



Therapeutic Education Department
at the St. Aubyn Centre

Business Continuity Plan

Therapeutic Education Department
The St Aubyn Centre
2 Boxted Road
Colchester
CO4 5HG

Date of Implementation: September 2021

Review: Annual

The Therapeutic Education Department is situated within the St Aubyn Centre.

The Essex Partnership University Trust (EPUT) owns the buildings and have in place a

- Major Incident Plan
- St Aubyn Centre Service Business Continuity Plan which relate to the Trust and to the Unit
- Coronavirus Business Continuity Plan
- St Aubyn Centre Lockdown Policy

The Therapeutic Education Department would follow the Trust and Unit plans in most circumstances.

This Business Continuity Plan covers just the Education Department of the St Aubyn Centre.

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About this Plan

1.1 Document Control

Date	Revision/Amendment Details & Reason	Author
Nov 21	Change of IT Provider	Sharon Riley
Jan 22	Head changed to Executive Head / Deputy to Head of School	Sharon Riley
Nov 23	Executive Head details amended	Sharon Riley
Mar 24	Change of Fire Warden & additional Management Committee member	Sharon Riley

1.2 Plan Purpose

To provide a written response for those involved in re-establishing the operational delivery of services following a major incident.

1.3 Definitions

An emergency is any event, which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

1.4 Plan Scope

The following are covered by this Plan:

Teaching and Learning support

Pastoral care in the school environment

School administration

Educational Visits

Governance

1.5 Plan Owner

The Executive Head is this Plan's Owner and is responsible for ensuring that it is maintained, exercised and updated in accordance with school policy for reviewing business continuity / emergency / critical incident / response plans.

1.6 Plan Distribution

This Business Continuity Plan is distributed as follows:

NAME	ROLE	ISSUE DATE
Simon Turnnidge	Executive Head	March 24
Sarah Dignasse	Chair of Management Committee	March 24
Jim English	Head of School	March 24
Carly Fenn	Fire Warden	March 24
Sharon Riley	School Business Manager	March 24

1.7 Plan Storage

All parties on the distribution list above, are required to **safely** and **confidentially** store a copy of this plan at their regular place of work **and** off-site i.e. at home/ in vehicles (if appropriate) / in grab bags.

The policy should also be available on the school website.

1.8 Plan Review Schedule

This Plan will be updated as required and formally reviewed annually in line with the school's review timetable.

1.9 Associated Documents

The St Aubyn Centre Fire Evacuation Plan

The St Aubyn Centre Fire Risk assessment plan

The St Aubyn Centre Lockdown policy

Remote Learning Policy

2.0 PLAN ACTIVATION

2.1 Circumstances

This Plan will be activated in response to an incident causing significant disruption to the school, particularly the delivery of key/critical activities.

Examples of circumstances triggering activation of this Plan include:

Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption, pandemic self-isolation

Loss of critical systems e.g. ICT failure, power outage

Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency with the school in the Emergency Service's cordon preventing access, severe weather scenarios or utilities failure

Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical activity

Confirmed case of current pandemic forcing temporary school closure;

Government enforced lockdown due to pandemic.

2.2 Responsibility for Plan Activation

The Executive Head will normally activate and stand down this Plan.

2.3 Escalating a Serious / Critical Incident

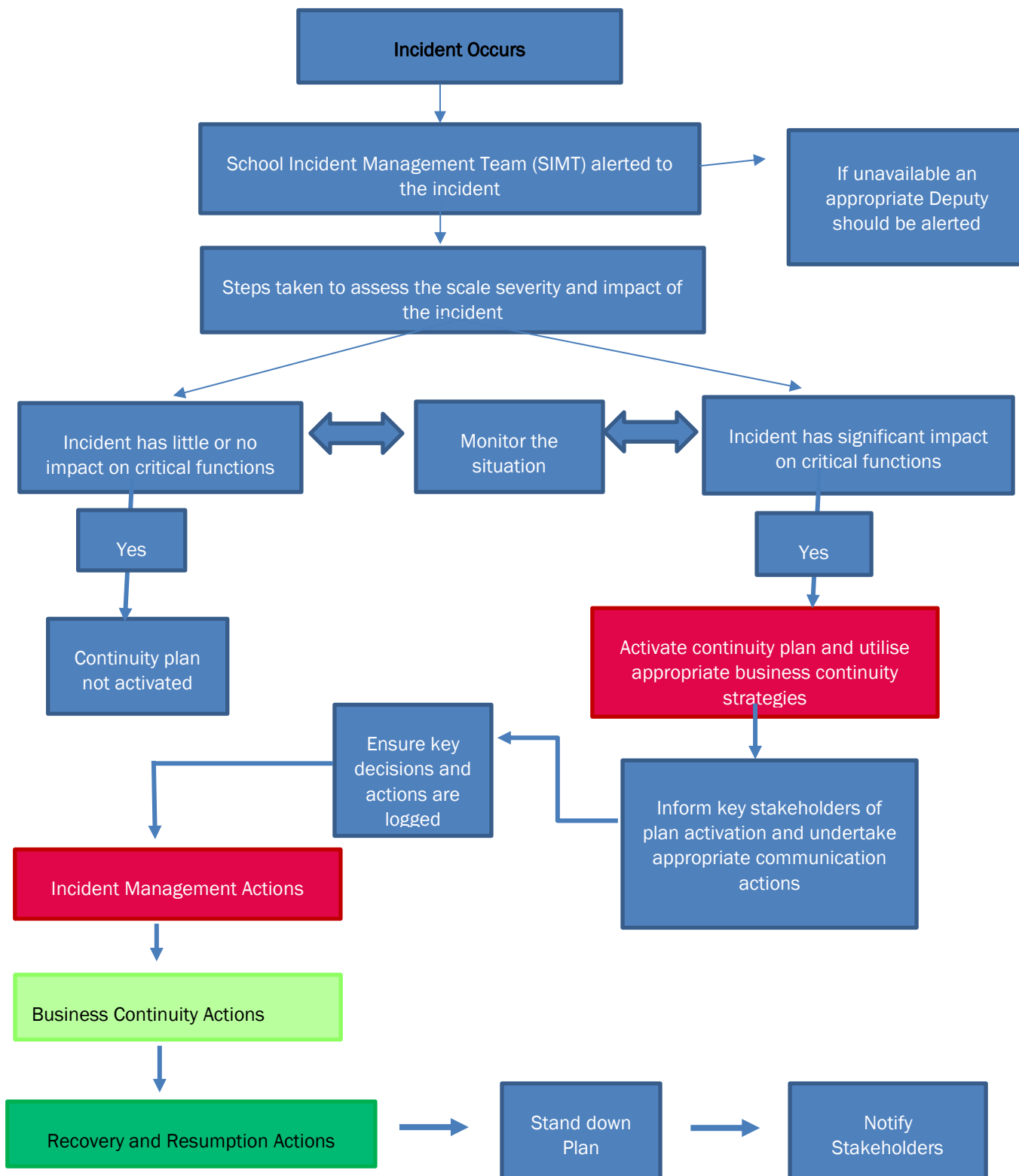
All serious incidents or incidents affecting the physical infrastructure of the school should be reported to the Local Authority and to the EPUT Estates Department

Essex School Communications team 03330 139880 (9am-4pm)

Essex Emergency Duty Service 0345 606 1212 (out of hours)

Estates 01206 334500 (8.30-5pm) or 01206 747474 (out of hours)

2.4 Activation Process



Roles and Responsibilities

3.1 School Incident Management Team

Role	Responsibilities	Accountability / Authority
Executive Head and Business Continuity Coordinator	<p><i>Senior responsible owner of Business Continuity Management in the school</i></p> <p><i>Ensuring the school has capacity within its structure to respond to incidents</i></p> <p><i>Determining the school's overall response and recovery strategy</i></p> <p><i>Business Continuity Plan development</i></p> <p><i>Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc</i></p> <p><i>Involving the school community in the planning process as appropriate ▪ Plan testing and exercise</i></p> <p><i>Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved</i></p> <p><i>Training staff within the school on Business Continuity</i></p> <p><i>Embedding a culture of resilience within the school, involving stakeholders as required</i></p>	The Executive Head has overall responsibility for day-to-management of the school, including lead decision-maker in times of crisis
School Incident Management Team (SIMT)	<p><i>Leading the school's initial and ongoing response to an incident</i></p> <p><i>Declaring that an 'incident' is taking place</i></p> <p><i>Activating the Business Continuity Plan</i></p> <p><i>Notifying relevant stakeholders of the incident, plan activation and ongoing response actions</i></p> <p><i>Providing direction and leadership for the whole school community</i></p> <p><i>Undertaking response and communication actions as agreed in the plan</i></p> <p><i>Prioritising the recovery of key activities disrupted by the incident</i></p> <p><i>Managing resource deployment</i></p> <p><i>Welfare of Pupils</i></p> <p><i>Staff welfare and employment issues</i></p>	The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

The following staff have been identified as the Schools Incident Management Team

Role / Organisation	Name	Telephone No.
Executive Head and Business Continuity Co-ordinator	Simon Turnnidge	
Head of School	Jim English	
Fire Warden	Carly Fenn	
School Business Manager	Sharon Riley	

3.2 Additional Response and Recovery Roles

Depending on the circumstances of the incident, it may be necessary to activate one or all the roles described below.

Role	Responsibilities	Accountability / Authority
Incident Managers Simon Turnnidge Jim English	<i>Leading the school's initial and ongoing response to an incident</i> <i>Declaring that an 'incident' is taking place</i> <i>Activating and standing down the Business Continuity Plan</i> <i>Notifying relevant stakeholders of the incident, plan activation and ongoing response actions</i> <i>Providing direction and leadership for the whole school community</i> <i>Undertaking response and communication actions as agreed in the plan</i> <i>Prioritising the recovery of key activities disrupted by the incident</i> <i>Safeguarding the welfare of pupils, staff, contractors and visitors</i> <i>Staff welfare and employment issues</i>	Incident Managers have the delegated authority to authorise all decisions and actions required to respond and recover from the incident.
Incident Loggist (record keeper) Sharon Riley	<i>Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately and can withstand scrutiny e.g. in a public enquiry or tribunal</i> <i>Ensuring the log is submitted for storage in accordance with the agreed procedure</i>	Reporting directly to the Incident Manager
Media Coordinator Simon Turnnidge Sarah Dignasse	<i>Liaison with Local Authority Press Office & EPUT Communication Team to inform media strategy</i>	The Media Co-ordinator should assist with providing information to the Press Office but should not undertake direct contact with Media
Stakeholder Liaison	Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all):	All communications activities and information

Simon Turnnidge	<i>Governors/trustees</i>	sharing should be agreed by the SIMT
Sarah Dignasse	<i>Parents/Carers</i> <i>Key Local Authority Services</i> <i>Essex Partnership University NHS Trust (EPUT)</i> <i>External agencies e.g. Emergency Services, Health and Safety Executive (HSE) etc</i>	
Site Management undertaken by EPUT	Undertaking duties as necessary to ensure site security and safety in an incident Liaison with the SIMT to advise on any issues relating to the school's physical infrastructure Lead point of contact for any Contractors who may be involved in incident response Co-ordination of inventory of damaged assets/equipment when/if safe to do so	Reporting directly to the Incident Manager or SIMT.
ICT Coordinator Cablers	Ensuring the resilience of the school's ICT infrastructure Liaison with external IT provider Work with the Incident Manager to develop proportionate risk responses	Reports directly to the Incident Manager for plan development issues. In response to an incident, reporting to the SIMT
Recovery Coordinator Sarah Dignasse	Leading and reporting on the school's recovery process Identifying lessons as a result of the incident Liaison with Incident Manager to ensure lessons are incorporated into the plan development	Is likely to already be a member of the SIMT, however will remain focussed on leading the recovery and resumption phase. Reports directly to Incident Manager
First Aider(s) Carly Fenn Julie Barton Medical & nursing staff from wards	To ensure that the Emergency Services are immediately called when they are required to treat any casualties To provide immediate 'first aid' in line with training received in order to preserve life, prevent the condition getting worse and to promote recovery To keep individuals as comfortable as possible until professional help arrives	Reporting directly to the Incident Manager.
Emergency Evacuation Marshall(s) Carly Fenn	Ensure everyone has moved through the floor/building when required to do so, following the Horizontal Evacuation Plan, making sure nobody is left behind Report to the Incident Manager confirming their area of responsibility is completely evacuated (or that the search was not thoroughly completed)	Reporting directly to the Incident Manager.

	Report to the Incident Manager the numbers and locations of any mobility impaired person(s) remaining in the building e.g. in a safe refuge	
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3.3 The Role of the Management Committee

Role	Responsibilities	Accountability / Authority
Management Committee	<p><i>Working in partnership with the Head to provide strategic direction in planning for and responding to disruptive incidents</i></p> <p><i>Undertaking actions as required to support the school's response to a disruptive incident and subsequent recovery</i></p> <p><i>Acting as a 'critical friend' to ensure that the Business Continuity Plan is fit-for-purpose and continuity arrangements are robust and reliable</i></p> <p><i>Monitoring and evaluating and reporting overall performance in developing school resilience</i></p>	<p>Liaison with the Executive Head or School Incident Management Team in response to a crisis.</p> <p>Reporting progress in developing Business Continuity Plans</p>

4.0 Incident Management

Turn immediately to Section 5.0 for pre-planned incidents or slowly developing scenarios that are not 'no notice' emergencies but have the potential to disrupt school activities e.g. computer virus, flu pandemics, a pre-planned strike, forecast for heavy snow or a power outage etc

4.1 Incident Management Phase	
Purpose	<p><i>Protect the safety and welfare of staff, visitors and the public</i></p> <p><i>Ensure right people come together in the right place at the right time</i></p> <p><i>Protect vital assets e.g. equipment, data, reputation</i></p>

ACTION	CONSIDERATION
<p>Survey the scene</p> <p>Assess the scale, severity, duration of the incident</p> <p>Assess the impact on pupils and staff</p>	<p>Gather and share information to facilitate decision-making and enhance the response.</p> <p>Impact Assessment Form – Appendix A</p>
<p><i>Call the Emergency Services (as appropriate) or contact them if still on site</i></p> <p><i>Liase with Ward Managers</i></p> <p><i>Evacuate the area, if necessary, using the normal horizontal fire evacuation procedures for the school</i></p>	<p>TEL: 999</p> <p>Consider whether it may be safer or better for the welfare of pupils to stay within the school premises. Consider arrangements for staff/pupils with special needs</p>
<p><i>If there is time, and it is safe to do so / permitted by the emergency services, consider the recovery of vital assets/equipment to enable delivery of critical school activities</i></p> <p><i>Notify relevant stakeholders of school evacuation</i></p>	
<p><i>Nominate individuals to carry out incident management roles, as appropriate</i></p> <p><i>Establish a contact point for all supporting personnel</i></p>	<p>Appendix H</p> <p>Consider the availability of staff and who may be best placed to communicate information</p>
<p>Ensure a log of key decisions and actions is started and maintained throughout the incident</p>	<p>Log Template Appendix A</p>
<p>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.</p>	<p>This information should be held securely as it may be required by Emergency Services or other agencies during or following the incident.</p>
<p>Check that all pupils, staff, and visitors have been evacuated from the area and are present.</p>	<p><i>Use the signing in book</i></p>
<p>Log details of all items lost by pupils, staff, visitors etc as a result of the incident, if appropriate</p>	<p>Appendix C</p>

ACTION	CONSIDERATION
<p>Assess the key priorities for the remainder of the working day and take relevant action</p>	<p>Consider actions to ensure the health, safety and well-being of the whole school community.</p> <p>Consider your business continuity strategies i.e. alternative ways of working, re-location to your recovery site etc to ensure the impact of the disruption is minimised.</p> <p><i>Business Continuity Strategies are documented in Section 5.3</i></p> <p>Consider the school's legal duty to provide free school meals and how this will be facilitated, even in the event of emergency school closure.</p>
<p>Log all expenditure incurred as a result of the incident</p>	<p>Record all costs incurred as a result of responding to the incident</p> <p>Appendix D</p>
<p>Ensure staff and pupils are kept informed as appropriate to the circumstances of the incident.</p> <p>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 day.</p>	<p>Staff official whatsapp group for out of hours</p>
<p>Ensure governors/trustees are kept informed as appropriate to the circumstances of the incident</p>	<p>Send email to, or phone governors/trustees.</p>
<p>Consider the wider notification process and the key messages to communicate</p>	<p>Speak to Communications team at Local Authority/ EPUT before any media communication.</p>
<p>Ensure recording process in place for staff/pupils leaving the school</p>	<p>Ensure the safety of staff and pupils before they leave school and identify suitable support and risk control measures as required</p>
<p>Seek specific advice/ inform your Insurance Company as appropriate</p>	<p>Insurance Policy details can be found on this document (also kept at 2 offsite locations)</p>

5.0 Business Continuity

5.1 BUSINESS CONTINUITY	
Purpose	<p><i>To ensure that 'critical activities' are resumed as quickly as possible and/or continue to be delivered during the disruption</i></p> <p><i>To activate one or more of your business continuity strategies to enable alternative ways of working</i></p> <p><i>To make best use of potentially limited resources by suspending 'non-critical' activities</i></p>

5.2 Business Continuity Actions

ACTION	CONSIDERATION	ACTIONED
Evaluate the impact of the incident	What services are required to help you manage your recovery. Depending on the incident, you may need additional/specific input in order to drive the recovery of critical activities. This may require the involvement of external partners	<input type="checkbox"/>

ACTION	CONSIDERATION	ACTIONED
Plan how critical activities will be maintained	<p>Take time to understand the impact of the incident on 'business as usual' school activities by communicating with key stakeholders to gather information.</p> <p>Consider the following questions:</p> <p><i>Which school activities are disrupted.</i></p> <p><i>What is the impact over time if these activities do not continue.</i></p> <p><i>Would the impact be:</i></p> <ul style="list-style-type: none"> Manageable Disruptive Critical Disastrous <p><i>What are current staffing levels</i></p> <p><i>Are there any key deadlines approaching</i></p> <p><i>What are your urgent recovery objectives</i></p> <p><i>What resources are required to recover your critical activities</i></p>	<input type="checkbox"/>
Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3)	<p>Consider:</p> <p><i>Immediate / ongoing priorities</i></p> <p><i>Communication strategies</i></p> <p><i>Deployment of resources</i></p> <p><i>Finance</i></p> <p><i>Monitoring the situation</i></p> <p><i>Reporting</i></p> <p><i>Stakeholder engagement</i></p> <p>Produce an action plan for this phase of response.</p>	<input type="checkbox"/>
Log all decisions and actions, including what you decide NOT to do, and include your decision-making rationale	Complete the decision and action log – Appendix A	<input type="checkbox"/>

ACTION	CONSIDERATION	ACTIONED
Log all financial expenditure incurred	Complete the financial expenditure log - Appendix D	<input type="checkbox"/>
Allocate specific roles as necessary	Roles allocated will depend on the nature of the incident and availability of staff	<input type="checkbox"/>
Secure resources to enable critical activities to continue / be recovered	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc	<input type="checkbox"/>
Deliver appropriate communication actions as required	Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders e.g. Staff, Parents/Carers, Governors/Trustees, Suppliers, Local Authority, Central Government Agencies etc.	<input type="checkbox"/>

5.3 Business Continuity Strategies

Loss or shortage of Staff or skills	Further Information
<p>Redeployment of staff from less critical services/activities to more critical ones</p> <p>Utilise staff in wider hospital setting</p>	<p>Ward staff to support teachers</p>
<p>Using different ways of working to allow for reduced workforce, this may include:</p> <p><i>Larger class sizes (subject to adult to child ratios)</i></p> <p><i>Use of teaching assistants, student teachers, learning mentors etc</i></p> <p><i>Virtual Learning Environment opportunities</i></p> <p><i>Pre-prepared educational materials that allow for independent learning</i></p>	<p>It is advisable to maintain lists of minimum staff numbers for critical services/activities, e.g. teachers, teaching assistants, technicians, invigilators, SEN support staff, admin staff.</p>

<i>Team activities and sports to accommodate larger numbers of pupils at once</i>	
Scale down and / or suspend non-critical activities and focus on critical activities	
Changes to working conditions, e.g. staff working longer hours, part-time staff working full time, etc.	Ensure staff management issues are considered, i.e. working time directive, job description flexibility and contractual requirements etc.

Note – during staff redeployment, thought should be given to the level of skills, knowledge and qualifications that will be required, including the need for CRB checks. If redeploying staff involves a degree of risk then actions should be taken to mitigate that risk (e.g. briefing, buddying up, work instructions, supervision).

If the cause of staff loss is a Pandemic, there will be further advice and guidance from the Local Authority and the DfE

Loss of premises or loss of utilities	Further Information
Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio	
If the loss of premises is partial, scale down and/or suspend non critical activities and focus on critical activities redeployed to premises still in operation.	
Pre-agreed arrangements with wards	Longview and Larkwood areas available
Deploy school's prepared Remote Learning Programme.	Chrome books available for using on the ward

<p>Ensure, in advance, that as much technology as possible, is available to use from other locations for example</p> <p><i>cloud based finance / HR system that can be accessed from home</i></p> <p><i>most current Windows application (if applicable)</i></p> <p><i>technology to allow governor meetings to go ahead remotely</i></p> <p><i>Liaise with other hospitals and units</i></p>	<p>In the event of young people being transferred to other hospitals and units in an emergency situation, staff to liaise with education providers and offer support</p>
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Loss of technology / telephony / data / power	Further Information
Assess the impact on all services / activities e.g. teaching operations and school administration	
A list of the key IT applications should be prepared by the school	Appendix J
Recover electronic backups of key school data	IT Support to be contacted
Reverting to paper-based systems e.g. paper registers, whiteboards etc	
Flexible lesson plans	
Power loss - Uninterruptible Power Supply should allow the controlled closure of all ICT by staff	EPUT generator
Emergency lighting	EPUT generator
Telephone loss – set up a temporary network of mobile phones. Contact land-line provider to redirect phone numbers to a mobile or alternative location	Landlines are the responsibility of EPUT

Loss of key suppliers, third parties or partners	Further Information
Pre-identified alternative suppliers	Essential services supplied by EPUT
Insurance cover – property damage	DfE Risk protection Arrangement membership
Using mutual support agreements with other schools/academies	CRGS for alternative IT cover should the IT Support from Cablers be unavailable
Using alternative ways of working to mitigate the loss e.g. suspending activities, adapting to the situation and working around it	

6.0 Recovery and Resumption

6.1 Recovery and Resumption Phase	
Purpose	<p><i>To return to 'business as usual' as quickly as possible</i></p> <p><i>To ensure any non-critical activities suspended as part of your business continuity response are recovered within appropriate timescales</i></p> <p><i>Where the impact of the incident is prolonged, normal operations may need to be delivered under new circumstances e.g. from a different location</i></p>

6.2 Recovery and Resumption Actions

ACTION	CONSIDERATION	ACTIONED
Agree and plan the actions required to enable recovery and resumption of normal working practises	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	<input type="checkbox"/>
Continue to record all expenditure incurred as a result of the incident	Complete the financial expenditure log - Appendix D	<input type="checkbox"/>
Respond to any ongoing and long-term support needs of staff and pupils	Depending on the nature of the incident, the School Incident Management Team may need to consider the use of counselling services	<input type="checkbox"/>
Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	<p>Ensure all staff are aware that the business continuity plan is no longer in effect.</p> <p>Phone staff using staff contact list.</p> <p>Text and email parents</p> <p>Update the website.</p>	<input type="checkbox"/>

ACTION	CONSIDERATION	ACTIONED
<p>Carry out a 'debrief' of the incident with staff (and possibly with pupils).</p> <p>Complete a report to document opportunities for improvement and any lessons identified</p>	<p>The incident de-brief report should be reviewed by all members of the SIMT and in particular by the Incident Manager to ensure key actions resulting from the incident are implemented within designated timescales.</p> <p>Governors/Trustees may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.</p>	<input type="checkbox"/>
<p>Review this Continuity Plan, considering lessons learned from incident and the response to it</p>	<p>Implement recommendations for improvement and update this Plan.</p> <p>Ensure any revised version of the Plan is read by all members of the Business Continuity Team</p>	<input type="checkbox"/>

7.0 Appendices

Contents	
A	Log Template
B	Impact Assessment Form
C	Lost Property Form
D	Financial Expenditure Log
E	Contents of Emergency Box / 'Grab Bag'
F	Risk Identification, Evaluation and Management Matrix
G	Incident Management Decision-Making Tool
H	Staff Contact List
I	Key Contacts List
J	Suppliers List & Key IT Applications

Appendix A

Log of Events, Decisions and Actions

Completed by		Sheet Number	
Incident		Date	
Time (24hr clock)	Log Details		

Appendix B			
Impact Assessment Form			
Completed By		Incident	
Date		Time	

Question	Logged Response	
How were you made aware of the incident?		
What is the nature of the incident? (e.g. type, location & severity)		
Are there any staff or pupil casualties or fatalities? (complete casualty / fatality sheets if needed)		
Have the Emergency Services been called?		
Is the incident currently affecting school activities? If so, which areas?		
What is the estimated duration of the incident?		
What is the actual or threatened loss of workforce?	Over 50%	<input type="checkbox"/>
	20 - 50%	<input type="checkbox"/>
	1 - 20%	<input type="checkbox"/>
Has access to the whole site been denied? If so, for how long? (provide estimate if not known)		
Which work areas have been destroyed, damaged or made unusable?		

Question	Logged Response
Is there evidence of structural damage?	
Which work areas are inaccessible but intact?	
Are systems and other resources unavailable? (include computer systems, telecoms, other assets)	
If so, which staff are affected by the ICT disruption and how?	
Have any utilities (gas, electricity or water) been affected?	
Is there media interest in the incident? (likely or actual)	
Does the incident have the potential to damage the school's reputation?	
Other Relevant Information	

Appendix C

Lost Property Form			
Completed By		Incident	
Date		Time	
Name	Status (e.g. staff, pupil visitor)	Details of possessions lost/left behind	
		What	Where left/lost

Appendix D

Financial Expenditure Log			
Completed By		Incident	
Date		Time	
Expenditure Details <i>(what, for whom etc)</i>	Cost	Payment Method	Transaction made by

CONTENTS OF EMERGENCY BOX / 'GRAB BAG'

Section	Details
Business Continuity	Business Continuity Plan (plus spare copies of forms in Appendices)
	Key contact details, including: Management Committee, Local Authority, Suppliers etc
Organisational Information	Staff Handbook (policies and procedures are available on website)
	Plan of the school including all evacuation points
Financial Information	Bank, Payroll, etc
	Invoices, purchase orders, etc
	Financial Procedures Manual
	Assets Register and Insurance Policy
Staff Information	Staff contact details
	Staff emergency contact details
IT / Equipment Information	Software licence agreement and key codes (held by Cablers)
	Office telephone list (for phone divert)
	Back-up rota and data restoration routine
Equipment and other items	First Aid Kit
	Chrome book
	Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper
	High visibility jacket

Appendix F

IDENTIFYING, EVALUATING AND MANAGING RISKS

To establish risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5).

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)
1.	Pandemic or epidemic e.g. Influenza virus, Coronavirus, Meningitis	4	3	12	<p>Staff Absence policy</p> <p>In the event of pandemic etc., the Executive Head will establish prompt communication with relevant government departments and the NHS Trust to seek advice and direction.</p> <p>Infection control mechanisms should be instituted at the first opportunity following government direction.</p> <p>Staff will familiarise themselves with infection control procedures and ensure all young people entering the classroom are compliant.</p>	<p>Pre-prepared teaching packs for Virtual Learning Environment will be available for students who are isolated due to illness.</p> <p>There should be clear procedures as to sanitisation of remote learning equipment.</p>

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)
2.	Severe weather events e.g. high winds, snow, heat wave, drought	3	3	9	<p>Audit of staff travel needs prepared as a precaution in the event of severe weather disrupting travel. Identification of contingency travel arrangements and core team who are most likely to be able to travel to work with least disruption.</p> <p>When disruptive severe weather events are anticipated, staff should be alerted and ensure remote learning equipment is taken home.</p> <p>Remote learning delivered to wards. Modern Matron & Ward manager will be briefed on access to and use of remote learning equipment and online safety policies.</p>	Contingency timetables made available in the event of staff shortages with teaching hours rationed between the two wards depending on staff levels and safety concerns.
3.	Power outage	5	1	6	<p>Emergency generators maintained by EPUT</p> <p>Staff to be aware of possible impact of power outages on electronic door locks:</p> <p>In the event of a lock failure, wards to be informed immediately, young people should be kept ignorant of the fact as far as possible. Staff should be vigilant as to potential risks to individual young people and act to keep them safe,</p> <p>In the event of a lock in, staff should inform ward immediately and seek to maintain a safe and calm atmosphere in the</p>	All eligible staff will be TASID trained and will be able to employ techniques (including de-escalation) appropriately if a child's behaviour makes them unsafe to themselves and others during a period of power outage that compromises movement around the unit.

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)
					classrooms if the students are unable to exit teachers should provide distractions and soothing activities to contain frustrations.	
4.	Utilities disruption e.g. gas, electricity or water supply	3	1	3	Emergency generators Trust emergency plan in place If teaching is rendered impossible in the classroom due to such disruption, staff should conduct informal risk assessment of alternative teaching spaces and draw upon existing risk assessments of the hospital in relation to such spaces.	
5.	Telephony failure	1	2	2	Mobile phones available Teaching team should have a list of mobile phone numbers of key nursing, medical, security staff to contact if existing telephony systems are not operational.	
6.	Fire affecting the school premises	5	1	5	Smoke alarms, cameras, EPUT fire procedures The department has a designated Fire Warden who is appropriately trained and who will provide regular briefings and updates concerning fire safety.	Staff will attend a fire-safety lecture as part of induction.

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)
7.	Widespread or localised flooding	3	1	3	Not in flood areas Flooding due to leaks repaired by EPUT Estates If teaching is rendered impossible in the classroom due to such disruption, staff should conduct informal risk assessment of alternative teaching spaces and draw upon existing risk assessments of the hospital in relation to such spaces.	In the event of a serious flood the classrooms should be evacuated until the area is rendered safe again.
8.	Mass staff absence e.g. industrial strikes, lottery syndicate	5	1	5	HR systems in place Staff who do not join industrial action will attend as normal and an emergency timetable will be followed according to risk.	In the event of a likely mass absence that is anticipated with no teaching staff to deliver lessons, the ward will be informed in good time.
9.	Transport disruption	2	2	4	Majority of staff able to attend by foot/bike/own car Audit of staff travel needs prepared as a precaution in the event of severe weather disrupting travel. Identification of contingency travel arrangements and core team who are most likely to be able to travel to work with least disruption.	Contingency timetables made available in the event of staff shortages with teaching hours rationed between the two wards depending on staff levels and safety concerns.
10.	Violent extremist activity on school premises	5	1	5	Secure building. All visitors identified in Reception before brought in. As in the case of fire, if the danger is elsewhere in the building, staff and young people should remain in the locked	In the case of intruders entering the building, staff should consider concealing the young people and themselves in non-visible and

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)
					<p>classroom area until rescued by emergency services.</p> <p>If the danger is in the classroom area, evacuation should be enacted immediately as safety allows.</p>	<p>lockable areas e.g. toilets, server room, science store etc.</p> <p>The risk to life from violent extremist intrusion should be considered graver than other risks to young people in respect to their mental health problems.</p>
11.	Local hazards in the area e.g. school proximity to airport, railway line, motorways, etc	1	1	1	No known risks	
12.	Government enforced lockdown	5	2	10	<p>Hospitals school generally exempt from government lockdown due to vulnerability of young people</p> <p>In the event of government lockdown, the Executive Head should make regular communication with relevant departments to seek advice and direction.</p>	
13.	Death of patient	5	2	10	<p>Trust procedures including observation levels and care plans in place</p> <p>If it is suspected that a child is gravely ill or deceased in the education department all other young people should be evacuated from the area immediately and in a calm manner.</p>	<p>Staff should be briefed as to the possible reactions of other young people in the event of a death of a patient.</p> <p>Risk management should be reviewed for each individual attending education in the aftermath of a death.</p>

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)
					<p>Nursing staff and other emergency services should be alerted in the most appropriate way (via alarm, telephone or radio) and first aid administered when necessary.</p> <p>Every effort should be made to minimise the risk of trauma to other young people from catching sight of a casualty or young person in extreme circumstances constituting a danger to life. Staff not involved in evacuation or first aid actions should shield the casualty from sight.</p> <p>Staff should be canvased as to preferences in regard to being informed if the death of a young person occurs out of term time or at the weekend.</p> <p>Staff should be offered appropriate support and counselling in the event of a death.</p> <p>The Executive Head will remain alert to possible trauma reactions from staff involved in the education of the deceased young person, particularly key teachers or any staff working closely on specific issues (e.g. IAG & reintegration). Additional support/counselling will be offered as appropriate.</p>	

Appendix G

Critical Incident Decision-Making Tool

Information What do you know / what do you not know?	Issues What is the problem / issue arising from that piece of information	Ideas What are the ideas for solving the issues / problems?	Actions What are you going to do? What are you not going to do? Who is responsible? What are the timelines?

CONTACT DETAILS – other organisations

Organisation	Contact details	Notes
Police	Tel: 999 (24 hour) Tel: 101 (24 hour, non-emergency number)	
Fire & rescue service Ambulance	Tel: 999 (24 hour)	
National Health Service	Tel: 111 (24 hour)	
Department for Education	Tel: 0370 000 2288 (office hours, general enquiries)	
Environment Agency	Tel: 0845 988 1188 (24hour, flood line)	
Met Office	Tel: 0370 900 0100 (24hour, weather desk)	
Health and Safety Executive	Tel: 0845 300 9923 (office hours, incident contact centre) Tel: 0151 922 9235 (24hour, duty officer) Tel: 0151 922 1221 (24hour, duty press officer)	

Appendix I

KEY CONTACTS LIST

CONTACT	TELEPHONE NUMBER
Key Local Authority Contacts	
Communications Team	0333 013 9880 schoolscommunication@essex.gov.uk
Emergency Duty Service (EDS)	0345 606 1212 out of hours 07767 298483
School Effectiveness Partner (SEP)	Nicky Everett nicky.everett@essex.gov.uk
Educational Psychologist	Jane Tyndale-Biscoe jane.tyndale-bisoe@essex.gov.uk
Other Local Authority Contacts	
ECC General Enquiries	03457 430430
ECC Press Officer	03330 132800 (07717 867525 out of hours)
ECC Health & Safety Advice	03330 139818
ECC Schools Finance Support	03456 460514
ECC Data Protection Officer	
EPUT	
Longview Ward / Larkwood Ward	01206 334613 / 01206 3341623
Communication Team	01268 739755 Epunft.communications@nhs.net
Estates and Facilities	01206 334500 out of hours 01206 747474
Other Useful Contacts	
Cablers Ltd	01787 221166 support@cablers.co.uk
Juniper Education	0345 200 8600
Insurance – DfE RPA www.rpaclaimforms.co.uk	Urgent Incident notifications: 03300 585566 Email: RPA.CM@davies-group.com
Innovate Healthcare – Occupational Health	0161 480 5512

Appendix J

KEY SUPPLIER LIST

SUPPLIER	CONTACT DETAILS
Juniper – Finance and Payroll	0345 200 8600
Pearson (functional skills)	0344 463 2535
AQA (unit awards)	01423 534235
KCS (Longview photocopier)	0808 2819439
Ricoh (Larkwood photocopier)	https://eservice.ricoh-europe.com/
Asdan	0117 9411126
YPO (supplies)	01924 834832
Lloyds Bank	0345 300 0116

LIST OF KEY IT APPLICATIONS

ESS SIMS & FMS	https://customer.support-ess.com/csm https://www.ess-sims.co.uk/contact-us
Weblogik QNIC ERS	01473 604760 jason.clark@weblogik.co.uk
Entrust Broadband Anti virus – Sophos Filtering	http://support.entrust-ed.co.uk/ 0333 300 1900 https://link2ict.service-now.com/serviceportal
Cablers IT Support Back up software Server	https://support.cablers.co.uk/portal/en/home support@cablers.co.uk 01787 221166
Microsoft volume licences (Cablers can also access)	https://www.microsoft.com/licensing/ServiceCenter/default.aspx
EPUT IT	IT Service Desk servicedesk.eput.nhs.uk 0300 123 5366