ▪ Evacuate the school building if necessary	Follow procedure as set out in this policy		HT/SLT
2	Ensure a log of key decisions and actions is started and maintained throughout the incident	Log to be collected from reception and documented with factual information.		Health and Safety lead
3	Where appropriate, record names and details of any staff or pupils that may have been injured or affected by the incident as part of your incident record keeping.	Log to be completed with accurate information by relevant staff.		Health and Safety lead / first aid logs
4	Log details of all items lost by pupils, staff, visitors etc. as a result of the incident, if appropriate	Items to be identified and listed with approximate costing as and when appropriate.		Business manager / admin
5	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident. The Financial Expenditure Log can be found in Schools Business Continuity Plan Guidance.		HT/SLT
6	Consider the communications strategy to ensure staff and pupils are kept informed about what is required of them. If the incident is taking place outside of normal working hours, staff may need to be contacted to advise of any alterations to normal working arrangements for the next	All staff member's emergency contact details should be held securely electronically as well as in a hard copy as part of your plan. This can be accessed remotely using Google Drive. Ensure parents/carers contact details are also available. This can be		Business manager / SLT

	day.	accessed remotely using Google Drive.		
7	Ensure recording processes are in place for staff/pupils leaving the site	Ensure the safety of staff and pupils before they leave the site and identify suitable risk control measures as required.		Admin team

4.0 MAINTAINING BUSINESS CONTINUITY

4.1 Business Continuity Phase	
Purpose	■ To ensure that 'critical activities' are resumed as quickly as possible and/or continue to be delivered during the disruption ■ To activate one or more of your business continuity strategies to enable alternative ways of working ■ To make best use of potentially limited resources by suspending 'non critical' activities
Time Critical Service Functions	The outcome of the <i>Business Impact Analysis</i> process has been to identify the following service activities as time critical/urgent: The Pears Family School/Anna Freud Centre

	Requirements	Action	Action done	By who
1	Time to be taken to understand and evaluate the impact of the incident on 'business as usual' critical activities. Communicate with key stakeholders to gather information. To review recovery time objectives and resource requirements for your most critical activities (for example, day to day functioning of the Pears Family School)	Depending on the incident and severity of it, additional/specific input might be needed in order to drive the recovery of critical activities. This may require the involvement of external partners (eg Local Authorities, schools, transportation and the AFC)		HT/SLT
2	Plan how critical activities will be maintained	PFS will consider the following: - Immediate and ongoing priorities - Communication strategies - Available resources - Deployment of resources and staff - Financial limitations - Monitoring (ongoing) - Stakeholder engagement - Welfare and Safeguarding - Start planning the recovery of non critical activities. -		SLT/ Business manager AFC and Islington lead.
3	Identify any other stakeholders who may be required in the business continuity response	To refer to the key contact list in the Business Continuity Plan. To liaise with external partners including (LAS,		HT/SLT/Business manager

		Parents/Care-givers, parent school, caterers etc.)		
4	Log all decisions and actions, including what you decide not to do and include decision making rationale.	The Log of Events, Decisions and Actions should be carried out and followed up if necessary.		HT/SLT/Business manager
5	Log all financial expenditure incurred as a result of the incident	Use the Financial Expenditure Log as appropriate		Business manager
6	Deliver appropriate communication actions as required	Ensure methods of communication and messages are developed as appropriate to the needs of the key stakeholders (for example; Pupils, Staff, Partners/Carers, Governors, Suppliers. The Anna Freud, Local Authorities Central Government Agencies, DfE).		HT/SLT

4.2 BUSINESS CONTINUITY STRATEGIES

Purpose	■ To document alternative ways of working designed to maintain critical activities in the event of a disruption ■ To ensure alternative ways of working have been agreed, tested and are fit for purpose
Circumstances when business continuity strategies may be activated	Whatever the cause of disruption, the impacts will generally be one or more of the below categories: ■ Loss of key people or skills e.g. above normal levels of absenteeism due to illness/injury or other scenarios such as severe weather, changes in service structures, major transport disruption, emergency response duties, people leaving the organisation ■ Loss of critical systems for example, ICT network disruption, telephony outage, power outage, utilities disruption, third party supplier disruption etc ■ Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency where emergency service cordon would prevent access for a period of time, utilities failure etc. ■ Loss of a key resource such as an external supplier or partner vital to the delivery of a key activity (for example; caterers, transportation)

	TACTICAL OPTIONS TO MITIGATE AGAINST LOSS OF PREMISES	ADDITIONAL INFO
1	Identification of alternative locations designated as the agreed 'work area recovery site'. The Pears Family School will need to consider transport requirements and accessibility for these identified premises.	Dialogue and direction will be undertaken with the DfE. Dialogue will also take place with The Anna Freud Centre to coordinate a response.
2	The Pears Family School 'grab bag' will be collected from reception/finance office. This will contain essential information and equipment needed for both incident management and business continuity. The contents of the bag should be the responsibility of the named person and needs to be regularly checked and updated.	Business manager/Administration team will coordinate.
3	Mutual support agreements with schools where there is capacity for schools to accommodate each other in the event of an incident.	HT may liaise with local schools and other educational providers to secure learning space. (Winton/EGA).
4	Virtual learning environment opportunities to be used if needed	Home tutoring or distant may be considered. Revert to Covid style homelearning arrangement as in line with Covid arrangements
5	Localising the incident, e.g. isolating the problem and utilising different sites or areas within the school premises portfolio Off site activities e.g. physical activities, school trips	Adaptations to the curriculum may be required

	TACTICAL OPTIONS TO MITIGATE AGAINST A LOSS OF SYSTEMS (PARTICULARLY ICT)	ADDITIONAL INFO
1	Flexible lesson plans	
2	Use of a secure external network.	Google drive, CPOMS, Arbor can be accessed remotely.
3	Manual workarounds: ensure there is a record of where pre-printed forms etc are stored and that there are procedure guides to inform their use where necessary	
4	Access systems via the internet outside of your network for secure, cloud based applications.	
5	Ensure that anyone who requires ICT to undertake critical activities has the Ability to work at home where possible and appropriate. Ensure that critical equipment is taken home where practical and	All teaching staff have a laptop and a class phone.

	possible.	
6	Use of different ways of workingThis could include: changing work patterns, suspending 'non critical' activities to focus on your priorities and assist the recovery of critical systems in the first instance with a phased approach for all other ICT 'non critical' activities	

	TACTICAL OPTIONS TO MITIGATE AGAINST A LOSS OF STAFF OR SKILLS	ADDITIONAL INFO
1	Use of temporary staff (teaching/non teaching)	Use of approved teaching agencies
2	Multi-skilling/cross training to ensure staff can undertake different roles and responsibilities. This could involve identifying deputies /job shadowing/staff undertaking temporary additional duties	
3	Suspending 'non-critical' activities to focus on your priorities	Non essential meetings/training to be suspended

	TACTICAL OPTIONS TO MITIGATE AGAINST A LOSS OF A KEY SUPPLIER, THIRD PARTY OR PARTNER	ADDITIONAL INFO
1	Pre-Identified alternative suppliers	
2	Ensure external providers have a business continuity plan in place and PFS understands the impact their plan might have on the delivery of PFS's critical and other activities so we can plan accordingly	
3	Insurance cover	
4	Mutual support agreements with local schools	EGA/Winton/Gower
5	Using alterative ways of working to mitigate the loss, eg Suspended activites.	Non essential meeting/training to be suspended

Drawing A-1712
1st Floor

Quiet Room
A: 11.0/11.12

Stair 01
A: 17.0/11

Time Out
A: 6.5 m²

Home Base
A: 55.0 m²

Lobby
A: 5.0 m²

Risers
A: 2.0 m

Risers
A: 1.5 m

Risers
A: 1.5 m

WC

Dining

Storage

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J-08.B

J-11.B

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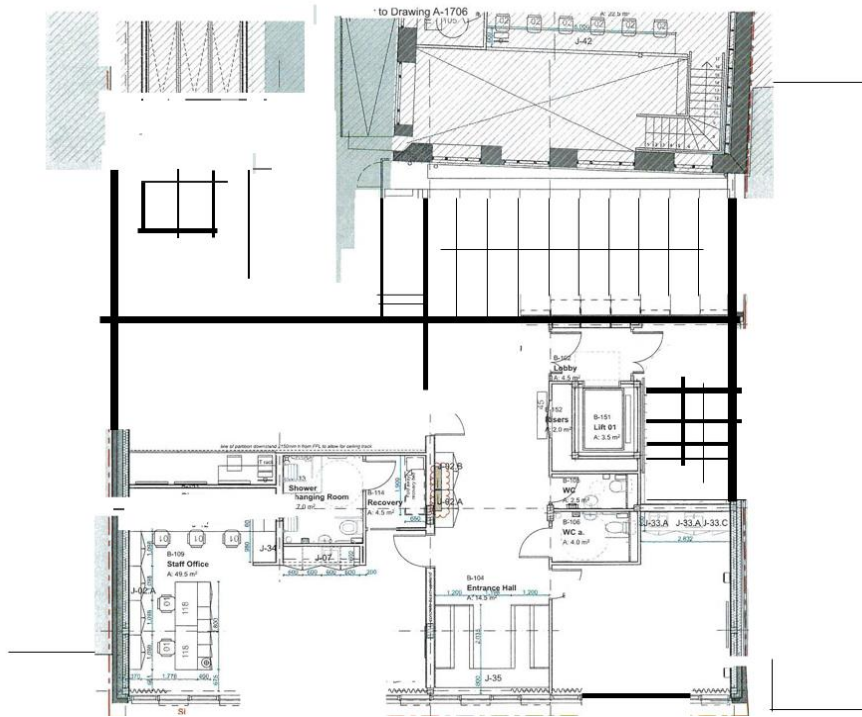
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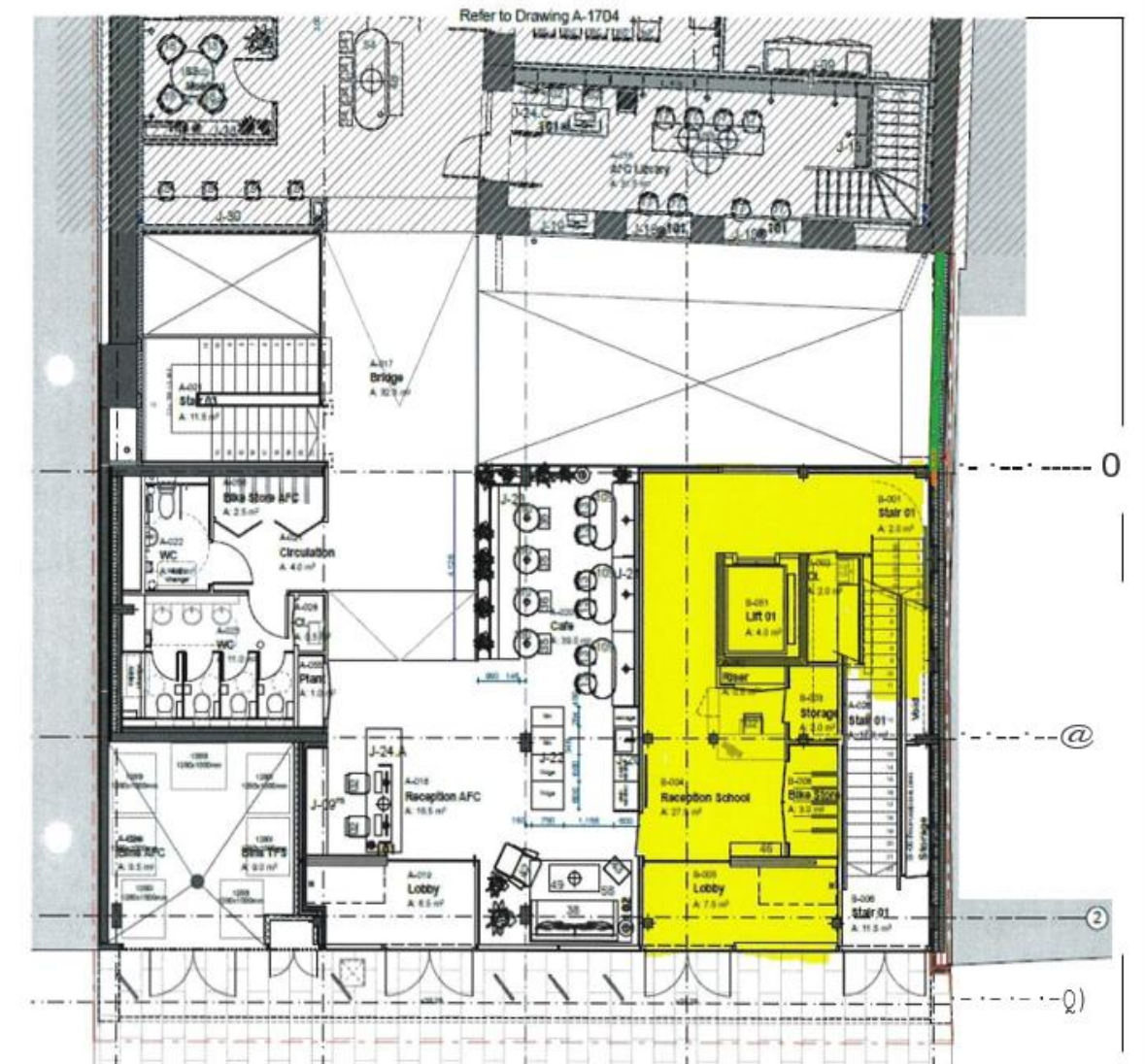
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PFS - GROUND FLOOR - IN YELLOW



P.F.S. BASEMENT - IN YELLOW

