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**OAKWOOD ACADEMY**  
**BUSINESS CONTINUITY PLAN/RECOVERY**  
**DOCUMENT AND COUNTER TERRORISM**  
**PROTECTIVE SECURITY ADVICE**

|                                |                                                                                                                                                                                                                   |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Document Title:</b>         | Oakwood Academy - Business Continuity Advice/Recovery Document                                                                                                                                                    |
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| <b>Document Administrator:</b> | Ann Rose                                                                                                                                                                                                          |

|                  |                                   |
|------------------|-----------------------------------|
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| <b>SIGN-OFF:</b> | <b>Laurence Cooper - Chairman</b> |

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### Corona Virus- GLOBAL PANDEMIC

The country has had to go into a national lockdown because of a global pandemic and school had to close at the end of March 2020. We remained open for critical workers' children then gradually began to re-open to primary then exam year groups. From 1<sup>st</sup> July we re-opened to the whole school and put children and teachers into class bubbles. Children would maintain social distance on transport then go to form and stay in form all day maintaining distance.

As pandemic progressed lockdown was ceased and life began to return to normal and we began to reduce our measures and begin mixing staff and children. However, the country went back into national lockdown and so we returned to class bubbles and collapsed a bubble if someone got a confirmed corona test. The school day has been altered to let staff go home at 2.30pm so they have their preparation time every day.

Risk assessment have been undertaken and reviewed on a regular basis. Trade Unions and LA have been copied in. Various measures have been undertaken to support staff well-being. The efficient operational running of school is our primary concern and keeping staff and pupils safe. Attendance is being measured on a daily basis and we are maintaining in the high 80%-91% range.

## 1.0 CONTACT DETAILS

| 1.1 CHAIR OF GOVERNORS/Executive Principal CONTACT DETAILS |                  |                  |
|------------------------------------------------------------|------------------|------------------|
| Name                                                       | Telephone Number | Mobile Telephone |
| Julie Owen Chair of Govs                                   |                  |                  |
| Lisa Southwood Headteacher                                 | 07989458528      |                  |

The Local Authority Emergency Planning Team are no longer in operation. As an Academy the Executive Principal should access the Local Authority School Closure Website in an emergency. All other necessary Local Authority contacts will be informed via the information on this website.

Secondary contacts listed below need only to be informed in the event of long term closure.

As an Academy the forms contained within this document do not need to be submitted to the Local Authority but should still be completed to conform with 'best practice'.

| 1.2 Additional Contact Information |                  |                                                  |
|------------------------------------|------------------|--------------------------------------------------|
| Name                               | Office Telephone | Mobile Telephone                                 |
| Paula Flynn (secondary Contact)    | 0161 778 0447    | 07545 422 268 (Work)<br>07775 667 164 (Personal) |
| Deborah Borg (secondary Contact)   | 0161 778 0131    |                                                  |

### 1.3 EMERGENCY OUT OF HOURS CONTACT DETAILS

Out of Working Hours:

Contact the Out of Hours Emergency Service - 0161 794 8888 or 793 3074 and ask for an Emergency Liaison Officer to be contacted.

#### 1.4 SCHOOL CONTACT DETAILS

**School Address:** Chatsworth Road, Ellesmere Park, Eccles M30 9DY

**Telephone Number:** Main Office 0161 921 2880

| <b>1.5 SCHOOL LEADERSHIP TEAM (LT) CONTACT DETAILS</b>                                                |               |               |             |                                |
|-------------------------------------------------------------------------------------------------------|---------------|---------------|-------------|--------------------------------|
| <b>The LT may also need to be contacted out of hours and informed that a disruption has occurred.</b> |               |               |             |                                |
| <b>Name</b>                                                                                           | <b>Office</b> | <b>Mobile</b> | <b>Home</b> | <b>Contact made?<br/>Y / N</b> |
| Lisa Southwood Headteacher                                                                            | 07989458528   |               |             |                                |
| Amanda Stobart Deputy Head                                                                            | 07969747653   |               |             |                                |
| David Donnelly COO                                                                                    | 07771936780   |               |             |                                |

#### 1.6 Staff contacts Details

(Telephone numbers in the LT Version only)

| <b>1.7 STAKEHOLDER CONTACT DETAILS</b> |               |               |              |                                        |
|----------------------------------------|---------------|---------------|--------------|----------------------------------------|
| <b>Name</b>                            | <b>Office</b> | <b>Mobile</b> | <b>Email</b> | <b><sup>2</sup>Contacted<br/>Y / N</b> |
|                                        |               |               |              |                                        |
| Dave Thornton                          | Site Manager  | 07843001232   |              |                                        |
| Dewald Greyling                        | Site Manager  | 07525708403   |              |                                        |
| Connolly, Kate                         | Nurse         | 07866448755   |              |                                        |
| Francis Wood                           | Nurse         | 07929296105   |              |                                        |
| Lacey, Alan                            | On site       | 07774317082   |              |                                        |
|                                        |               |               |              |                                        |
|                                        |               |               |              |                                        |

## 1.8 PARENTS/CARERS CONTACT DETAILS

### Details of location of contact details and how messages should be cascaded

Headteacher (Dep Head of School in absence) to contact FM Site Manager

Headteacher (Dep Head of School in absence) to make decision of closure

Headteacher (Dep Head of School in absence) to access LA school closure website

Headteacher or Dep Head of School to inform SLT members

Relevant SLT member to contact Groupcall Messenger administrator to send text messages

Groupcall Messenger will be used to send a text message to all parent/carer mobile phones.

Parents/carers without ability to receive the text message will be telephoned. The list will be kept in reception (in the Data Checking binder on the front desk) as a back up to SIMS and also with Headteacher of School

Announcement will be put on the school website

SLT Members to contact staff assigned to them

Headteacher or Dep Head of School to contact local radio

Headteacher or DepHead of School to complete forms in this document and pass to Local Authority where necessary

SIMS contains all pupils/parent contact details.

## SECTION 2.0: OVERVIEW

This advice document links to the School Emergency Management Plan. The purpose of the document is to ensure that the academy can recover from an emergency incident/business disruption to fulfil its commitments and services to the community.

It contains information about:

- How staff should manage a disruption to services
- Contact details for staff and stakeholders
- What functions can or cannot be suspended and;
- What resources are needed to either :
  - keep the service running or
  - bring services back on line.

### 2.1: ACTIVATION

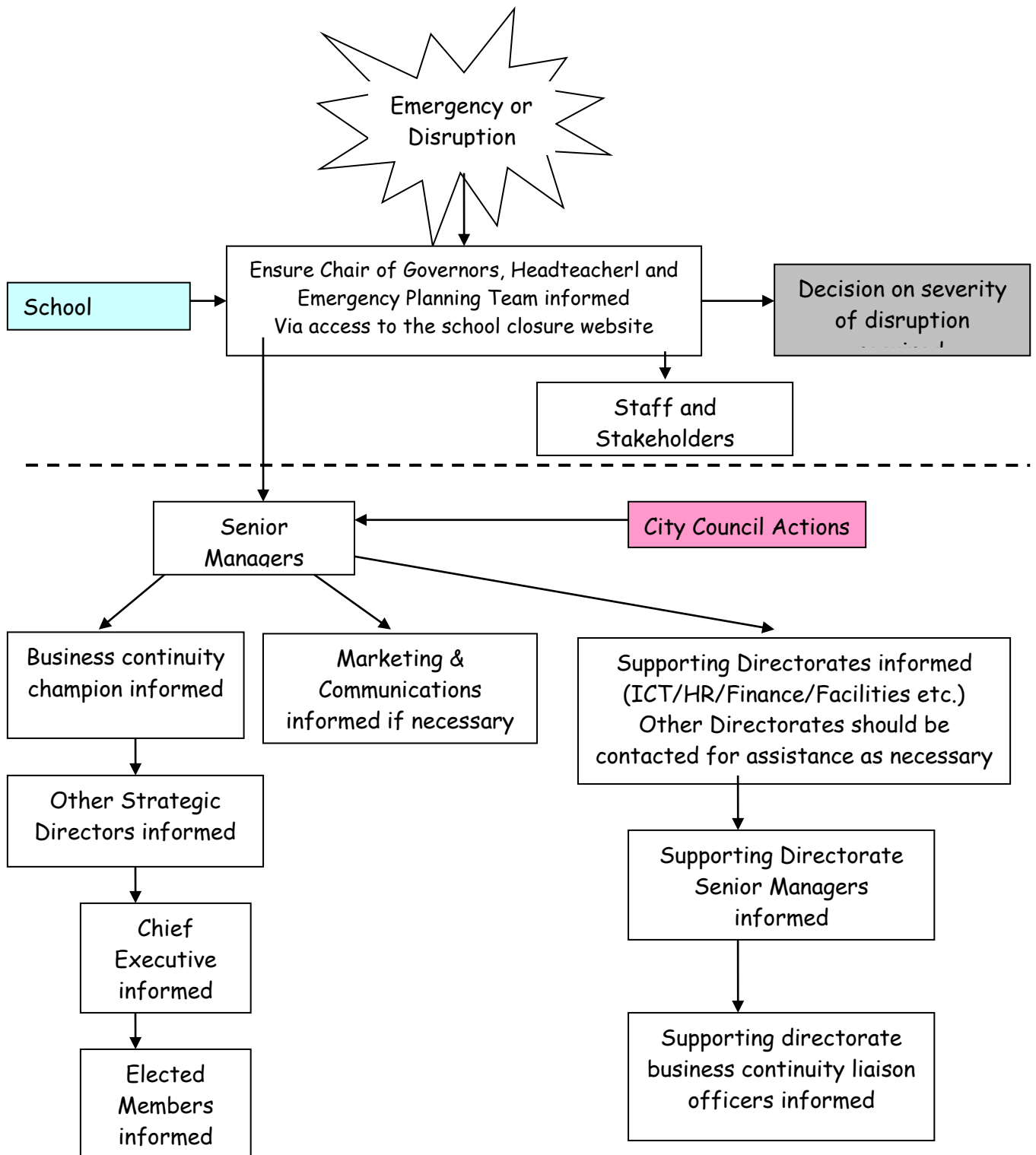
**If you have been notified of a \*significant disruption and not read this plan:**

**Do not read it now but follow the actions below:**

- **Refer to the Activation Chart at Section 1.2 and the 'Initial Actions' at Section 1.4**
- **This Plan is only a guide, some actions can only be determined in light of an incident.**

\* A significant disruption is something unplanned that prevents the delivery of education.

## 2.2: ACTIVATION CHART



- The activation chart should only be implemented if a significant disruption has occurred affecting the school.
- The nature and scale of the incident will determine the extent of activation.
- The arrows indicate the initial activation structure. It is important to remember that communication during a disruption works both ways.



## 2.3: SEVERITY RATING GUIDANCE

| Incident Levels                                                                                | Trigger/Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minor Disruption</b><br>(affecting a single class, year group or other function)            | Affects a single class, year group or other function and can be managed through normal operational activities<br>The disruption is not serious or widespread and is unlikely to affect business operations to a significant degree<br>No significant impact on staff/pupil safety<br>Chair of Governors, Executive Principal and Local Authority notified (via LA website)<br>Escalation of the incident should be monitored<br>Possible activation/partial activation of the Business Continuity Plan                                                                                                                                                                      |
| <b>Significant Disruption</b><br>(affecting more than one class, year group or other function) | Affects more than one year group (in pupil numbers) or other function and remains self contained<br>The affected area has the capacity to manage the disruption (with or without support)<br>May require the activation of specific resources (ICT/Facilities/HR/Media etc)<br>Significant impact on staff/pupil safety<br>Chair of Governors, Executive Principal and business continuity co-ordinator to discuss the need to activate Business Continuity Plan<br>Escalation of the incident should be monitored<br>Meeting of CS Incident Management Team initiated<br>May require activation of the CSECC <sup>1</sup> (through the Local Authority secondary contacts) |
| <b>Major Disruption</b><br>(affecting the whole school)                                        | Affects the whole school and possibly the local/regional area<br>Major impact on staff/pupil safety<br>Requires the activation of specific resources (ICT/Facilities/HR/Media etc)<br>Activation of Emergency Management Plan is possible<br>Chair of Governors/ Executive Principal, business continuity co-ordinator and Local Authority notified and discussed need to activate Emergency Plan<br>Mandatory meeting of Children's Services Incident Management Team initiated                                                                                                                                                                                            |

## 2.4: INITIAL ACTIONS

Having been notified of a disruption carry out the following:

1. Gather information on the incident
2. Inform the -
  - Chair of Governors
  - Schools Senior Leadership Team
  - Local Authority via the school closure website
  - Agree the procedure for cascading information to staff, pupils and stakeholders. Contacts lists for stakeholders can be found at page 4.
3. The Chair of Governors, Executive Principal and Local Authority will ensure that Children's Services Senior Managers are aware of the disruption if appropriate and will offer continued support and guidance to schools.
4. Ensure you complete a log of all actions, requests and expenditure. See template Section 5.1, which can be copied as necessary.

If the disruption is wide spread a Children's Services Emergency Control Centre (CSECC) will be activated for Children's Services Senior Managers to co-ordinate the response and recovery process. **It is essential that all communications, requests for assistance are co-ordinated by the CSECC if activated.**

## 2.5: SECONDARY ACTIONS

1. Decide which functions (if any) will be suspended and what arrangements can be put in place for continuing/alternative working arrangements.
2. Assess if any extra resources are needed
3. As soon as practicable decide on a timeline of recovery and a strategy for bringing services back on line. See Section 4.0: Recovery)

**Remember to keep all staff and stakeholders informed**  
(See Section 2.6: Communication)

## 2.6: INCIDENT DETAILS

| INITIAL REPORT                     |                                                                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Responsibility</b>      | In the event of a disruption notified, the Headteacher or Dep Head of School should complete this report form.                                                                                      |
| <b>Task Summary</b>                | Establish accurate details of the disruption to enable decisions on the response required. Some questions may not be able to be answered in the initial stages                                      |
| <b>Ask the following questions</b> |                                                                                                                                                                                                     |
| <b>1</b>                           | Notification received from:                                                                                                                                                                         |
|                                    | What is their location and contact details?                                                                                                                                                         |
| <b>2</b>                           | Confirm the exact nature and scale of the disruption (try to establish which building, services and functions are affected):                                                                        |
|                                    | Who is on site?<br>Are there any injuries/casualties?                                                                                                                                               |
| <b>3</b>                           | Are the Emergency Services needed? (Y/N)<br>If so, has the '999' call been made? (Y/N)<br>Are they in attendance now? (Y/N)<br>When are they expected?                                              |
| <b>4</b>                           | What resources are affected?<br>Buildings, ICT, Staff, Utilities, Other                                                                                                                             |
| <b>5</b>                           | Does the Chair of Governors, Executive Principal and Local Authority need to be notified? If so, make contact and supply them with all the information you have and establish a communication link. |
| <b>6</b>                           | Does the disruption require the assistance of:<br>Marketing & Communications/ICT/HR/Facilities                                                                                                      |
| <b>7</b>                           | How long is the disruption estimated to last?                                                                                                                                                       |

Subsequent information/actions should be recorded on the Action Log Sheet at Section 5.1

### SECTION 3.0: ALTERNATIVE WORKING ARRANGEMENTS

Listed below are some of the issues you may need to consider, however this will depend on the nature and scale of the incident. [Insert details below where appropriate along with the job title or name of the person responsible for ensuring the actions are carried out.](#)

| <b>3.1: LOSS OF STAFF</b>                                                              |                                                                                                       | <b>Action by</b>    |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------|
| Suspension of some services/functions                                                  | Redeploy existing staff or organise replacement supply staff                                          | H/T                 |
| Senior management support on hand to advise on prioritisation and decisions            | Call SLT planning meeting                                                                             | LT                  |
|                                                                                        |                                                                                                       |                     |
| <b>3.2: LOSS OF PREMISES</b>                                                           |                                                                                                       | <b>Action by</b>    |
| Relocation                                                                             | Relocate to Eccles College                                                                            | LT                  |
| Inform staff of alternative location                                                   | Via school website / Text alerts                                                                      | LT / Administration |
| Organise shared areas                                                                  | SLT of both schools to meet to arrange                                                                | LT of both sites    |
| Arrange some working from home where possible                                          | All staff have access to Salford Council school e-mail system                                         | LT                  |
| Have phone number transferred via voice comms                                          | Administration staff to arrange                                                                       |                     |
| Arrange publicity to alert stakeholders (This can be done through the Local Authority) | Headteacher to contact Local Authority immediately                                                    | Executive Principal |
|                                                                                        |                                                                                                       |                     |
| <b>3.3: LOSS OF SUPPLIERS</b>                                                          |                                                                                                       | <b>Action by</b>    |
| Locate alternatives (ensure information readily available)                             | SBM/Finance Director to liaise with suppliers to redirect deliveries and arrange alternative supplies | Ann Rose            |
| Inform stakeholders if appropriate                                                     | Via e-mail or telephone                                                                               | Headteacher         |
|                                                                                        |                                                                                                       |                     |
| <b>3.4: LOSS OF NON ICT RELATED EQUIPMENT</b>                                          |                                                                                                       | <b>Action by</b>    |
| Telephones                                                                             | Use emergency landline<br>0161 789 7867 - outgoing calls only                                         | LT                  |
| Vehicles                                                                               | N/A                                                                                                   |                     |
|                                                                                        |                                                                                                       |                     |
| <b>3.5: LOSS OF ICT/UTILITIES POWER</b>                                                |                                                                                                       | <b>Action by</b>    |
| Revert to temporary paper based system (ensure any required paperwork is available)    | Paper based contact details of pupils, staff and stakeholders held securely in school office          |                     |

### **3.6: COMMUNICATION**

The city council's media relations and web teams will ensure appropriate support for schools during a disruption.

Information released to media and public by the city council will need to be:

- Timely
- Detailed
- Accurate and appropriate
- Shared with, and on occasions, cleared by partners

NB: Any communication with the media must be undertaken in conjunction in the first instance with the city council.

Use of the city council's well-established and highly-regarded website will be a critical means of helping operational staff, and will also help meet the demands from the media, as accurate and detailed information about the disruption and changes to services can be quickly made available to the media and the wider public through the city council's website. This web content can support staff dealing with a disruption by helping save time spent answering telephone calls, and by ensuring accurate information is clearly stated and easily accessible to everyone that needs it.

It is critical that a call to the Public Relations Team (by the Children's Services BC Co-ordinator or EP Team) is made at the earliest opportunity after an emergency incident is first reported.

### **3.7: SUPPLEMENTARY INFORMATION - PREMISES**

The Local Authority and those responsible for council owned & managed buildings have contingency plans in place to respond to disruptions affecting premises.

If you are in a building owned by anyone other than the council (this may apply to private day care providers) it is important you request information in advance as to what arrangements are in place.

There are a number of reasons why buildings may become inaccessible including:

- Flood Damage
- Fire & Smoke Damage
- Explosions
- Asbestos
- Public Health issues
- Evacuation because of other hazards in the area (i.e. Chemical Sites)

## During Normal Working Hours

1. Evacuation
  - Follow normal evacuation procedures
  - Ensure all pupils/personnel/visitors are accounted for
  - Establish if the alarm is genuine
  - Establish how long the building will be inaccessible
  - Decide if this will make a significant impact on services
  - Decide if this plan should be activated
  - Where there is significant damage to a building ensure Audit & Risk Management are notified
  
2. Security
  - Where a building is left empty ensure on site security is available. (This can be arranged through Semperian).
  - Take special care to ensure that personal belongings of staff are kept secure
  - Ensure that any removal of property from the premises is supervised and recorded
  - Paper contaminated by extinguishing water should be handled by specialist salvage firm Shredit.

## Suggestions to facilitate working without usual accommodation in a disruption

- Arrangements for working at home or Eccles College
- Alternative locations - Eccles College

## Out of Working Hours

Out of hours notification of premises disruption may come from various sources including:

- The Out of Hours Emergency Service
- Emergency Planning
- Emergency Services (Police/Fire)

It may be that no notification is received out of hours.

In the event of the Local Authority being notified all attempts will be made to contact those affected. **The Local Authority holds an out of hours contact data base for schools, which is updated termly or as and when required.**

#### 4.0: DAILY INCIDENT REPORT

To be completed by Executive Principal or appropriate member of staff to assess the daily preparedness of each service area within your school. This should be updated each morning.

|                                                   |                      |                                         |                                           |
|---------------------------------------------------|----------------------|-----------------------------------------|-------------------------------------------|
| <b>School:</b>                                    | Oakwood Academy      | <b>Date:</b>                            |                                           |
| <b>Completed by:</b>                              |                      | <b>Contact Details:</b>                 |                                           |
| <b>Overall Status:</b><br>(Delete as appropriate) | <b>Green</b><br>(OK) | <b>Amber</b><br>(Some staff disruption) | <b>Red</b><br>(Critical staff disruption) |

| <b>1. Critical service levels - please estimate the % of total service availability:</b>                                                                       |                      |                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------|
| <b>Operational:</b>                                                                                                                                            |                      | <b>Suspended:</b>                       |
| <b>2. Operational services - use the space below to list information regarding the Functions / roles / Services which are still operational:</b>               |                      |                                         |
| Function / Role /Service/                                                                                                                                      | % available          | Notes                                   |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
| <b>3. Suspended or reduced services - use the space below to list information regarding Roles/ functions/services which are operating at reduced capacity:</b> |                      |                                         |
| Service/function                                                                                                                                               | Suspension/Reduction | Reason/assistance required if available |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |
|                                                                                                                                                                |                      |                                         |

**4. Suspension checklist - use the checklist below to ensure follow-up actions resulting from service suspension have been carried out**

| Action                         | Yes/No | By Who?                                |
|--------------------------------|--------|----------------------------------------|
| School Website updated         |        |                                        |
| Staff informed                 |        |                                        |
| Staff re-allocated             |        |                                        |
| Children's Services Informed   |        |                                        |
| EP Team informed               |        | By CS Business Continuity Co-ordinator |
| Public Relations Team informed |        | By CS Business Continuity Co-ordinator |
| SCC website updated            |        | By CS Business Continuity Co-ordinator |

**5. Overall staffing levels - please report the overall staffing levels within your service below (provide number and %):**

| At place of work | Alternative working site | Reported Sick/Absent | Unaccounted |
|------------------|--------------------------|----------------------|-------------|
|                  |                          |                      |             |

**Summary of alternative work practices in place:**

|  |
|--|
|  |
|--|

**6. Mutual aid arrangements - use the space below to give details of mutual aid arrangements in place or requests that have been made:**

| Mutual aid (summary) | Agreed (tick) | Requested (tick) | Supplied by or required from/by |
|----------------------|---------------|------------------|---------------------------------|
|                      |               |                  |                                 |
|                      |               |                  |                                 |
|                      |               |                  |                                 |

**7. Final Comments:**

|  |
|--|
|  |
|--|



## SECTION 5.0: RECOVERY

All plans should include information on how services will return to normal following a disruption. Recovery will vary dependent upon the type and duration of the disruption and the service/s affected. **The Local Authority will assist schools throughout the whole process.**

The following issues should be addressed. Add others as appropriate. Insert details below where appropriate along with the job title or name of the person responsible for ensuring the actions are carried out.

| <b>5.1 Staff</b>                                                                                                                                                                                                   |                                                                           | <b>Action by</b>     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------|
| How will accumulation of leave/time in lieu be managed for appropriate staff?                                                                                                                                      | To be reviewed by Governors                                               | Headteacher and Gov. |
| How will exhaustion of staff and low morale be addressed?                                                                                                                                                          | Shared duties                                                             | Headteacher          |
| How will expectations of staff be managed?                                                                                                                                                                         | Staff planning meetings                                                   | LT                   |
| What steps are in place now for the eventuality of losing key staff within your school? E.g. succession planning/transfer of knowledge or skills, work related or other skills such as first aid, search officers. | Roles shared by a number of staff e.g. there are 5 qualified First Aiders | Headteacher          |
| If there are any fatalities or serious injuries as a result of the disruption, what actions will be taken to provide support and counselling for the bereaved or those affected?                                   | Consult with Local Authority Officers and Educational Psychology Team     | Headteacher          |
| <b>5.2 Facilities</b>                                                                                                                                                                                              |                                                                           | <b>Action by</b>     |
| How will facilities be returned to 'normal use'?                                                                                                                                                                   | Extra cleaning staff brought in by PFI / Spie                             | SBM                  |
| How will the prioritisation of return to normal use be decided and co-ordinated?                                                                                                                                   | Planning meetings                                                         | LT                   |
| Who will do this, when and how?                                                                                                                                                                                    | As needed / daily at 8.30a.m.                                             |                      |
| <b>5.3 IT Systems</b>                                                                                                                                                                                              |                                                                           | <b>Action by</b>     |
| How will inputting of information/data be managed when IT systems are back online?                                                                                                                                 | Allocate extra time to office staff and prioritise tasks                  | Headteacher          |
|                                                                                                                                                                                                                    |                                                                           |                      |

| <b>5.4 Equipment/supplies</b>                                                      |                                                      | <b>Action by</b>        |
|------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------|
| How will key equipment or supplies be located?                                     | Loan from Local Authority or immediate purchase      | LT and Finance Director |
|                                                                                    |                                                      |                         |
| <b>5.5 Services/Functions</b>                                                      |                                                      | <b>Action by</b>        |
| Which suspended services or functions should be re-introduced first?               | Communication, water, heating and electricity        | LT and site managers    |
| Who will make this decision?                                                       |                                                      | Headteacher             |
| What is the mechanism for this                                                     | Executive Principal to consult SLT                   | Headteacher             |
| How and when will targets be introduced?                                           | Daily                                                | Headteacher             |
| How would you communicate your plan to re-introduce services to your stakeholders? | Daily meetings, e-mails, school website              | LT                      |
| How will you capture the lessons learned during the disruption?                    | Review meeting of staff and stakeholders after event | Headteacher             |
|                                                                                    |                                                      |                         |

## SECTION 6.0: ADDITIONAL DOCUMENTATION & INFORMATION

### 6.1: ACTION LOG SHEET (TO BE COMPLETED IN A DISRUPTION)

Photocopy as necessary

|                                                                      |                                                                                                                                                                      |                                |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>NAME OF SCHOOL</b>                                                |                                                                                                                                                                      | Oakwood Academy                |
| <b>PAGE OF</b>                                                       |                                                                                                                                                                      |                                |
| <b>Disruption</b>                                                    | Insert brief details of disruption                                                                                                                                   |                                |
| <b>Location:</b>                                                     | Chatsworth Road, Ellesmere Park, Eccles. Manchester M30 9DY                                                                                                          |                                |
| <b>Primary Responsibility</b>                                        | Mrs Lisa Southwood                                                                                                                                                   |                                |
| <b>Delegated to</b>                                                  | Miss Amanda Stobart                                                                                                                                                  |                                |
| <b>Task Summary</b>                                                  | Nominate a member of the Team to record details of Events / Times / Locations / Decisions including those already taken.                                             |                                |
|                                                                      | <b>Nominated Officer:</b> ensure the LOG is maintained until further notice. Ensure all expenditure is recorded. (Copy ACTION LOG sheets as needed and number them.) |                                |
| <b>Request /Action</b><br>(Assign Action Number in left hand column) |                                                                                                                                                                      | <b>Completed (Y/N)</b>         |
|                                                                      | Request:                                                                                                                                                             | Review<br>Time/Date            |
|                                                                      | Action:                                                                                                                                                              | Completed<br>(Y/N)<br>Initial: |
|                                                                      | Request:                                                                                                                                                             | Review<br>Time/Date            |
|                                                                      | Action:                                                                                                                                                              | Completed<br>(Y/N)<br>Initial: |
|                                                                      |                                                                                                                                                                      |                                |

|                               |                                                                                                                                                                      |                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>NAME OF SCHOOL</b>         |                                                                                                                                                                      | Oakwood Academy                |
| <b>PAGE OF</b>                |                                                                                                                                                                      |                                |
| <b>Disruption</b>             | Insert brief details of disruption                                                                                                                                   |                                |
| <b>Location:</b>              | Chatsworth Road, Ellesmere Park, Eccles. Manchester M30 9DY                                                                                                          |                                |
| <b>Primary Responsibility</b> | Mrs Lisa Southwood                                                                                                                                                   |                                |
| <b>Delegated to</b>           | Miss Amanda Stobart                                                                                                                                                  |                                |
| <b>Task Summary</b>           | Nominate a member of the Team to record details of Events / Times / Locations / Decisions including those already taken.                                             |                                |
|                               | <b>Nominated Officer:</b> ensure the LOG is maintained until further notice. Ensure all expenditure is recorded. (Copy ACTION LOG sheets as needed and number them.) |                                |
| <b>Request /Action</b>        |                                                                                                                                                                      | <b>Completed (Y/N)</b>         |
|                               | <b>Request:</b>                                                                                                                                                      | Review<br>Time/Date            |
|                               | <b>Action:</b>                                                                                                                                                       | Completed<br>(Y/N)<br>Initial: |
|                               | <b>Request:</b>                                                                                                                                                      | Review<br>Time/Date            |
|                               | <b>Action:</b>                                                                                                                                                       | Completed<br>(Y/N)<br>Initial: |
|                               | <b>Request:</b>                                                                                                                                                      | Review<br>Time/Date            |
|                               | <b>Action:</b>                                                                                                                                                       | Completed<br>(Y/N)<br>Initial: |

## 6.2: REVISION & AMENDMENT LIST

| Revision/Amendment Date         | Pages Amended                                                                                 | Inserted by             | Next Review Date |
|---------------------------------|-----------------------------------------------------------------------------------------------|-------------------------|------------------|
| 14 <sup>th</sup> December 2010  | Initial Details Added                                                                         | R. Cawood / C.McKee     |                  |
| 1 <sup>st</sup> December 2011   | Staff details                                                                                 | R. Cawood / C.McKee     | SEPT 2012        |
|                                 |                                                                                               |                         |                  |
| 14 <sup>th</sup> September 2012 | Stakeholder contact details<br>Parent/Carer contact system changed -Pg6<br>School name Change | R. Cawood               |                  |
| November 2012                   | Staff Details                                                                                 | C McKee                 | SEPT 2013        |
| 25 <sup>TH</sup> October 2013   | Staff Details<br><br>Stakeholder contact                                                      | C McKEE                 | SEPT 2014        |
| 11 <sup>th</sup> November 2014  | Staff Details<br><br>Stakeholder contact                                                      | C McKEE                 | NOV 2014         |
| 22 <sup>nd</sup> October 2015   | Staff Details<br><br>Stakeholder contact                                                      | Ann Rose                |                  |
| 1 <sup>st</sup> September 2016  | Counter Terrorism<br><br>Protective Security and general update                               | <b>Amanda Nicholson</b> | September 2017   |

|                                |  |                                     |                |
|--------------------------------|--|-------------------------------------|----------------|
| 1 <sup>st</sup> September 2020 |  | <b>Mrs Lisa</b><br><b>Southwood</b> | September 2021 |
|--------------------------------|--|-------------------------------------|----------------|

### 6.3: DISTRIBUTION LIST

| Location                                                                                   | Name                   | email                                                                                                            |
|--------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>SECONDARY CONTACT</b><br>Pupil Place Planning Unity House                               | <b>Paula Flynn</b>     | <a href="mailto:Paula.eflynn@salford.gov.uk">Paula.eflynn@salford.gov.uk</a>                                     |
| <b>SECONDARY CONTACT</b><br>School Organisation Team in<br>Children's Services Unity House | <b>Deborah Borg</b>    | <a href="mailto:deborah.borg@salford.gov.uk">deborah.borg@salford.gov.uk</a>                                     |
| Semperian                                                                                  | <b>Brian Morrissey</b> | <a href="mailto:brian.morrissey@semperian.co.uk">brian.morrissey@semperian.co.uk</a><br><br>Mobile: 07912 072071 |
| Laurence Cooper (Chair)                                                                    | Chairman               | Laurencejesse@hotmail.com                                                                                        |

The Local Authority Emergency Planning Team are no longer in operation. As an Academy we only need to access the Local Authority School Closure Website in an emergency. All other necessary Local Authority contacts will be informed via the information on this website.

For long term closure the above secondary contact will need to be informed.

## 7.1 COUNTER TERRORISM PROTECTIVE SECURITY ADVICE.

Guidance on counter terrorism will be brought to the attention of all Governors, staff, site staff, parents and pupils.

The law requires all schools to carry out adequate risk assessments and ensure that suitable measures are in place to manage ALL identified risks. These procedures will be reviewed annually. It is essential that our continuity strategy can simultaneously respond to an incident and return to 'business as usual' as soon as possible. We already have plans for a wide range of possible situations, but this additional preparation for a terrorist incident or for extreme violence works in conjunction with these plans.

Terrorism can come in many forms, not just a physical attack on life and limb. It can include interference with vital information or communication systems, causing disruption and economic damage. **Guidance on Information Security is already covered in our E Safety Policy, and our responsibilities under the Data Protection Act.**

Some attacks are easier to carry out if the terrorist is assisted by an 'insider' or by someone with specialist knowledge or access. **Guidance on Personal Security is already covered in our Safer Recruitment Policy and Practices.**

It is possible that our school educational facilities could be the target of a terrorist incident, or our school could be located near one. We may have to deal with a bomb threat locally or suspect items left in or around premises near school, and the impact of this would be dealing with the consequences, such as evacuation, communication and transport issues.

We ensure we carry out the following:

- Carry out adequate risk assessments and put suitable measures in place to manage identified risks, even where they are not of the institution's making and are outside their direct control: then be alert to the need to conduct prompt and regular reviews of those assessments and measures in light of new threats and developments.
- Co operate and co - ordinate safety arrangements between governors, senior leaders, teaching and site staff, tenants (i.e breakfast/holiday clubs etc.) and others involved on the site, including the sharing of incident plans and working together in testing, auditing and improving planning and response.
- Ensure adequate training, information and equipment are provided to all staff, and especially to those involved directly with safety and security.

- Put proper procedures and competent staff in place to deal with imminent and serious danger and evacuation.

### **Managing the risks**

For some aspects of school security, simple good practice, coupled with vigilance and well exercised plans, may be all that is needed. However, identified areas of vulnerability, will have appropriate security measures in place to reduce the risk to as low as reasonably practicable.

A self evaluation of risks will be carried out annually with an action plan to address any areas identified. We will ensure we focus on 4 key areas:

- Step 1: Identify the threats
- Step 2: Decide what we want to protect and identify vulnerabilities
- Step 3: Identify measures to reduce risk
- Step 4: Review security measures and rehearse and review security and contingency plans.

### **Security Planning**

The security plan is part of a wider security strategy also comprising business continuity and emergency management plan. Our security management planning procedures take terrorism into account.

Our planning incorporates the seven key instructions applicable to most incidents:

1. Do not touch suspicious items
2. Move everyone away to a safe location
3. Prevent others from approaching
4. Communicate safely to staff, pupils, visitors and the public
5. Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
6. Notify the Police
7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.



## **Physical Security**

Physical security is important in protecting against a range of threats and addressing vulnerability.

## **Security Awareness**

The vigilance of all staff and contractors is essential to our protective measures. Staff know their own work areas very well and are encouraged to be alert to unusual behaviours or items out of place.

Staff are encouraged to have the confidence to report any suspicions knowing that reports, including false alarms, will be taken seriously and regarded as a contribution to the safe running of the school, not a waste of time.

Staff have been briefed to look out for packages, bags or other items in odd places, carefully placed (rather than dropped), items in rubbish bins and unusual interest shown by strangers in less accessible places.

## **Access control**

Access points and boundaries between public and private areas are secure and clearly signed. Staff are appropriately trained and briefed to manage access control points.

## **Security Passes**

An access control system is in place, and we insist that staff and students wear their passes at all times and that the issuing is strictly controlled and regularly reviewed. Staff passes include a photograph of the bearer. All visitors are issued with temporary passes differentiated with green lanyards where a current DBS has been produced or red lanyard where no DBS has been produced; these visitors will be escorted around the building at all times. Anyone not displaying security passes will be challenged and reported immediately to the school reception office and SLT.

## **Traffic and parking controls**

The basic principle is to keep all vehicles other than staff cars at a safe distance. Both the rear and front car parks have controlled security gates to restrict use by parents and delivery vehicles. Car parks are well lit and maintained by the PFI.

## **Doors and Windows**

All doors are accessible by a numbered swipe card issued to all staff members. Cards are recorded and regularly monitored by the PFI and SLT. All doors are compliant with relevant fire safety regulations.

Good quality glazing is in place throughout the building.

## **Perimeter**

All external fencing adheres to health and safety legislation and fire regulations, and gates are only accessible by staff swipe cards or via an intercom system in the main reception, a list of expected visitors is provided daily and entry is strictly monitored.

## **Integrated Security Systems**

Intruder alarms, CCTV and effective lighting are all in place to deter crime, detect offenders and delay their actions. CCTV cameras cover entrances, exits and other areas critical to the safe management and security of the site.

## **Good Housekeeping**

Good housekeeping improves the general appearance of our school and reduces the opportunity for placing suspicious items or bags and helps to deal with false alarms and hoaxes.

We ensure

- Litter bins are kept to classrooms and offices and not placed in vulnerable or public locations.
- External refuse and recycling bins are all within the secure perimeter fencing and is monitored by the CCTV system.
- Keep vulnerable areas clear of unnecessary clutter ensuring that there is little opportunity to hide devices.
- All unoccupied offices, rooms and store cupboards are kept locked.
- Everything has a place and that things are returned to that place.
- The PFI make arrangements for pruning vegetation and trees, especially near entrances, to assist in the surveillance and prevent concealment of any packages.

- Fire extinguishers are all appropriately marked and authorised for the locations in which they will be kept. Regular checks are made to ensure that they have not been interfered with or replaced.

### **Access Control**

There is a clear demarcation between public and school areas, with swipe card access controlled measures into and out of the school areas.

### **Compliance**

Our access control system is compliant with:

- Equality Act 2010
- The Data Protection Act 1998
- The Human Rights Act 1998
- Regulatory Reform (fire Safety) Order 2005
- Health and safety Acts

### **Delivered Items**

Delivered items which include postal, courier and deliveries from suppliers are all checked and any suspicious findings are reported to SLT immediately. The processing of all incoming mail and deliveries is handled by the school office staff only and the area can be easily evacuated or contained.

Items are checked for the following indicators

- It is unexpected, of unusual origin or from an unfamiliar sender
- The address cannot be verified
- It is poorly or inaccurately addressed e.g. addressed to an individual no longer with the school
- The writing has an unfamiliar or unusual style
- There are unusual postmarks or postage paid marks
- A jiffy bag or similar padded envelope has been used

- It seems unusually heavy for its size. Most letters weigh up to about 28g or 1 ounce, whereas most effective letter bombs weigh 50 - 100g and are 5mm or more thick.
- The envelope flap is stuck down completely (a harmless letter usually has an ungummed gap of 3-5mm at the corners).
- unusual smells, particularly of bleach, almonds or marzipan.
- Stains or dampness on the packaging.
- Unexpected sticky substances, sprays or vapours.
- Unexpected pieces of metal or plastic, such as discs, rods, small sheets or spheres.

If a suspicious item is identified, the following key steps are taken;

- Avoid the handling of any suspicious items
- Prevent others from handling
- Communicate safely to the SLT who will take appropriate action
- Keep any hand-held radios or mobile phones away from the immediate vicinity of a suspect item.
- Ensure that whoever found the item or witnessed the incident remains on hand to brief relevant authorities.

### **Search Planning**

When necessary the entire area, including grounds, are searched in a systematic and thorough manner so that no part is left unchecked.

If evacuation is implemented, a search of emergency assembly areas, the routes to them and the surrounding area will also be made prior to evacuation.

Our plans incorporate the seven key instructions applicable to most incidents:

1. Do not touch suspicious items
2. Move everyone away to a safe distance
3. Prevent others from approaching
4. Communicate safely to staff, visitors and public
5. Use hand held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
6. Notify the police
7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

## 8. Evacuation and Invacuation planning

An evacuation may take place in a variety of ways such as

- Full evacuation outside the building of the premises
- Evacuation of part of the premises or building, if the device is small and thought to be confined to one location (e.g a small bag found in an area easily contained)
- Where the threat is outside the premises it may be safer to lock down the school and remain inside.
- Evacuation of all staff apart from designated searchers

Evacuation may be implemented by

- A threat received directly to the school management
- A threat received elsewhere and passed on to the school by the police
- Discovery of a suspicious item (perhaps a postal package, an unclaimed hold - all or rucksack)
- Discovery of a suspicious item or vehicle outside the establishment
- An incident to which the police have alerted you.

The police will be informed of any action taken.

'Grab Bags' are available in key locations, and contain;

- Emergency & Floor Plans (laminated)
- List of Contacts staff (laminated)
- Incident log, notebook, pens, markers, etc
- First aid kit (designed for major emergencies) consider large bandages, burn shields or cling film, large sterile strips, cold packs, baby wipes as well as standard equipment
- Torch with spare batteries or a wind up
- High Visibility jackets
- Foil Blankets / bin liners
- Water and chocolate / glucose tablets
- Mobile telephone with credit available plus a charger
- Insurance company details
- Local Authority Emergency Liaison contact details

### Communications

The school has an internal public address system and key staff have hand held radios to aid good communications. In addition to the main telephone system there is an emergency telephone line in the main reception office.

## **Explosion - Car Bombs**

This can be one of the most effective weapons in the terrorists arsenal. They are capable of delivering a large quantity of explosives and can cause a great deal of damage.

The school, as far as possible will

- Have advanced warning of visitors to the school
- Only allow access to expected vehicles
- Obtain estimated delivery dates for all goods vehicles accessing the premises

## **Chemical, Biological and Radiological (CBR) attacks.**

The Home Office advises organisations against the use of CBR detection technologies as part of their contingency planning measures at present. This is because the technology is not yet proven in civil settings and, in the event of a CBR incident the emergency services would come on the scene with appropriate detectors and advise accordingly.

A basic awareness of CBR threat and hazards, combined with general protective security measures (e.g screening visitors, CCTV monitoring and active response of perimeters and entrance areas, being alert to suspicious deliveries) should offer a good level of resilience. Any suspicious circumstances will be reported immediately to the SLT.

## **Suicide Attacks**

Although a school may not necessarily seem to be in this criteria, there are no definitive lists of what would constitute any of the likely targets. Similarly, there is no definitive profile for a suicide bomber, so the school will remain aware and vigilant.

Protective measures against suicide bombers.

- Perimeter fence barriers to prevent a hostile vehicle from driving onto site.
- Deny access to any unexpected vehicles until verified as authentic.

## **Firearm and Weapons attack**

Terrorist use of firearms and weapons are infrequent, but staff will;

- Inform the SLT immediately upon any sighting and the police will be called
- Assess if it is a firearm / weapons incident?
- Ascertain the exact location of incident
- Ascertain the number of gunmen
- Type of firearm - are they using a long - barrelled weapon or handgun
- Direction of travel - are they moving in a particular direction?
- SLT will, as far as possible limit access and secure the immediate environment

The PFI may use the CCTV to confirm the information, reducing vulnerabilities to staff.

### **Hostile Reconnaissance**

Hostile reconnaissance is the term used to describe the preparatory and operational phases or terrorist operations. The ability to recognise those engaged in hostile reconnaissance could disrupt an attack and produce important intelligence leads.

#### **Staff will look for**

- Significant interest being taken in the outside of school including parking areas, delivery gates, doors and entrances.
- Groups or individuals taking significant interest in the location of CCTV cameras and controlled areas.
- People taking pictures, filming, making notes or sketching of the security measures
- Overt / covert photography, video camera, possession of photographs, maps, blueprints etc of critical infrastructures, electricity transformers, gas, pipelines, telephone cables etc.
- Possession of maps, global positioning systems (GPS), photographic equipment (cameras, zoom lenses, camcorders)
- Vehicles parked outside buildings or other facilities, with one or more people remaining in the vehicle, for longer than would be considered usual
- Parking, standing or loitering in the same area on numerous occasions with no apparent reasonable explanation
- Prolonged static surveillance using operatives disguised as demonstrators, street sweepers, etc or stopping and pretending to have car trouble to test response time for emergency services, car recovery companies (AA, RAC etc) or local staff
- Actively inconsistent with the nature of the building
- Unusual question - number and routine of staff visiting the school
- Individuals that look out of place for any reason

### **THE ROLE OF RECONNAISSANCE HAS BECOME INCREASINGLY IMPORTANT TO TERRORIST OPERATIONS**

Reporting suspicious activity to the police that does not require an immediate response, contact the CONFIDENTIAL ANTI - TERRORIST HOTLINE - 0800 789 321  
**ANY INCIDENT THAT REQUIRES AN IMMEDIATE RESPONSE - DIAL 999**

#### **Staff will follow the following Bomb Threat Checklist**

This checklist is designed deal with a telephoned bomb threat effectively and to record the necessary information.

#### Actions taken on receipt of a bomb threat

- Tell the caller which town / district you are answering from
- Record the exact wording of the threat:

#### The following questions will be asked

- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your telephone number?

#### Record time call completed

Where automatic number reveal equipment is available, record number shown:

Contact the police on 999. Time Informed:

Once the caller has hung up and the premises manager has been informed the following information will be recorded

Time and date of call:

Length of call:

Number at which the call was received (i.e extension number)

#### LOCK DOWN

**In an emergency if the school needs to be locked down, the following procedures will be followed.**

A lockdown situation will be highlighted to staff by ***one long continuous bell of approx 10 seconds duration.***

#### **On hearing the alert:**

- Those inside the school should remain in the room where their lesson/tutor time is taking place or in their offices;
- Pupils/staff outside in corridors or en route should remain calm and proceed to the nearest classrooms immediately;
- Pupils/staff on sports field will be directed to the sport hall by SLT staff.



- In the event of examinations pupils and invigilation staff must remain where they are;
- Contractors should report immediately to the Facilities Office
- Visitors to stay with the person they are visiting and accompany them to a suitable location;
- Classroom/room doors should be locked (where a member of staff with key is present);
- Windows must be closed and blinds drawn;
- Pupils must place mobile phones on their desks in front of them and must refrain from using them to call, text, take photos or use social media;
- Staff mobile phones must be switched on to keep lines of communication open but do not make unnecessary calls. A group text message will be sent to staff stating *"There has been an incident within the school and all pupils and staff are to remain where they are in lockdown mode. Further information will be given as soon as possible"*.
- Where possible register should be taken - reception staff will contact each class in turn for an attendance report (NOTE: this will not be possible at break and lunchtimes);
- Once in lockdown mode, staff should where possible notify student reception of any pupils not accounted for;
- Staff should encourage pupils to keep calm, wait quietly and keep away from windows and doors;
- Under no circumstances should staff or pupils leave their classrooms unless specifically requested to do so by a member of SLT or the emergency services.
- If the fire alarm sounds (a pulsing bell for up to 90 seconds followed by a continuous bell) evacuate the building following emergency evacuation procedures;

#### At break and lunchtimes:

- Pupils in canteen should remain where they are with the canteen staff;
- Pupils in corridors should proceed to the nearest classroom;
- Duty staff and SLT should direct pupils into the school:
  - Pupils on the front playground will be escorted inside to allocated classrooms as per plan.
  - Pupils/visitors in the foyer will be escorted to the Teaching school room

#### Stand down:

- Pupils and staff must remain in lock down until informed that the situation is over - the **stand down alert will be one long continuous bell of approximately 10 seconds duration**. Pupils must not be released until a group message is received stating *"the incident has now been resolved and it is safe to continue with the school day"*.

## **Severe weather plan 2020-21**

As you are all aware the adverse weather conditions may well hit us again at some point. In the event of this happening the aim of school is to ensure the continued education for our pupils by keeping school open. You will appreciate the safety of pupils and staff is of paramount importance and if it is judged that pupils and staff would face significant risk of injury the Executive Principal may take the decision not to open the school.

It is an expectation that all staff will attempt to get into school on the first day of closure unless otherwise directed by a member of the SLT. If school is to remain closed this will be posted on the website or you will be contacted by a member of the SLT.

Staff living near to school may find it easier to get to work; this would allow school to operate with reduced staff. However, it must be stressed that all staff are expected to make every effort to get into school.

### **School closure**

In the event of school being closed due to weather conditions the following plan is in place.

- Headteacher will inform Local Authority and Head of School that school is closed
- Headteacher to inform Office Manager who will put information on school website
- Staff will be expected to check the school website on a regular basis.
- Staff should inform the school before 8.15a.m. if they cannot attend.
- Leave a message on **0161 921 2894 or 921 2880**
- Ann Rose will come into school (if opened by site staff) to contact parents.

### **School open**

If school is able to open classes may be changed depending on pupil numbers and staff available. All staff will be expected to be flexible and preps cannot be guaranteed but any lost will be honoured and given back at a suitable time. All off site activities will be cancelled to reduce risks.

If during the school day the weather changes and there is a possibility of disruption to transport then the Headteacher or Dep Head of School will make the decision to inform transport and parents that school will close early. Staff living furthest away from school will be sent home first.