

Worlingham CEVC Primary School



CRITICAL INCIDENT RECOVERY PLAN

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date approved:	21.11.23
Name of Committee:	Health and Safety
Chair of Committee signature:	<i>Mr Peter Hobbs</i>
Date of next review:	Autumn 2024

Worlingham CEVC Primary School

CRITICAL INCIDENT RECOVERY PLAN

BUILDING AND EQUIPMENT RECOVERY

INTRODUCTION

As part of any major incident it is likely that buildings and/or equipment will be damaged/lost so far as operational purposes are concerned. This Plan outlines the action to be taken in such a situation and the method by which a speedy return to normal, acceptable levels of service will be achieved.

PROCEDURES

In the first instance, the Emergency Controller* and subsequently the Headteacher will follow the current procedures within the Critical Incident Plan.

*The Emergency Controller will be;

Either the first member of staff to arrive on the scene if the incident occurs outside of school hours or the most senior member of the leadership team available.




This will provide access to the full range of 'in-house' and contract services currently available to our school, covering all aspects of premises and communication support. Beyond these procedures there are areas potentially essential to the immediate recovery plans for any facilities related to the crisis/disaster.

These are:

- (a) Accommodation
- (b) Communications
- (c) Utilities
- (d) Furniture
- (e) Security and Security Hardware
- (f) Staff

(a) Accommodation

In the event of loss of premises, or a part thereof, there will clearly be an immediate need for space in which to house core activities and the transfer of learning to a remote solution until physical accommodation is organised. We will provide for such an occurrence by a number of means:

-  Hire of portable accommodation.
-  Rescheduling the use of existing accommodation not affected, this could include the Sports Hall.
-  Short term rentals/leasing/hire of local accommodation through other schools in the immediate vicinity.

The organisation of any alternative accommodation will need to be confirmed as accepted at the time by the Local Authority.

(b) Communications

In the event of a crisis/disaster which takes out of commission the existing telecommunications system, our school staff would be expected to use personal mobile phones in the immediate short term.

The Emergency Controller is responsible for contacting our telecommunications supplier to obtain an indication as to the length of time that our system would be down. The purchase of inexpensive

'pay as you go' mobiles for the leadership team and office may be necessary if the system is likely to be unavailable for a longer time.

The implementation of the telecommunications recovery plan would be the responsibility, of the Headteacher or nominated Deputy Headteacher.

Other communications to be considered appropriate to the situation i.e. Class Dojo, School website and the local radio.

(c) Utilities

Should a Major Incident occur affecting the utility supply to school premises, repairs to those utility supplies would be carried out by the relevant supply authority or contractors.

If a heating source to a building is destroyed, arrangements will be made to expedite the repair/replacement as soon as possible, and if possible, temporary heat sources will be hired.

(d) Furniture

If the school furnishings are damaged beyond repair or use we would need to source temporary replacements from local school surplus and/or Local Authority storage if available.

(e) Security and Security Hardware

Our school would need to ensure that the affected areas do not present a security loop hole;

- ✚ All damaged windows would need to be boarded and damaged roofing weather proofed.
- ✚ If security fencing is required, we would need to ensure the Local Authority is proactive in sourcing the required measures.

(f) Staff

If following either an incident or a pandemic the school suffers from a mass unavailability of staff it would be likely that the Headteacher would be forced to temporarily close the school. Any closure would be kept to an absolute minimum time scale. Immediate contact with County HR department would be made by the Headteacher for advice and assistance with temporary staffing.

EXPENDITURE

The Headteacher will be responsible for authorising any expenditure incurred in connection with an incident and in doing so will ensure that Financial Regulations and Procurement procedures are complied with.

ASSET REGISTER

An Asset Register detailing valuable equipment is maintained, schedules show items on a room by room basis. This register is reviewed/updated on an annual basis. The paper copy is kept in the school safe and the information is also held on the school's computer system.

INSURANCE

The school maintains adequate buildings and contents insurance.

RECOVERY OF COMPUTING FACILITIES

It is important in the context of computing, to consider separately the various elements that constitute the computing facilities and services.

Physical hardware can be relatively easily replaced but may take several weeks to identify, order and commission. If the network that carries the data between computers is destroyed, then this can potentially isolate users.

Centrally provided networked data files and software are relatively easily restored provided secure and reliable backup and recovery mechanisms are in place.

All central computing facilities and services are regularly backed up in terms of networked data files and software, with copies kept in the school safe and a copy taken off site.

In the event of a major incident, it is the responsibility of the Headteacher / Deputy / nominated individual and IT Support technician, to implement a computing recovery plan.

Implementation of the policy

Our school will manage implementation of this policy with the support and guidance of the Local Authority.

V6 – OCTOBER 2022

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.