



# **Wentworth Nursery School and Children's Centre Business Continuity Plan**

Reviewed April 2021

To be reviewed April 2023

## **Introduction**

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, national pandemic 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**

Wentworth Nursery School has established with Hackney Education that for a two week period services will cease at Wentworth Children Centre in order for the teaching and learning of its children to continue.

- The Children's Centre building would therefore operate as the school with full access to the office, and rooms and outside space used to support teaching and learning.

### **Critical Incident**

A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school including an explosion or pandemic.

If in the event there was a critical incident where the lives of children, staff, parents or visitors are threatened the school will adhere to the following:

## Actions to prevent a critical incident

- All staff to adhere to all risk assessment guidelines relating to a national pandemic
- All actions relating to a national pandemic will be shared with all relevant agencies including: unions, staff, Governing Body and the Local Authority.
- all staff to wear their identity badges prominently at all time
- all staff should challenge anyone in the school or children's centre who do not have a clear visitor's badge or are unclear for the purpose of their visit.
- reception staff will only allow entry into the school or children's centre personnel where it is clear for their purpose of visiting.
- Any concerns regarding personnel in the school or children's centre, staff should contact the Headteacher or Head of Centre immediately.
- All first aid resources will be checked on a monthly basis by designated staff at both the CC and school. This will be conducted by the office staff at both sites.
- Ensuring supplies of road salt are purchased in preparation for any snowfall; this will be conducted by the Premises manager by October half term for the beginning of each academic year.
- Reviewing and purchase temporary heaters in accordance with health and safety regulations at the beginning of the autumn term; this will be done by the Premises manager in conjunction with the Headteacher and CC Manager.
- Having a plan in place to manage all communications in and out of the school regarding any potential closure;
- In the event of a critical incident the school will formulate a critical incident team which will comprise of:

### Critical Incident Team

Headteacher: Ben Hasan (mobile: 07801 565005), Deputy Headteacher: Farzana Chowdhury (07957 196611), Head of Centre: Katrin Karlsdottir ( 07747 046766); Bursar: Lisa Purcell (07789 715068), Premises Manager: Lesley Gracey: (07940 995732)

### During the incident

The Headteacher or in his absence the DHT will contact the police or relevant agency **including Hackney Education (HE), Government department such as the Department for Education, and inform them of the nature of the incident.** The Headteacher will also contact one of the following: HLT Annie Gammon 020 8820 7631 ([annie.gammon@learningtrust.co.uk](mailto:annie.gammon@learningtrust.co.uk)) Steven Hall Assistant Director 0208 820 7067 [stephen.hall@learningtrust.co.uk](mailto:stephen.hall@learningtrust.co.uk) 07740 436071

In consultation with the Headteacher or DHT and Hackney Education (HE) a decision will be made whether to close the school. Should the school need to close. One member of the critical incident team will liaise with the marketing team at HLT as appropriate:

Designation	Name	Email	Telephone
Business Operations Manager	Tracey Caldwell	<a href="mailto:tracey.caldwell@learningtrust.co.uk">tracey.caldwell@learningtrust.co.uk</a>	020-8820-7599
HLT Web Manager	John Pitman	<a href="mailto:John.Pitman@learningtrust.co.uk">John.Pitman@learningtrust.co.uk</a>	020-8820-7019
Marketing Planning Manager	Moustapha Benadi	<a href="mailto:marketing@learningtrust.co.uk">marketing@learningtrust.co.uk</a>	020-8820-7474
Out of hours (only) emergency	Duty Emergency Planning Officer		020 8356 2366

contact	Main Monitoring Room (24/7 availability)	020 8356 2323
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The school will also ensure all information is updated on its website as appropriate, as well as communicating all information utilising additional social platforms.

If the critical incident involves burst water pipes LBH Facilities Team could be of service:

Designation	Name	Email	Telephone
Facilities & Support Services Manager	Tracy Spallin	<a href="mailto:tracy.spallin@hackney.gov.uk">tracy.spallin@hackney.gov.uk</a>	020-8820-7115 07768 557819
Duty Emergency Planning Officer (24/7 availability)			020 8356 2366
Main Monitoring Room (24/7 availability)			020 8356 2323

On establishing **advice both from the police and HLT**, the critical incident team will:

**Incident at the Nursery School**

**1. The initial briefing should:**

inform staff of the nature of the incident

- give a brief statement of factual information;
- outline the school’s response and proposed plan of action;
- facilitate staff questions;
- outline staff responsibility for monitoring pupil and staff welfare;
- identify vulnerable staff and pupils who may be at risk;
- clarify specific responsibilities for staff;

- advise staff on procedure for dealing with media enquiries;
  - advise staff on agreed procedure for informing pupils and parents;
  - inform staff of the support services that are available;
  - reassure staff and pupils that they will be supported;
- and advise staff of time/place of next briefing and debriefing session.

The points below will be actioned if appropriate as the nature of the incident may mean the school will need to be remained closed for the foreseeable future based on professional advice from specialist agencies including those from national government.

2. Evacuate the children, staff and all visitors out of the school to the children's Centre.

3. The Head of Centre will close the CC to enable children and visitors from the nursery to base themselves at the centre.

4. A support room will be organised to support parents/children and/or staff who may be distressed by the incident.

5. The Bursar along with other members of the Incident team will contact parents/carers to collect their children

6. Once children, parents and staff are safe the Headteacher will contact HE regarding support for children, staff and or parents/carers.

7. Headteacher will liaise with HLT and the emergency services regarding statement to parents and the media.

#### **Incident at the CC**

In the event of a critical incident in the Centre, the Critical incident team will support the evacuation of all parents with children out of the children's centre. The Bursar and the DHT will remain at the school. Any children, parents or staff who may be distressed, support will be provided to them within the school by the Critical Incident team. The staff room in the nursery school will be organised to support parents as required.

A decision will be made by the Critical Incident Team as to whether the school will remain open or not in light of a critical incident taking place at the CC.

Should the decision be made to close the school, the Bursar will take primary responsibility to inform parents/carers to collect their children, this will be based on advice from both the Emergency Services and the Local Authority. The Bursar will be responsible for ensuring all communication lines are open.

#### **After the incident**

There will be home or **zoom visits** to children who may have been affected by the critical incident. A rota of staff visiting children will be

established by the Critical Incident Team in accordance with advice from key organisations such as the DFE or HE.

Support for staff will be provided via the most appropriate agencies as determined by the relevant professional body. The critical incident team will be liaising with the emergency services and Hackney Education.

The bursar to contact its insurance company along with HLT insurance manager, details below:

Designation	Name	Email	Telephone
LBH Insurance Manager	Michael Pegram	<a href="mailto:Michael.pegram@hackney.gov.uk">Michael.pegram@hackney.gov.uk</a>	020-8356-2647
Out of hours (only) emergency contact	Tracy Spallin, Facilities & Support Services Manager		07768-557819
	Duty Emergency Planning Officer		020-8356-2366
	Main Monitoring Room (24/7 availability)		020-8356-2323
	LBH Insurance Manager (Michael Pegram)		07971-836469

Review of the process; this should include the following:

- What went well?
- What was most/least helpful?
- Were there any gaps?
- Have all necessary referrals to support services been made?

- Is there any unfinished business?
- Have all records relevant to the Critical Incident been sent and are they stored securely within the school?
- Are there any identified training needs?
- Does the Plan need to be reviewed/changed/updated?

### **Asset Management**

The asset register of all resources is held by the school's server which is copied on a daily basis.

### **Insurance of premises and resources**

The insurance held by the school is JLT Speciality Ltd on behalf of the London Borough of Hackney. The insurance does cover the total cost for both buildings and contents up to £50,000,000 for the buildings and its contents.

### **Daily backing up of resources**

- All Information Technology data is backed up both by the school's in house server as well as remotely on a daily basis.

### **Significant shortage of staff**

In the event of an unusual lack of permanent staff, the school will utilise the Council's recognised supply agencies to service its needs. Additionally; depending on the length of time required, the school may explore a secondment(s) if possible. This will be done through contacting local nursery and primary schools within the Borough of Hackney in conjunction with our School Improvement Officer: Karen Pedro

In the event of **no hot water or running water**. The school will assess the situation to determine how much water is available within the school and what time frame the water will return. In the eventuality of water not being available beyond what is in the school within the core day, the HT will liaise with the Head of Early Years and School Improvement Partner regarding closing the school.



## Leadership Team

The Business continuity plan will be held by the Head Teacher, Deputy Head Teacher, Bursar, Children's Centre Manager and Chair of Governors.

### Appendix 1 recording the critical incident

CONFIDENTIAL Initial Report Date: _____ Time: _____ Information received from:	
Contact details:	
Name of person informed:	
Information passed to: (Name of person with overall responsibility)	Time: _____ Date:
Facts of incident received so far: Brief Description of the Incident on (Date)	

### Appendix 2 Staff and children present during the critical incident



**Summary Overview of actions:**

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

**HT Ben Hasan (07801 565005) or DHT Farzana Chowdhury (07957 196611) HLT Stephen Hall Assistant Director Steven Hall**  
Assistant Director 0208 820 7067 [stephen.hall@learningtrust.co.uk](mailto:stephen.hall@learningtrust.co.uk))

HT will:

Inform of scale of incident: what has happened, what is not available and why; to Hackney Education, and emergency services and all others advised by Hackney Education and the emergency services.

HT to also contact all Leadership Staff including Head of Children's Centre: Katrin Karlsdottir 07747046766

HT to inform chair of Governors: Sally Lindsay German : 0208 533 4016 mobile: 07973393087

- Stephen Hall will inform all relevant officers

HT or DHT will contact Hackney Learning Trust ICT to ensure all data is saved and accessible:

Head of ICT Bertie Savan [bertie.savan@learningtrust.co.uk](mailto:bertie.savan@learningtrust.co.uk) 0208 820 7077

Notices of information will be displayed via the school website and other platforms deemed appropriate both by Hackney Education and the school.

HT to discuss short term provision of resources with Stephen Hall

HT & DHT will hold meeting with staff and parents at Wentworth Children's Centre to discuss short term provision

HT, LA, Governors and Wentworth Children's Centre will agree time frame as to when provision will begin and end.

The Children's Centre will support the nursery school for a maximum of two weeks with the following facilities:

- space for 90 2-4 year olds and access to toilets which is flexible both for learning and lunch
- outside space (stay and play room as well as training room will be used)
- provision for 25 staff
- access to phone/photocopier for two admin staff
- staff room provision will be used in the training room while children have lunch

If in the event of the CC building incurring a serious incident, early years' services will be suspended until further notice as advised by Hackney Education.

HT will liaise with appropriate officers from HLT including Stephen Hall and Annie Gammon