

# Wolsey House Primary School

## Business Continuity Plan 24-25

### INTRODUCTION

#### 1. Function of this plan

This plan is for use in serious situations which threaten the school's ability to operate over an extended period of time. This may be a situation which affects only the school like a serious fire or a siege, or a citywide emergency such as flood, transport disruption, pandemic flu.

It will provide a basis on which priority activities can continue to function and enable a return to a full educational programme as soon as possible.

In a citywide emergency, schools may be used as an emergency rest centre. Separate plans for this contained in the city's with Emergency Plan.

#### 2. What the plan contains

The plan contains critical data which is needed to respond rapidly and appropriately to a serious situation.

It also sets out how the school has decided to operate under these circumstances with pre-planned courses of action for the main threats.

The plan also summarises the resources and support (staff, equipment etc) required to continue to deliver the educational programme.

#### 3. When it will be used

The Business Continuity Plan is activated where there is serious **long-term** disruption to the school's activities. It could be caused by a citywide emergency or more local circumstances, which result in one of the following *trigger situations*:

- Buildings
  - Substantial part of key building(s) not available
- Staff
  - Sudden loss of leadership
  - Staff numbers fall below level at which the school can operate
- Transport
  - Serious disruption: significant numbers of staff, pupils, supplies unable to get to school
- ICT failure
  - Critical ICT system not available.
  - Loss of core ICT functionality (server or network)

- Serious threat to staff or pupil welfare/safety
  - Siege/Legionella/Asbestos
  - Incident on school trip
  - Death or injury of staff and/or pupils
- In the event of a serious fire or a situation which requires a complete evacuation from the school site, arrangements have been made to relocate to the **National Space Centre**. From there the parents will be contacted and children can be safely collected.

Schools handle serious incidents every day locally and will not trigger the Business Continuity Plan for these.

Similarly, a short-term, managed closure eg because of adverse weather, or staff industrial action, would not trigger the Business Continuity Plan.

#### 4. Where it fits into the council's Corporate Business Continuity Plan

When a school is faced with significant long-term disruption or closure the council's Corporate Business Continuity Plan will be triggered.

The School's Recovery Team Leader, usually the Head, will activate the Plan.

Each School Recovery Team will report into the council's CYPS Department Recovery Team which is responsible for resources and support for the school.

All contact with the media will be handled centrally by the council's Directors' BCP Group.

#### 5. Recovery Phases

The plan should be kept as brief as possible and structured to reflect the three recovery stages and service priorities indicated below.

Recovery Phases	Period	Definition
Phases 1	First 48 hours	Essential urgent tasks that must be undertaken. Temporary arrangements for provision of critical service.
Phases 2	Next Week	Initiate the restoration of business-critical services.
Phases 3	Until 'business as usual'	Restoration of activity and return to normal working.

#### RESPONSIBLE TO:

Sonal Devani – Risk Management tel 0116 4541635

## THE SCHOOL

Name	Wolsey House Primary School		
Address	Beaumont Leys Lane Leicester LE4 2BB		
Telephone No.	0116 2667566		
Email	office@wolseyhouse.leicester.sch.uk		
No. of classes	23		
No. of children on roll	641	Age range of children	3-11
No of teachers	30	FTE	27.7
No. of teaching assistants	43	No. of support staff	27
No. of female staff	88	No. of male staff	12
No. of children having school meals	261	No. of children who have free school meals	208

## THE CRISIS RECOVERY TEAM

Role	Name	Contact Number(s)
Headteacher	Mrs Helen King	07743 164187
Deputy Head	Mr S Powell	07709 355849
Assistant Head	Mrs J Cooper-Marsh	07429 936731
Business Manager	Mrs V Southwell	07377 969062
Site Manager	Mr A Kopicki and Mr S Wells	07815 623933
ICT Technician	Macleans Data Comms Ltd	0116 2774020

Chair of Governors	Mr Matthew Peatfield	
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**REMINDER:**

**Phone the Emergency Services, if necessary**

**Phone Crisis Line on: 0116 3737599**

**Do not talk to the media**

**Log decisions, actions, contact and other events.**

**THE REQUIREMENTS FOR THE FIRST 48 HOURS**

<b>Requirement *</b>	<b>Additional Information</b>	<b>No. required</b>
Rooms (with toilet facilities)	For planning, administration and to act as a 'operations centre'	2
Telephones	To contact staff, parents, LA, services etc.	2
Computers	To generate letters and documents, contact people / organisations via email, research on the Internet	4
Access to SIMs	To access pupil records, staff records, financial information etc	4
Printers	To produce letters, documents etc.	1
Photocopiers	To mass produce letters, documents etc.	1
Room (local to school)	For holding a parents' meeting	1
Local Authority Representatives	To attend the parents' meeting	<i>LA to decide</i>
Human Resources	To give guidance on staffing issues and liaise with unions	<i>LA to decide</i>

## THE REQUIREMENTS TO REINSTATE A FULL EDUCATIONAL SERVICE

Requirement	Additional Information	No. required
Building	Secure, appropriate and fully risk-assessed with all utilities connected and working. Full working catering facilities.	<i>As required</i>
Transport to and from temporary accommodation	For staff and pupils, with appropriate staffing if necessary at an appropriate, safe place.	<i>If required</i>
Toilet facilities	Suitable for the number and gender of staff and pupils	<i>As required</i>
Office facilities	Appropriate for the number of staff and with appropriate furniture	<i>1</i>
Outside play area	Secure, appropriate and fully risk-assessed	<i>As required</i>
Staff area	With tea / coffee making facilities etc.	<i>100 staff</i>
Hall	Large enough to hold assemblies and carry out PE lessons	<i>As required</i>
Tables	Enough for each class	<i>23 classes</i>
Chairs	Enough for each pupil and member of staff and appropriate sizes	<i>As required</i>
Telephones	With at least two lines	<i>2</i>
Boards	Preferably interactive for each class	<i>23</i>
Computers	Ideally at least one per class Also for admin use	<i>23</i>
Internet access	Ideally in each class room and the office facilities	<i>23</i>
Access to SIMs	For all appropriate staff	<i>23</i>
Printers	Ideally enough to support the teaching and administration	<i>10</i>
Photocopiers	Black & white sufficient	<i>2</i>
School meals	Free, paid and staff	<i>261</i>
Milk provision	Free and paid	<i>257 per day</i>
Fruit provision	Free to KS1 and Foundation Stage	<i>As required</i>
Learning resources	Appropriate books, software etc.	<i>As requested by teachers</i>

Stationery	Appropriate and sufficient exercise books, paper, pens, pencils, rulers, erasers etc.	<i>As required</i>
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## THE ORGANISATIONS THAT PROVIDE A SERVICE TO THE SCHOOL

Service	Organisation	Contact Number(s)	Meter No. / Contract No.
Aided/Catholic Schools Only		N/A	
Admissions	LA	4541009	
Bursar	N/A		
Counselling	Psychology Service	4545470	
Data Protection	Judicium	0845 4592130	
Educational Psychology	Psychology Service	4545470	
Educational Welfare	EWO	4545932	
Electric	Total Energy	03330 037874	
Finance	Raj Patel	4544109	
Fruit	MWW	0121 344 4554	
Gas	Total Energy	03330 037874	
Grounds Maintenance	John O'Connor	07977 482420	
Human Resources	Freeths	0345 0094383	
ICT	Macleans Data Comm	0116 2774020	
Insurance Company	LCC	4541637	
Internet	Virgin Media	0800 0520800	

Lifts	N/A		
Milk	Kirby & West	2220000	
Photocopier / Risograph	Konica Minolta	0871 5747200	
Property	LCC	4542100	
School Meals	City Catering	4545067	
School Nurse		2958729	
Social Services	Duty Assessment Desk	4541004	

### THE ORGANISATIONS THAT PROVIDE A SERVICE TO THE SCHOOL (cont.)

Stationery	ESPO	2657901	
Supply Agencies	Supply Personnel	07734 703630	
Taxis (for children in care)	Jubilee	0116 2470123	
Telephone	Adept	0844 5734692	
TV Licence	TV Licensing	08448006700	
Unions			
Washroom	PHS	02920851000	
Water	Severn Trent	08007834444	
Refuse	Biffa	2161900	
Fire Alarms	ADT	2641730	

#### REMINDER:

You will need to ensure that those people who are listed in this

**document are aware of their responsibilities etc.**  
**You will need to regularly update this information as staff change,**  
**contact details change etc.**

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