

BUSINESS CONTINUITY PLAN

Sand Hutton and Warthill Federated Schools

General Statement

This plan has been developed to be used in conjunction with NYC's Emergency Planning Guidance.

Objectives

The aim of this plan is to assist the business in dealing with, however unlikely, a number of disasters that could affect the ability of the organisation to operate on a day-to-day basis.

The most likely scenarios in such an event are:

- Loss of whole premises for an extended period through fire or flood or Storm Damage.
- Partial loss of premises, through fire, flood, Storm Damage i.e. loss of a classroom or Admin Offices.
- Large scale loss of property and equipment through fire, flood or theft, particularly IT equipment.
- Loss of information through a catastrophic IT failure.
- Mass unavailability of staff e.g. pandemic.
- Temporary Closure at Short notice (due to severe weather or loss of utilities etc.)

The Emergency Planning Guidance details relevant actions to take and the various people and agencies that school should co-ordinate with in the event of an emergency situation arising, and deals with specific issues such as Bomb Threats, Bereavement, Snow Closures, etc. **The Emergency Planning guidance is located in the school office.**

This plan aims to demonstrate that all relevant considerations have been made and attempts to illustrate a potential way forward with regard to the organisation's own roles and responsibilities, particularly at a level where matters can be determined by the responsible person themselves.

Testing and Review of the Plan

The Business Continuity Plan will be tested at least annually through a structured exercise involving key members of the Emergency Management Team, including the Headteacher, senior leadership, administrative staff, and site management. These exercises may take the form of tabletop scenarios or live simulations, depending on the nature of the risks being assessed.

Following each test, a debrief will be conducted to evaluate the effectiveness of the response, identify any gaps or areas for improvement, and capture lessons learned. These findings will be documented and used to update the plan accordingly, ensuring it remains current, practical, and aligned with best practice and statutory guidance.

Procedures

The decision to activate the plan rests with the Headteacher or, in their absence, a designated member of the Emergency Management Team. Once activated, the Headteacher or Responsible Person will initiate the appropriate response procedures and notify key stakeholders, including staff, parents, the local authority, and emergency services as necessary. Communication will be carried out using established channels such as phone calls, text alerts, emails, and the school website to ensure timely and accurate dissemination of information.

In the event of ANY critical incident on site the following steps should be followed:

Step 1 – Continually assess the situation for the level of impact.

Step 2 - Ensure that all persons are not in any imminent danger.

Step 3 - Call for support:

- Dial 999, if appropriate OR

During office hours

- Call the NYC Children and Young People's Service on 01609 532234 to inform them of the situation and request help, if required. If the main switchboard is out of order use 01609 534375.

Out of office hours

- Call the NYC Emergency and Resilience Unit on the confidential number (which can be found in the secure area of the CYPS Info website or within the emergency response guide). Inform them of the situation and request help, if required. They will contact the on-call Assistant Director from the Children and Young People's Service.

These numbers should only be used in an emergency. Please do not give them to the press, parents or members of the public.

Step 4 - ensure that you:

- Log all communications and actions as and when required as evidence.
- Assemble the Emergency Management Team and relieve them of their normal duties. (See Appendix 1 below for details).
- Refer to the full list of emergency contact numbers.

Where possible, try to avoid closing and try to maintain normal routines.

Where Adverse Public Interest has arisen, the Headteacher, SLT or SEMT should immediately seek advice from the NYC Emergency and Resilience Unit using the numbers shown above.

Governors, Staff and Pupils should not discuss any incident with the media and any media representatives should be referred directly on to the NYC Press Department on each occasion.

Business Continuity Response Phases

Business continuity - initial response	Tick / sign / time
Assess the nature of the incident, e.g.: ▪ Loss of utility supply ▪ Loss of supplier ▪ Loss of premises ▪ Loss of personnel ▪ Loss of telecommunications	☐
Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	☐
Consider how the incident will affect any extended services that use the school premises. Liaise with these services as necessary.	☐
Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).	☐
If appropriate, contact organisations which can assist in document restoration.	☐

Business continuity - ongoing response	Tick / sign / time
Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.	☐
Seek support from other organisations (e.g. buddy schools, the local authority, suppliers / contractors) as required.	☐
Work with the 'communications' role to ensure staff, pupils and parents / carers are informed of any changes to the school routine.	☐

In the event of a public health incident (e.g. pandemic influenza), consider ordering infection control supplies and increasing the cleaning regime.	☐
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Business continuity - recovery	Tick / sign / time
Work with school staff and other organisations to restore the usual school routine as a matter of urgency.	☐
Put in place arrangements for remote learning, if necessary.	☐
Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.	☐

1. Loss of Premises through Fire or Flood

It is anticipated that the organisation would not be able to influence the outcome of this eventuality and that matters would be taken over by the NYC Emergency and Resilience Unit. This would probably involve the sourcing and fitting out of alternative temporary premises pending a re-build of the building.

Should there be a need to evacuate the site it is envisaged that following normal evacuation procedures staff would escort their pupils to the pre-arranged destination of the church.

2. Partial Loss of Premises

This could be the loss of a single room or area as a result of a fire or a burst pipe, flood etc. It is anticipated that this would put the area in question out of bounds for a considerable length of time but would not, on the whole, severely disrupt the day-to-day operation of the business.

The organisation would again liaise closely with the NYC Emergency and Resilience Unit and their Insurers but would also anticipate assistance in establishing temporary accommodation arrangements in the short term where possible in conjunction with the NYC Emergency and Resilience Unit.

It would be the intention, in the first instance, to designate temporary areas. For example, if an area was temporarily out of use a further area would be used, that has computer access and also visitors can be let in to the building safely and securely.

If the kitchen is temporarily unavailable arrangements will be made to cook at an alternative site and transport meals to site as long as is required.

3. Large Scale Property Loss, Particularly IT Equipment

A significant threat to the satisfactory operation of the business would be a large-scale loss of IT equipment, such as whiteboards, projectors, PCs, laptops, tablets and/ or networking or Wi-Fi.

Due to the layout and size of the building it may be that certain areas would still be in use whilst some areas closed and if so, maybe utilised in the short to medium term.

For example, if EYFS were closed, a temporary classroom could be set up in the school hall, as could other classrooms.

In liaison with the NYC Emergency and Resilience Unit, their Insurers and ICT Services it is anticipated that being able to re-order and replace lost items as a matter of urgency will be a priority and would expect to be back up and running within at least one month, if not sooner.

A partial loss only of equipment would be accommodated by a re-distribution of remaining resources and loaned items may be made available.

Several electronic copies and a hard copy of the inventory are kept.

Wi-Fi, laptops and iPads / tablets could be used if a loss of hard wiring is unavailable through a power surge.

4. Loss of Information Through Catastrophic IT Failure

Rather than the loss of actual equipment, this would involve the loss, or destruction, of the Server and all the school data and information that is stored on it.

Backups

Backups are performed on the network (curriculum server each day as a matter of course). They are recorded on tapes (a separate one for each day) and kept securely away from the server in a cabinet that is locked in a secure area.

Covering Critical & Essential Data

The office computer is a stand-alone machine and backups are taken each week as many programmes are web based and backed up automatically.

Data Risk Assessment and Locations

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency do not attempt to recover any records or equipment unless safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	In classrooms		NA
Examination papers	In the school office		Can be reproduced from the other site
Asset registers / equipment inventories	In the school office		Online available
Insurance documentation	In the school office		Online available

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework	Online		Cloud based for all
Contact details	Online		Cloud based for all
Financial information	Online		Cloud based for all
Medical information	Online		Cloud based for all

5. Mass Unavailability of Staff (e.g. Pandemic)

It is likely that in such a scenario the organisation may not be the only one affected.

In the first instance advice will be available from the on-call Assistant Director, from NYC Children & Young People's Service or the Health & Safety Risk Manager at NYC and the local UK Health Security Agency, (telephone numbers available in within the emergency response folder.

Once advice had been obtained and passed on to parents as appropriate the organisation will then need to consider the opening/closing arrangements having regard to ensuring the safety of all pupils and existing staff, visitors, contractors on the premises.

In an effort to staff the business, the following procedures would be invoked:

- Existing Supply Staff used by the organisation in the ordinary course of events.
- Recently retired staff still covered by DBS/safer recruitment requirements used as available.
- Other Supply Agencies

It is recognised, however, that subject to the scale of the pandemic in the locality and the availability of staff from any of the above sources, it may not be possible to fully operate the business and at that point a decision would be taken whether to partially, or fully, close the building and for how long.

At all times the safety of both children and staff would be of paramount importance, although every effort would be made to keep the site open and functioning.

Remote Learning

Remote learning	Notes / instructions
Website / Applications	Purple Mash/ 2Simple TEAMS
Email	Pupils have email addresses

Post	Can be used if required and/or hand delivered
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6. Closure at Short Notice (due to severe weather, loss of utilities, internal flooding etc.)

The organisation may decide that in the interests of safety it is appropriate to send pupils home early.

The organisation may also be contacted by one or more operators suggesting that an early departure is advisable where severe weather or road access are perceived to be hazardous. These representations will need to be taken into account to determine the appropriate course of action.

The priority of the organisation will be to inform Staff, Parents and the LA in this order of any closure as soon as is possible.

The following procedure is identified via the **Unavoidable Closure Procedure – See Appendix 2**

- All staff will be informed verbally if during the day and by personal telephone call if at another time.
- All Parents will be informed by text, or phone.
- The LA will be informed by phone call or email by the Responsible Person (see separate information attached).
- Local Radio will be informed of the circumstances.
- Any transport booked for that day will be informed by the Responsible Person.

Signed:	Beverley Pawson
Date:	1 st September 2025
Review Date:	1 st September 2026

APPENDIX 1

EMERGENCY MANAGEMENT TEAM & ROLES

Emergency Management Team consists of:

Name	Role
Beverley Pawson	HT
Catherine Naylor	AHT
Bethan Thackray	Office WH
Claire Roughley	Office SH

Roles	In School Hours	Out of School Hours
Responsible Person	Assess and authorise any closure. Concentrate on pupils and staff safety and wellbeing with regard to either a closedown situation or an evacuation of the premises. Accompany pupils and staff to temporary agreed premises	To assess and authorise any closure Contact Emergency Management Team Contact relevant Officers at LA Inform Chair of Governors
Senior Teacher	Assist the Headteacher or the role of the Headteacher in her absence	Assist the Headteacher or the role of the Headteacher in her absence
Caretakers	Ensure premises secure Assist with emergency services access	Ensure premises secure Assist with Emergency Service Access Ensure Head is aware of issue
Business Manager / School	Complete phone calls, text messages and emails for:	Complete phone calls, text messages and emails for:

Administrative assistant	➤ Emergency services ➤ Parents ➤ Local Authority ➤ Radio ➤ Transport ➤ Contractors ➤ Contact Supply Agencies ➤ Governors ➤ Volunteers ➤ Memorial Hall ➤ Children's Centre In the event of a premises issue manage the crisis ensuring procedures are followed.	➤ Emergency services ➤ Parents ➤ Local Authority ➤ Radio ➤ Transport ➤ Contractors ➤ Contact Supply Agencies In the event of a premises issue manage the crisis ensuring procedures are followed.
Parent Support Worker	Take a written record of events Assist Business Managers with phone calls, texts and emails.	Take a written record of events Assist Business Managers with phone calls, texts and emails.
Premises Governor	Assist the Headteacher and Business Manager	Assist the Headteacher and Business Manager

APPENDIX 2

Emergency Contact Numbers

Staff and Governors

Name	Role	Address and Phone (Include out of hours and mobile numbers if known)
Beverley Pawson	Head Teacher	07712 568206
Catherine Naylor	Assistant Head Teacher	07849153456
Bethan Thackray Claire Roughley	Admin	07817721563 07535730808
Stephanie Hall-Stead Emma Goss	Chair of Govs	
James Nightingale	Safeguarding Gov	07791111292

Local Authority

Name	Role	Address and Phone (Include out of hours and mobile numbers if known)
NYC	General support from Local Authority	0300 131 2 131
NYC Notifying of School Closures	Notifying of School Closures	- emailing lisa.cowley@northyorks.gov.uk (including the words "School Closure advice request" in the subject line) - ringing 01609 532234 - note that the phone may at times be diverted. If the line is engaged, please leave a message and we will get back to you. If you cannot make contact by phone, you can contact us via email to lisa.cowley@northyorks.gov.uk

NYC – Communications (press office)	Support in communications strategy	0300 131 2 131
NYC – Integrated Passenger Transport Unit	Transport Services	0300 131 2 131
NYC Resilience and Emergencies Team Duty Officer	Out of hours emergencies only and not everyday eventualities e.g. school closures heating breakdown, pipes bursting, utility outage etc.	01609 798081

Emergency Services & Emergency Responder Organisations

Organisation	Role	Address and Phone (Include out of hours and mobile numbers if known)
North Yorks. Police	Control Room	Emergency – 999 Routine - 101
Yorkshire Ambulance Service	Control Room	Emergency – 999 Routine - 0333 130 0550
North Yorks. Fire & Rescue Service	Control Room	Emergency – 999 Routine - 01609 780150
Environment Agency	Floodline Environmental Incident	0345 988 118 0800 80 70 60
Met Office	Weather Forecasts	0370 900 0100
UK Health Security Agency	Specialist support to prevent and reduce the impact of: - infectious diseases - chemical and radiation hazards - major emergencies	Telephone: 0113 386 0300 Out of hours advice: 0151 909 1219
Health & Safety Executive	- following a work-related death - following a serious incident where there have been multiple casualties - following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.	0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) Out of hours: 0151 922 9235

Contractors & Utility Suppliers: In school Office and on the cloud

Organisation	Role	Address and Phone (Include out of hours and mobile numbers if known)
Electricity Supplier	National power cut number	105
Gas Supplier	National Gas Emergency Line Insert gas supplier	0800 111 999
Water Supplier	Yorkshire Water or chosen supplier	0800 573553
Fire Alarm Contractor		
Burglar Alarm Contractor		
Telephone System		
Glazers		
Plumber		
Cleaning contractor		
Catering contractor		
Temporary staff agency		
Generators / Plant Hire		
Insurance		
Transport Provider		
Property		
Health & Safety		
Maintenance		

Welfare & Safeguarding

Organisation	Role	Address and Phone (Include out of hours and mobile numbers if known)
Major Incident Response Team	Emotional Support for Adults only	Contact via NYC Resilience and Emergencies Duty Officer
Faith Contacts (as required)		

NYC CYPS UNAVOIDABLE CLOSURE PROCEDURE

There will be occasions, for instance due to adverse weather or loss of utilities etc. when you need to take the decision to close your site at short notice. This checklist provides key contact information for you to use.

Action 1 – Inform Parents and staff

1.1 Inform parents/staff by your normal channels. This may be by letter (if you have more than 24 hours' notice of a closure), text message, website, telephone and or by the local radio. The following radio stations will make announcements for parents and, in the case of BBC Radio York, will update their webpages throughout the day. Remember you will need to have the password.

Radio Station	Contact Telephone Number
BBC Radio York www.bbc.co.uk/york (updated throughout the day but Radio York prefers schools to call and talk to someone)	Call 01904 622033; a member of the BBC team will ask: 1) Name of caller 2) Full name of school 3) Contact number 4) Password 5) Closure status & details - full closure, partial etc. and any additional details (e.g. Open for year 10 only) During severe weather these numbers will be manned from 6.00 am until 10.00 pm.
BBC Tees	01642 340666/01642 225511 (lines get very busy in severe weather so email tees.news@bbc.co.uk)
BBC Leeds	Please email radio.leeds@bbc.co.uk
Capital FM (North East and Yorkshire)	Email yorkshire.schools@thisisglobal.com
Star Radio (Alpha Radio)	01325 341801 (from 5.45am) or email news@thisisstar.co.uk
TFM Radio/Magic FM	Log on to www.tfmradio.com/register to post notices
Minster FM	01904 486598
Stray FM	Tel: 01423 520972 or Email studio@strayfm.com or patrick.dunlop@strayfm.com
The Bay FM (Lancaster)	Email snow@thebay.co.uk giving DfE number and password
Viking FM	01482 320903
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1.2 Inform staff using staff telephone tree.**Action 2 –Transport Contractors**

2. Inform the transport contractors responsible for children on site. Remember to include all feeder services. Also inform the Integrated Passenger Transport Unit at County Hall.

Action 3 – Inform the Local Authority

3.1 Whilst your priority is to inform parents first, it is also critical that you make the Local Authority aware of your closure as early as possible in order that this information can be publicised on the Council website, which is used by parents, members of the public and the media to check on the status and respond to calls from individual parental enquiries or complaints. The LA are also often required to provide daily school closure lists to the DfE for the Secretary of State's information.

3.2 Report a closure by:

- emailing lisa.cowley@northyorks.gov.uk (including the words "School Closure" in the subject line; or
- Ringing 01609 532218.

Please leave a voicemail message, stating your school's name, DfE number and your name/job role, if your call is not answered immediately or the line is engaged.

3.3 Seek advice/guidance on a possible closure by;

- going to the school closures page on CYPS info (<http://cyps.northyorks.gov.uk/index.aspx?articleid=13795>)
- Ringing 01609 532218 or 01609 532740.

Again, if the line is engaged, please leave a message and an officer will call you back.

3.4 In the rare event that the County Hall switchboard is experiencing difficulties please use the Director's Emergency Number 01609 534375 and email lisa.cowley@northyorks.gov.uk.

4 - Request out of Hours Emergency support outside normal office hours (8.30-5.00 pm Monday to Thursday and 8.30 am to 4.30 pm Friday) and weekends/bank holidays.

4.1 For non-buildings related out of hours Emergencies please ring Emergency Planning Duty Officer via the number provided in the Emergency Planning Guidance. This is the first point of contact outside normal office hours for the County Council support which you need.

5 - Emergency Building Repairs – NYES Property Solutions Contact Numbers.

5.1. For those schools who have joined the NYES Property Solutions Traded Service, please use the following contacts:

Telephone Numbers for Building Repairs

Within office hours call 01609 53 2020

(Monday to Thursday, 9am to 5pm (Wednesday 9.30am to 5pm) and Friday 9am to 4.30pm)

Emergency repairs outside of normal office hours

Property service centre: 01609 53 2020

Option 1, out of hours property menu – further options following first stage:

Option 1	Option 2	Option 3	Option 4	Option 5
Building Repairs	Mechanical	Fire/Intruder Alarms	Lifting Equipment	Automatic Doors

Major emergency incidents:

Tom Willoughby **01609 772 062**

Flood, storm, vandalism, fire, building element failure.

Mechanical equipment:

East and West areas - HCS

01609 773 999

North area - JH Mechanical

07908 835368

Heating, air conditioning, commercial catering, sewage pumps, waste disposal units, fume and dust extraction.

Alarms: (fire and intruder)

Monks Security Systems

01757 291532

Lifts: (lifts, stair lifts and hoists)

Ace Elevators **0330 332 6259**

Automatic Doors:

(automatic and roller doors)

East and North areas - GEM

01482 506 559

West area - ADC Entrance Solutions Limited

0151 334 2840

Hard FM Maintenance Contractors

General Building Responsive Maintenance – Tom Willoughby

Mechanical Equipment and Plant

East & West - HCS Mechanical

North - JH Mechanical

Fire and Intruder Alarms – Monks Security Systems

Lifts – Ace Elevators

Automatic Doors

East & North – GEM doors

West – ADC Entrance Solutions

Fixed Electrical Inspection Testing, Portable Appliance Testing (PAT) and Stage Lighting – John Cullerton and Sons Limited

Chimneys, Lighting Conductors and other High Access Structures

East - Horizon

West – Central High Rise

Water Hygiene - Aquatrust

Fire Equipment Inspection and Supply – Logic Fire & Security

PE & Play Equipment – Continental

Asbestos Analysis – Acorn Analytical Services

Asbestos Abatement – em1

5.2 Schools who are not members of the NYES Property Solutions Traded Service should ensure that they have made their own appropriate arrangements to enable them to have maintenance works undertaken outside of normal working hours in the event of an emergency.

General information

If pupils need to be sent home early:

- Parents of primary school pupils should be informed so that they can make arrangements for the collection and supervision of their child. If there is doubt about the arrangements, the child must be kept in school and supervised until collection takes place.
- In the case of secondary school children, you need to be satisfied that no child will be put at risk by an early departure.

Home to School Transport - checklist for Schools and Contractors: -

- Note telephone numbers for all Contractors including those operating connecting services.
- All drivers on school transport should carry contact details of the school(s) they operate to/from as well as contact details for Integrated Passenger Transport.
- In no circumstances should children of primary age be left unsupervised.
- If the transport connects with another service, you must ensure that the connecting service is operating

NON-NYC SCHOOL UNAVOIDABLE CLOSURE PROCEDURE

There will be occasions, for instance due to adverse weather or loss of utilities etc. when you need to take the decision to close your site at short notice. This checklist provides key contact information for you to use.

Action 1 – Inform Parents and Staff

1.1 Inform parents/staff by your normal channels. This may be by email, text message, website, telephone and/or by the local radio.

1.2 Inform staff using staff telephone tree.

Action 2 –Transport Contractors

Inform the transport contractors responsible for children on site. Remember to include all feeder services.

Action 3 – Inform the Local Authority

Whilst your priority is to inform parents first, it is also critical that you make the LA aware of your closure as early as possible in order that they can publicise this information on their website, which is used by parents, members of the public and the media to check on the status and respond to calls from individual parental enquiries or complaints. The LA are also often required to provide daily school closure lists to the DfE for the Secretary of State's information.

Action 4 - Request out of Hours Emergency support outside normal office hours (8.30-5.00 pm Monday to Thursday and 8.30 am to 4.30 pm Friday) and weekends/bank holidays.

Action 5 - Emergency Building Repairs

Building Repairs Contact Information

Service Type	Contractor Name	Contact Number
Major Emergency Incidents		
General Building Responsive Maintenance		
Mechanical Equipment and Plant		
Fire and Intruder Alarms		
Lifts		
Automatic Doors		
Electrical Testing & PAT		
Chimneys, Lightning Conductors and other High Access Structures		
Water Hygiene		
Fire Equipment Inspection and Supply		

PE & Play Equipment		
Asbestos Analysis		
Asbestos Abatement		

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- If the transport connects with another service, you must ensure that the connecting service is operating.