



Barrowby Church of England Primary School

Business Continuity Plan 2025-26

This plan should be read in conjunction with the School's Critical Incident Policy. It will be reviewed annually.

1. Disaster Recovery

This plan has been formulated to ensure that any impact on business continuity, following any emergency situations such as floods, fire, acts of vandalism or terrorism, pandemic, explosion, hardware/software failure or any other disaster is kept to a minimum.

In the event of this Plan having to be initiated, the personnel named below will form the disaster recovery team and take control of the following.

	Team Leader	Deputy
Facilities	Mr L Batey	Mr T Liddiard
Information Technology	Mr L Batey	Mr T Liddiard
Recovery of items/ supplies	Mr L Batey	Mr T Liddiard
Security	Mr L Batey	Mrs T Ward
Public Relations	Mr L Batey	Mrs T Ward
Data Recovery	Mr L Batey	Mr T Liddiard
Communications	Mr L Batey	Mrs T Ward

2. Equipment and Documents

In the case of an emergency situation, the team will operate under the direction of the Headteacher, Mr L Batey and the operational centre will be advised as appropriate to the circumstances.

Depending on the emergency, the following are the most important, in priority order for salvaging:

Equipment

- Medicines – child and adult
- Headteacher's Laptop
- Portable Computers

Paper Documents

- Emergency Contact File
- Registers
- Any staff documents from offices
- Finance documents
- Children's files/SEN files

Vital electronic data is also stored off-site via the back up system operated by the school. The time frame for the recovery of critical functions will be one month. Integris (Pupil Records) and Business WO (Finance Programme) are both web-based and can be accessed off-site. Parents and staff contact details can also be accessed through the Parentmail system. Other vital documents eg the Central Record will be stored in the schools server and back up discs (accessed only by the Headteacher and Administrators).

3. **Security**

In the event of the building having been rendered unsafe following a fire, arrangements for the building to be boarded up could be made by contacting the Initial helpdesk, telephone no. 01522 555555 (24 hour service)

Contracts for checking vital equipment are as follows:

Equipment	Company	Telephone No
Burglar Alarm	Alarmline	01205310330/0844335015
Electric Supply	ESPO	01522 555555
Gas Supply	ESPO	01522 555555
Fire Alarm	via helpdesk	01522 555555
Heating System	Helpdesk	01522 555555
Internet connection	Helpdesk/ARK	01522 555555/01775 720252
Water	Anglian Water (AC 0282756801)	0345 0704158

Other Useful telephone numbers

Insurers	Via LCC – Mark Holroyd	01522 555555
Legal Reps	LCC Legal Department	01522 552573
Plant Hire	Via Helpdesk	01522 555555
Removals	Via Helpdesk	01522 555555

In the event of a serious fire and media involvement any enquiries should be directed to Mr L Batey. In the first instance a statement will be released outlining basic details only.

If the telephone system is disabled and it is not possible to plug in a spare telephone, calls will be diverted to an alternative number, or as appropriate, as recommended by our IT Provider ARK.

If the premises are rendered unusable, arrangements will be made for mail and other deliveries to be cancelled/delivered to the Headteacher depending on the circumstances.

4. Data Recovery

In order to assist data recovery, if damage to a computer or back up material is suspected staff should not:

- Turn off electrical power to any computer
- Try to run any hard drive, back up disc or tape to try to retrieve data
- Tamper with damaged computers, discs or tapes
- Move damaged computers

Ark should be contacted for advice on 01775 720252

5. Salvage and Storage

If damage to the building is such that the interior is exposed to the elements or unsafe, under the terms of the insurance policy, Initial helpdesk should be contacted to arrange hire of portable buildings. These would be sited on the playground/field/car park. Mobile toilets could be hired via Initial.

Any salvaged materials or stock could be stored in a portable building on site or if not appropriate, at a location to be determined as required.

6. Damage Limitation

After a flood drains will be checked for blockages by arrangement with the Helpdesk.

Hazardous materials are stored off site.

7. Duty of Care

If the building has been evacuated for structural safety reasons, before re-occupation, a member of the Governing Body, with the Headteacher will make an inspection with an appropriately qualified professional to see if the structure is safe. If unsure, the Council Building Control officer should be contacted via insurers.

8. Continuation of Business

Should the inspection of the building find that it is not safe for re-occupation then the team will seek to secure temporary accommodation for pupils until the building is declared safe or portable buildings arise.

Possible locations:

- Sports Pavilion on Low Road;
- Memorial Hall, on High Road;
- Reading Room in Church Street;
- other local schools

9. Advice from the Environment Agency

Following an incident any spillages, contaminated materials or fire fighting water, should be disposed of in the correct manner. Contaminated water should not be disposed of in a drain without prior permission. (Maximum penalty £20,000)

If off-site disposal of solid liquid or waste is required, a registered carrier of waste should be used and the movement documented.

For further advice the Environment Agency can be contacted on 0800 807060.

This plan will be reviewed every 12 months. It will be invoked as soon as possible after an emergency and as a training exercise once every 2 years. A copy of the plan will be stored off the premises with each member of the critical incident management team

10. Adults in School Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025

Next review: September 2026

Chair of Governing Body

Signed:



Name: Steven Clark

Date: 01/09/2025

Headteacher

Signed:



Name: Len Batey

Date: 01/09/2025