



# King David High School

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## Business Continuity Plan

|                            |             |                         |
|----------------------------|-------------|-------------------------|
| <b>Approved by:</b>        | Headteacher | <b>Date:</b> 05/11/2024 |
| <b>Last reviewed on:</b>   | n/a         |                         |
| <b>Next review due by:</b> | Sept 2026   |                         |

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### 1. Aims

This plan aims to:

- Outline potential risks and issues that could cause disruption to the delivery of critical activities
- Mitigate the impact of disruptions to critical activities by providing actions or procedures to follow, to make sure all pupils continue to get the quality of education to which they're entitled

### 2. Legislation and guidance

This document is based on guidance from the Department for Education (DfE) on [emergency planning and response for schools](#) and [school security](#). It also complies with the following statutory guidance and legislation:

- [Keeping Children Safe in Education](#)
- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)

### 3. Roles and responsibilities

#### 3.1 Headteacher

- Activating and standing down this plan
  - Leading the business continuity team
-

### 3.2 Business continuity team

**Interim Head Teacher:**  
**Interim Deputy Head & Head Sixth Form**  
**Assistant Head: Behaviour DSL:**  
**Assistant Head: Personal Development**  
**Assistant Head: SENDCO**  
**School Finance Manager**

Mrs. T. Basger  
 Mr. J. Pitt  
 Mrs. P. Watson  
 Mr. T. Chappelle  
 Mrs. H. Morrissey  
 Mrs. L. Rose

## 4. Communications

Communication to stakeholders, such as pupils, parents/carers, governors and staff will be made via email.

## 5. Continuity strategies

The table below sets out examples of some scenarios where a continuity plan may be needed to maintain critical activities.

| SCENARIO                    | WHEN TO IMPLEMENT  | ACTIONS  | PERSON(S) RESPONSIBLE  |
|-----------------------------|--|--|--|
| Shortage of staff or skills | In the event of high levels of staff absence due to: <ul style="list-style-type: none"> <li>➤ Illness</li> <li>➤ Severe weather</li> <li>➤ Transport disruption</li> </ul> | Supply staff used<br>Internal cover wherever possible<br>➤ Larger class sizes<br>➤ Use of halls or library to accommodate larger numbers of pupils<br>➤ Rescheduling of timetable<br>➤ Remote learning | Headteacher<br>Deputy Headteacher<br>SLT<br>SLT<br>HT<br>IT dept to ensure necessary equipment |
|                             | Strike Action  | ➤ SLT and support staff to supervise in school hall.<br>➤ Volunteers including school governors<br>➤ Some year groups work from home.  | HT/DHT<br>Governors<br>HT/DHT  |

| SCENARIO                       | WHEN TO IMPLEMENT  | ACTIONS   | PERSON(S) RESPONSIBLE   |
|--------------------------------|--|---|---|
| Partial closure of school site | <p>In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include:</p> <ul style="list-style-type: none"> <li>➤ Damage limited to a specific part of premises</li> <li>➤ Loss of utilities (power or water) to specific part of premises</li> </ul> | <ul style="list-style-type: none"> <li>➤ Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs</li> <li>➤ Change sizes of classes in safe part of building</li> <li>➤ Some year groups set work to complete at home</li> <li>➤ Remote teaching if long periods of time</li> <li>➤ Utilise library and school hall for larger groups.</li> <li>➤ Source additional facilities such as modular buildings, portable toilets, generators, lighting,</li> <li>➤ Reroom classes into parts of the school that are useable</li> </ul> | <p>Site team</p> <p>HT</p> <p>HT<br/>HT</p> <p>Governors and HT</p> |
| Full closure of school site    | <p>In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include:</p> <ul style="list-style-type: none"> <li>➤ Extensive damage caused by fire or flooding</li> <li>➤ Loss of utilities (power or water) to whole premises</li> </ul>                | <ul style="list-style-type: none"> <li>➤ Secure premises to prevent unauthorised access and display relevant warning signs</li> <li>➤ Display details of where people can find information about the closure, advice and contact information</li> <li>➤ Remote teaching where possible</li> <li>➤ Use of Heaton Park/Shrubberies synagogue where a face-to-face education is needed.</li> </ul>   | <p>HT</p> <p>HT</p>   |

| SCENARIO                 | WHEN TO IMPLEMENT  | ACTIONS   | PERSON(S) RESPONSIBLE  |
|--------------------------|--|---|--|
| Loss of IT services/data | In the event that IT services or critical data cannot be accessed. Examples include: <ul style="list-style-type: none"> <li>➤ Loss of network</li> <li>➤ Following a cyber attack</li> </ul> | <ul style="list-style-type: none"> <li>➤ Essential data backed up offsite</li> <li>➤ Essential data for school can be accessed remotely</li> <li>➤ Secured cloud-based services</li> <li>➤ Use paper for registers, Accident forms, Meetings</li> <li>➤ Data recovery plan to be actioned</li> <li>➤ Forward calls to school mobile number</li> </ul> | IT Technicians<br><br>IT Technicians<br><br><br>H Marks/LB Telecom |

## 6. Remote education

Where possible, the school will provide remote education when attendance in school is either not possible or contrary to government guidance. The school will implement an appropriate curriculum, teaching and support that will enable pupils to continue learning effectively and in accordance with DfE guidance.

Where pupils with special educational needs and disabilities (SEND) are not able to access remote education without adult support, the school will work with families to put in place reasonable adjustments.

If no part of the school is available to use and some pupils need to be in school for safeguarding or SEN reasons, then we will contact local synagogues for alternative spaces.

## 7. Attendance

The school will continue to record absence in the attendance register if it remains open, using the most appropriate code. The codes used will be in line with the [-DFE Working together to improve school attendance](#)

Where pupils are unable to attend school:

- In some exceptional circumstances, this should be recorded as code Y (unable to attend in exceptional circumstances) unless a more appropriate code applies. The school will also record the nature of the circumstances in which a pupil is unable to attend school
- Because they are ill or have an infectious illness, this will be recorded as code I (illness)
- The school will also continue to record and monitor pupils' engagement where the provision of remote education is made, although we will not formally track this in the attendance register

## 8. Provision of free school meals

Where pupils eligible for benefits-related free school meals are receiving remote education, the school will work with the school catering team or food provider to make sure those pupils can have a good-quality lunch. This will ensure that the school continues to support eligible pupils for the short period where they are unable to attend school.

The school will identify pupils with any medical conditions, including allergies, to make sure that all pupils are able to eat a school lunch safely. This is particularly important in circumstances where caterers are not serving meals to pupils directly. For example, where pupils are being served food in the classroom.

## 9. Safeguarding

Safeguarding and promoting the welfare of children and young people remains of paramount importance. The school will continue to have regard to relevant statutory safeguarding guidance. This includes:

- › [Keeping Children Safe in Education](#)
- › [Working together to safeguard children](#)

### 9.1 Vulnerable pupils

In all circumstances, the school will prioritise vulnerable children and young people for face-to-face education and childcare.

We will try to support any children and young people who we believe may have challenging circumstances at home. KDHS will work closely with external agencies such as social workers and Early Help and liaise with the relevant staff in charge of LAC pupils where relevant. If a vulnerable pupil is off school, the attendance team, DSL, DSL and pastoral staff will keep in contact to check their wellbeing and refer on to other services if they need more support.

### 9.2 Wellbeing and support

To handle the potential emotional impact on pupils due to the disruption of critical activities, the school will:

- › Aim to follow normal school routines as far as possible
- › Set up support systems for pupils to talk and share their feelings
- › Signpost pupils to appropriate support and advice
- › Where needed, provide access to counselling services or specialist treatment

The school will follow the DfE's guidance on [promoting and supporting mental health and wellbeing in schools and colleges](#).

## 10. Monitoring arrangements

This policy will be reviewed by the Leadership team every year. At every review, the policy will be shared with the governing board.

## 11. Links with other policies

This policy is linked to our:

- › Health and safety policy
- › Emergency/critical incident plan
- › Examinations contingency plan
- › Child protection policy
- › Attendance policy
- › Risk Register

## Appendix A: business continuity actions checklist

| BUSINESS CONTINUITY ACTIONS   | COMPLETED (SIGN DATE) | COMMENTS/FURTHER INFORMATION |
|---|-----------------------|------------------------------|
| Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident               |                       |                              |
| Undertake post-incident support activities and evaluate the impact of the incident                                      |                       |                              |
| Consider:   |                       |                              |
| Which school activities are disrupted?  |                       |                              |
| What is the impact of these activities being disrupted?   |                       |                              |
| Are there any critical activities approaching (exams, etc)?   |                       |                              |
| Planning for how critical activities will be maintained (using your business continuity plan), giving consideration to: |                       |                              |
| - Immediate priorities  |                       |                              |
| - Communication strategies  |                       |                              |
| - Deployment of resources   |                       |                              |
| - Finance   |                       |                              |
| - Monitoring the situation  |                       |                              |
| - Reporting   |                       |                              |
| - Stakeholder engagement  |                       |                              |
| Log all decisions and actions, including what you decide not to do and include your decision-making rationale           |                       |                              |
| Log all financial expenditure incurred  |                       |                              |
| Complete a lessons-learnt log, what went well? What didn't?   |                       |                              |
| Complete a post-incident review   |                       |                              |
| Implement any improvements or findings, such as:  |                       |                              |
| Do emergency action plans need updating/enhancing?  |                       |                              |
| Do policies need amending?  |                       |                              |

| BUSINESS CONTINUITY ACTIONS                   | COMPLETED<br>(SIGN DATE) | COMMENTS/FURTHER<br>INFORMATION |
|---|--------------------------|---------------------------------|
| Are building improvements necessary?          |                          |                                 |
| Are there any training and development needs? |                          |                                 |



## Appendix B: key contact details

Make sure that you have multiple ways of contacting key contacts at any time of the day.

| KEY CONTACT   | ROLE/RESPONSIBILITY          | CONTACT INFORMATION        |
|---------------|------------------------------|----------------------------|
| Tracy Basger  | Headteacher                  | t.basger@kdhigh.co.uk      |
| Jack Pitt     | Deputy/assistant headteacher | j.pitt@kdhigh.co.uk        |
| Paula Watson  | Safeguarding lead            | p.watson@kdhigh.co.uk      |
| Stephen Elias | Chair of governing board     | stephenelias18@outlook.com |

| INSURANCE PROVIDERS                           | CONTACT INFORMATION   |
|---|---|
| Risk Protection Arrangement (RPA) for Schools | Davies Group<br>E: <a href="mailto:RPA.COM@davies-group.com">RPA.COM@davies-group.com</a><br><a href="http://www.davies-group.com">www.davies-group.com</a> |
| Employers' Liability Insurance                | Ecclesiastical<br>T: 0345 777 3322<br>Policy No: 02/CSS/9058415   |
| School Trip Insurance                         | Zurich Municipal<br>T: 0800 232 1902<br>Policy No: SJ 129003-7286   |
| Minibus Plus Motor Insurance                  | QBE<br>T: 0800 389 1708<br>Policy No: 0035950MBP  |

| UTILITY/SERVICES | CURRENT SUPPLIERS/CONTRACTORS  | CONTACT INFORMATION   |
|------------------|--|---|
| Electricity      | <p><b>EDF</b><br/>Main School MPAN: 1640000020768<br/>Swimming Pool MPAN: 1600000140287</p> <p><b>Valda Energy</b><br/>Yavneh Girls MPAN: 1650000052320</p> <p><b>British Gas</b><br/>Middleton Road Playing Fields Meter ID: 19P2072498</p> | <p>EDF: 105<br/>Main School A/c No: 5391221638<br/>Swimming Pool A/c No: 5002473391</p> <p>Valda: 0330 390 4510<br/>Yavneh Girls A/c No: 208587</p> <p>British Gas: 0800 0728 625,<br/>Middleton Road Playing Fields Meter ID: 19P2072498</p> |

| UTILITY/SERVICES                      | CURRENT SUPPLIERS/CONTRACTORS   | CONTACT INFORMATION  |
|---------------------------------------|---|--|
| Gas                                   | SEFE<br>Main School MPRN: 9159458003<br>Swimming Pool: MPRN: 9306373008<br>Drama Block MPRN: 9305995610 | T: 0161 837 3395<br>Account No: 10206018<br>Account No: 10206018<br>Account No: 10206108 |
| Water                                 | Waterplus   | T: 0345 072 6072<br>Account No: 417 249 4547   |
| Internet                              | One Education   | T: 0161 219 6841   |
| Phone lines                           | LB Telecom  | T: 0161 393 7490   |
| IT support                            | MSC IT  | T: 01429 225300  |
| Insert other providers as appropriate |   |  |

| OTHER SUPPLIERS/CONTRACTORS          | CONTACT INFORMATION                 |
|--------------------------------------|-------------------------------------|
| Modular buildings / Portable toilets |                                     |
| Power generators / Lighting          |                                     |
| Boarding / Glazing providers         |                                     |
| Security                             | Blackstar Security T: 0161 818 6787 |
| Catering                             |                                     |
| Logistics / Transport                |                                     |
| Other                                |                                     |

| OTHER USEFUL CONTACTS  | CONTACT INFORMATION |
|--|---------------------|
| Local authority  | Sharon Gardner      |
| Local press and media contacts (e.g. local BBC radio)              |                     |
| Diocese (if applicable)  |                     |
| Social services (area team leader)                                 |                     |
| Emotional/behavioural support team (e.g. educational psychologist) |                     |
| Counselling services   |                     |