



Business Continuity Plan

2022 - 2023

Chair of Governors: _____

Headteacher: _____

Date: _____

Date: _____

INTRODUCTION

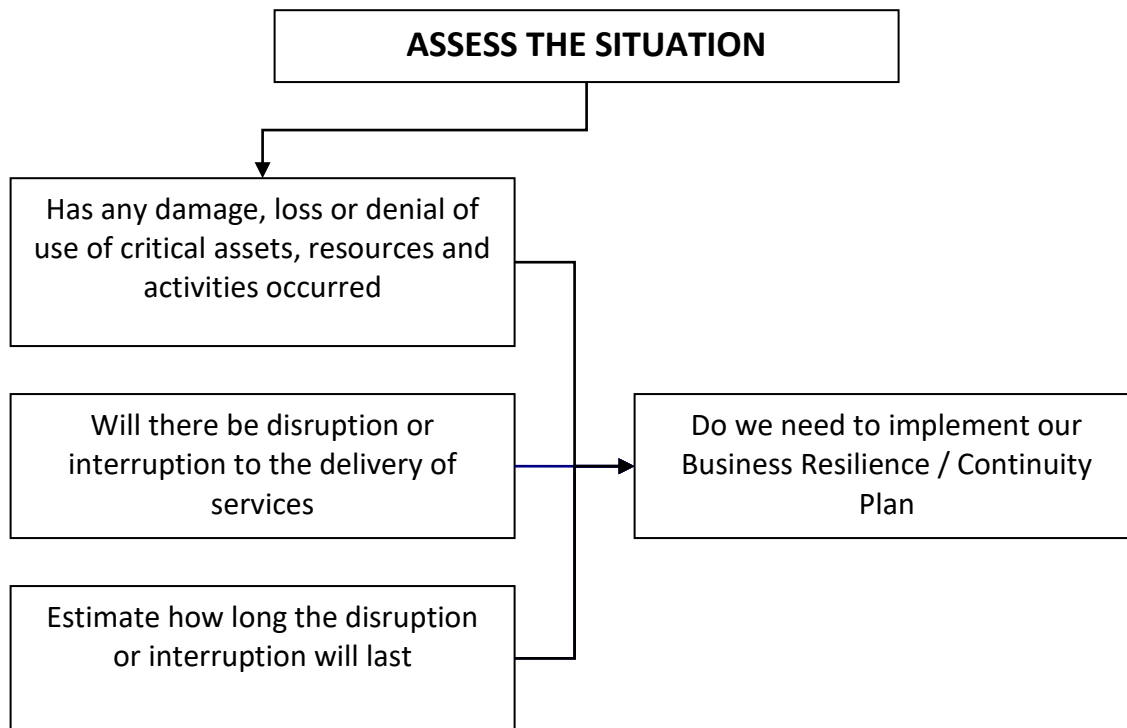
The following pages set out the outline for Marlborough Primary School's Business Continuity Plan.

The plan provides generic guides to actions that will be considered by the Headteacher, Deputy Headteacher and the school in case of any disruption or interruption to school activities.

The accompanying guidance is an integral part of the Business Continuity Plan and will be referred to when developing and utilising the Plan.

Date of issue: 29 th March 2017	Date of review: Autumn 2021 Autumn 2022	Date of next review: Autumn 2023
Copies of this Plan are kept: <ul style="list-style-type: none">• Electronically in Admin documents : Emergency Procedures• Electronically in Teacher Shared: Emergency Procedures• Hard copies: Admin Office		
Person/s responsible for reviewing plan: <ul style="list-style-type: none">• Headteacher – Geraldine Foley• Estates Manager – Christopher Jenkins• Health and Safety Governor – xxx		

Phase 1: Assess the Situation



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school-based services:

Critical Function	Description
Examinations	Providing staff and facilities to enable pupils to sit National Tests
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Foundation Phase to Key Stage 2)
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of Marlborough Primary School
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements as per 'in loco parentis', health & safety legislation etc
Catering facilities and staff	The provision of suitable catering facilities to enable the preparation of school meals including free school meals. The provision of suitably trained catering staff to prepare school meals to national standards

Utilities-gas	The supply of gas to enable the heating of premises and preparation of school meals etc
Utilities-water	The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing etc
Utilities-electric	The supply of electricity to enable ICT systems to run, lighting of premises, etc
Provision of ICT education	The provision of ICT to deliver education
Provision of ICT administrative	The provision of ICT to enable the establishment to run effectively
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment
Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal

The 'Maximum Tolerable Period of Disruption' (MTPD) has been formulated by the Children's Services Business Continuity Working Group and is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function:

CRITICAL FUNCTION	MTPD	NOTES
Teaching Staff	1 week	
Support Staff	2 weeks	
Premises	1 week	Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 1 week
Catering	1 week	Loss of normal catering arrangements would mean the delivery of alternative cold meals. Catering contractor to have in place appropriate BCP.
Utilities	1 week	Loss of utilities, depending on circumstances may result in immediate school closure, depending on circumstances and seasonal factors (e.g summer or winter). Such closure will have a significant impact after 1 week similar to loss of use/denial of access to premises.
ICT Education and Administrative	2 weeks	
Records, Information and Coursework	1 month	Rather than being the MTPD the figure of 1 month if based upon the amount of data lost

Cleaning	3 days for primary 2 days for nursery	
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Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Example Descriptor
Education	Impacts on education may include loss of large number of days of teaching and learning, disruption to education, loss of work etc.
Child welfare/well-being	Impacts on a child may include physical impacts (eg hunger, cold etc), psychological impacts (eg loss of course work, having to move school), future prospects and educational abilities
Parents/Guardians	Impacts on parents/carers may include loss of earnings (taking time off work), disruption to work, perception of establishment,
Statutory Compliance	Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, ESTYN , duty to provide free school meals etc
Reputation	Reputation may be the reputation to the establishment, Children's Services or Council
Extended Services	Extended services may include Breakfast Clubs, After School Clubs, Children's Centres, hiring of rooms/halls etc
Staff	Impacts on staff can be financial, physical, psychological

Below are some guidelines as to the impact levels

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a Business Continuity Plan (BCP)
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP
Moderate	There is thought to be some impact on some areas. This may require the implementation of BCP if the impact is considered to affect critical areas such as education or child well-being
Significant	A significant impact in a number of areas that warrants the implementation of the BCP
Very Significant	The impact is severe with major detrimental impact on

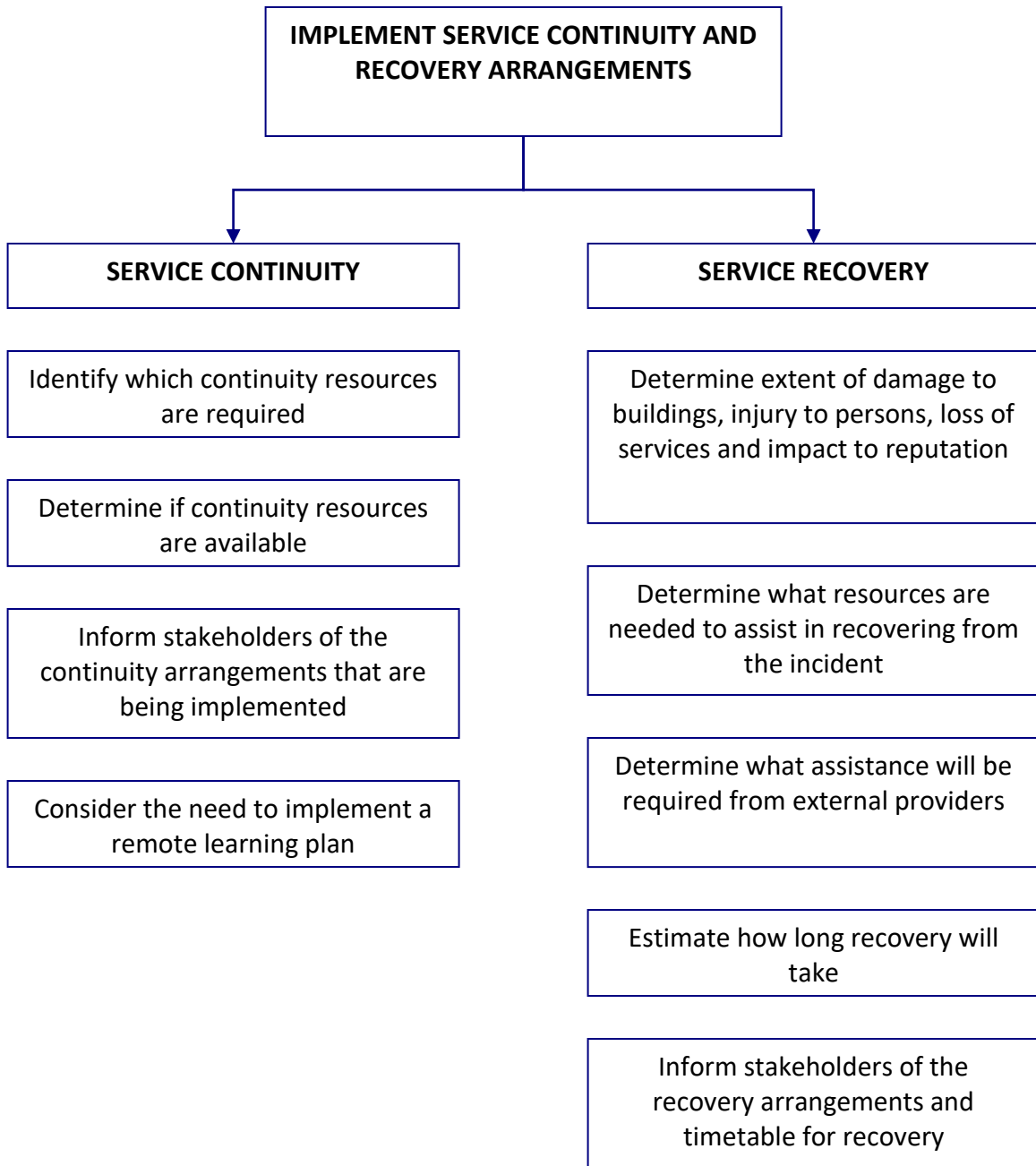
	education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment, Children's Services and Council. Immediate implementation of BCP
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Who will be responsible for implementing the Business Resilience/Continuity Plan:

Cardiff Council – SOP, Bronze Officers, FM and Building Services, Education Service
Headteacher – Geraldine Foley

Assistant Headteachers - Leah Crew, Rachel Lloyd, Sally Hodges

Estates Manager – Christopher Jenkins



SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Senior manager (e.g. Headteacher)	<ul style="list-style-type: none"> Leah Crew/ Rachel Lloyd / Sally Hodges to deputise for Geraldine Foley Michaela Sherlock / Cath Davies / Kate Adams to deputise for Assistant Headteacher
	Teaching staff	<ul style="list-style-type: none"> Absence- day 1-10 supply teacher from main school budget Absence- Day 10+ from mutual supply fund
	Teaching assistants	<ul style="list-style-type: none"> Absence day 1 – 3 days - internal cover/cancellation of interventions, moving round of staff to cover most essential duties. Absence- Day 10+ from mutual supply fund
	Technicians	<ul style="list-style-type: none"> N/A
	SEN support staff	<ul style="list-style-type: none"> Absence- Day 10+ from mutual supply fund
	Administrative support staff	<ul style="list-style-type: none"> If admin assistant absent – internal cover Absence- Day 10+ from mutual supply fund
	Site care	<ul style="list-style-type: none"> Internal cover for opening/closing - Mr. C. Jenkins Long term – Miss T. Southam & Miss G. Foley Long-term caretaking – relief caretaker from LA

	Catering and/or cleaning	<ul style="list-style-type: none"> • Catering - County Catering contracted • Cleaning – internal cover
	Breakfast Club staff	<ul style="list-style-type: none"> • Breakfast Club – relief cover from Playworks
Premises	Damage/denial of use of general classroom and/or associated contents	<ul style="list-style-type: none"> • Relocate to Hall or Meeting Room • Insurance claim procedures
	Damage/denial of use of specialist classroom and/or associated contents	<ul style="list-style-type: none"> • As above
	Damage/denial of use of administrative areas and/or associated contents	<ul style="list-style-type: none"> • As above
	Damage/denial of use of some common parts (e.g. hall for lunch)	<ul style="list-style-type: none"> • Relocate to classrooms

	Loss of utilities (gas, electric, water)	CITY OF CARDIFF COUNCIL EDUCATION and LIFELONG LEARNING DIRECTORATE Guidance for Head teachers and Governing Bodies Emergency and Unplanned School Closures
Catering	Damage/denial of use of catering facilities	Contact County Catering
	No catering staff	Contact County Catering
ICT	Loss of telephony system	Contact BT
	Loss of I.T servers/software	Cardiff CC ICT support
	Loss of I.T hardware	Cardiff CC ICT support
Cleaning	No cleaning staff available	Internal cover Contact DSU cleaning services
Records	Loss or damage to administrative records	Admin records are backed up every night and stored in the school safe Inventory records

Educational Records and Pupil Tracking	Loss of pupil tracking data	Curriculum server backed up every night and stored in school safe.
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Contact List

CONTACT	NAME	TELEPHONE NUMBER/S
Asset Management	Mr Andrew Dare	07984125544
Catering	Cardiff Council	
Cleaning	In-house	
Building Technical Services	Facilities Management	
Electrical contractor	Corona Energy	0800 111 999
Gas: National grid	British Gas	
Gas contractor	British Gas	08450716324
Business Continuity Manager	Geraldine Foley	
Water: water	Dwr Cymru	
Site care and facilities	Chris Jenkins	

Emergency Contact Information

Contacts in Priority Order	Name	Mobile	Home Tel No	E-Mail
Headteacher (1)	Miss G. Foley			
Assistant Head	Mrs. L. Crew			
Assistant Head	Mrs. R. Lloyd			
Assistant Head	Mrs. S. Hodges			
Estate's Manager	Mr. C. Jenkins			

Key Holder Information

Name	Address	Home Tel No	Mobile	E-Mail	Post Title
LEA – Service Level Agreement	County Hall	02920 876240		N.Lord@cardiff.gov.uk	Key Holding Services
Mr. C. Jenkins					Estate's Manager
Miss T. Southam					Cleaner
Miss G. Foley					Headteacher

Preferred Contractor Information**Premises: Marlborough Primary School**

<u>Contractor</u>	<u>Company Name</u>	<u>Address</u>	<u>Tel No</u>
Intruder Alarm	Sonic	5a Stanwell Road, Penarth CF64 2AB	08448791770
Fire Alarm	Firerite	Unit 14, Roundabout Court, Bedwas House, Industrial Estate, Caerphilly, CF83 8FS	02920 867 333
Access Control	Sonic Alarms	5a Stanwell Road, Penarth CF64 2AB	08448791770
CCTV	Sonic alarms	5a Stanwell Road, Penarth CF64 2AB	02920703720
Grounds Maintenance	n/a		
Cleaning	In house		
Boiler Maintenance	Kier Facility Services	Southern Cross, Basing View, Basingstoke, Hants, RG21 4HG	01256 352361
Ventilation & Air Conditioning	N/A		
PAT Testing	PAT 247 Ltd.	407 Edge Lane, Droylsden, Manchester, M43 6JL	0800 148 8074
Glazing	Vellacine	Hadfield Road, Cardiff, CF11 8AQ	02920 228578
Feminie Hygiene	Cannon Hygiene	Trafford Bank House, 32 Brindley Road, Manchester, M16 9SD	0844 967 0685
Telephone	British Telecom	81 Newgate Street London EC1A 7AJ	0800 400 400

Completed By: Geraldine Foley

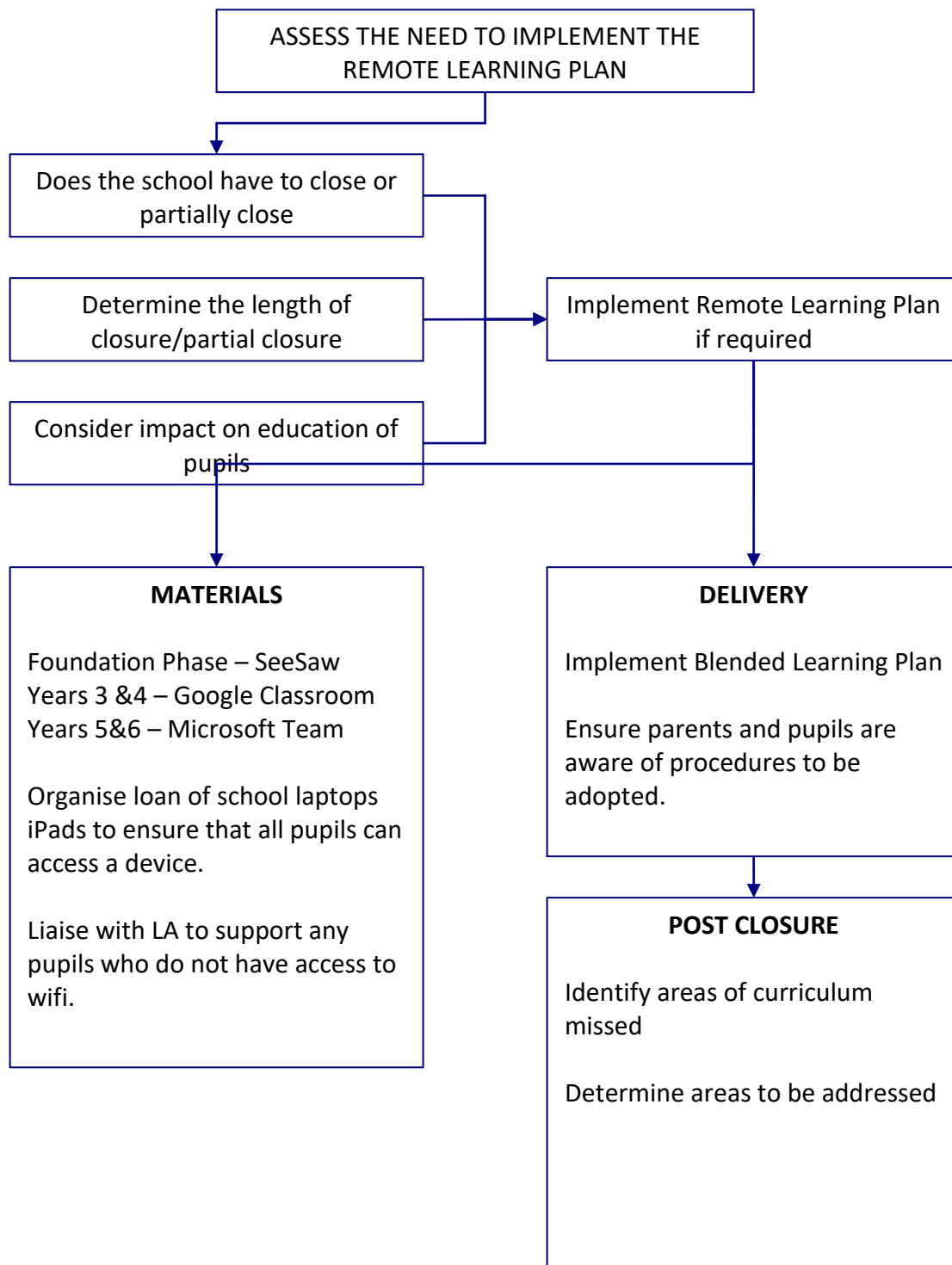
Date: 5th June 2018 (Reviewed Nov.2022)

Tel: 029 20 562595

EMERGENCY PLANNING CONTACTS

Name of School:	Marlborough Primary School			
School Office Tel number:	02920 492564			
Contacts (in priority order)	Name	Mobile telephone number	Home telephone number	Email Address
Headteacher (1)	Miss Geraldine Foley	07540 071009	02920 655182	Foleyg2@hwbcymru.net
Assistant Headteacher	Mrs Leah Crew	07989 572341		Crewl2@hwcymru.net
Assistant Headteacher	Mrs. R. Lloyd	07341446990		Lloyd93@hwbcymru.net
Assistant Headteacher	Mrs. S. Hodges	07974732232		HodgesS7@hwbcymru.net
Estate's Manager (5)	Mr Christopher Jenkins	07815 939329		Christopher.jenkins2@cardiff.gov.uk

PHASE III: REMOTE LEARNING PLAN



Remote Learning Plan

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	Relocation to alternative community venue, such as Albany Baptist Church, St Edward's Church, St Margaret's Church, Penylan library, Penylan community centre, Roath Park and Albany Primary Schools (in discussion with Cardiff LA).
ELECTRONIC LEARNING ONLY	Implement Marlborough's Blended Learning Plan.
Materials etc.	Ensure materials can be stored electronically and accessed off-site in case access to the school is denied – Curriculum back up tape, Google Drive, Microsoft Teams
	School Staff to follow the Blended Learning Plan and timetable.
DELIVERY AND COLLECTION METHODS	Delivery will be via electronic platforms for all pupils
REMOTE SUPPORT AND MARKING	This is detailed in the Blended Learning Plan
ALTERNATIVE SITE	All teachers have access to a school lap top and can plan and deliver lessons remotely.
	Relocation to alternative community venue, such as Albany Baptist Church, St Edward's Church, St Margaret's Church, Penylan library, Penylan community centre, Roath Park and Albany Primary Schools.

