



PRS BUSINESS CONTINUITY PLAN (NOVEL CORONAVIRUS: COVID-19)

1 Introduction

- 1.1 The school will continue to monitor the developing situation with regard to the novel coronavirus, now officially termed COVID-19. As a school community, we will continue to follow the published guidance from UK government and the Public Health England, which are being updated on a daily basis.
- 1.2 The school will ensure that families are aware of the symptoms of COVID-19, especially around the need to self-isolate should symptoms arise following relevant travel or confirmed exposure, and should ensure that the appropriate Government warning signs, which can be downloaded from Government and NHS websites are prominently displayed around the school site particularly in areas where parents and visitors enter the building.
- 1.3 Students have limited contact with those in other year groups as far as possible on site. A one way system is in place and breaks and lunches have been staggered.
- 1.4 Seating plans are in place for all classes
- 1.5 Lesson routines included sanitizing and desk cleaning
- 1.6 Buses: Students are monitored on boarding buses in year groups order – with Year groups encouraged to sit in bubbles, reminded to wear face coverings and hand sanitise before boarding
- 1.7 In line with the need for good hand hygiene, the schools will ensure that all washing facilities are clean, with adequate supplies of liquid soap, and encourage all staff and students to regularly wash their hands for at least 20 seconds. The school has invested in hand sanitisers to help, which contain at least 60% alcohol.
- 1.8 The school's premises and facilities team have reviewed cleaning routines to ensure that surfaces and 'touch points', such as door handles and light switches are regularly disinfected. Doors are propped open as far as possible.
- 1.9 Cleaning has been increased.
- 1.10 Our fire alarm procedure has been adapted accordingly. Contactless cards are now in use in our canteen.

2 Sources for information

- 2.1 As the position changes daily you can keep up to date using the following links:
<https://111.nhs.uk/covid-19>
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/covid-19-travel-guidance-for-the-education-sector>
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>
- 2.2 Information and guidance can also be sought from:
 - Thames Valley Health Protection Team (South East) 0344 225 3861 (option 1 to 4 depending on area) Out of hours: 0844 967 0083 OR DfE help line 0800 046 8687, and selecting option 1
 - 111 – if all else fails

3 Scope

- 3.1 This plan is designed to provide a flexible response so that the school can
 - Respond to a disruptive incident (incident management);
 - Maintain delivery of critical activities during an incident (business continuity); and
 - Return to 'business as usual' (resumption and recover).

4 Plan Activation Circumstances

- 4.1 This Plan will be activated in response to an incident causing significant disruption to the school, particularly the delivery of key/critical activities.
- 4.2 Examples of circumstances triggering activation of this plan include
 1. Loss of key staff or skills eg. above normal levels of absenteeism due to Covid symptoms, self-isolating and lack of testing or other scenarios such as severe weather, transport disruption;
 2. Loss of critical systems eg. Water, heat, ICT failure, power outage;
 3. Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external



emergency with the School in the Emergency Service's cordon preventing access, school facilities in use for general/local elections, severe weather scenarios or utilities failure;

4. Loss of a key resource eg. An external supplier/partner vital to the delivery of a critical school activity such as the catering service or any providers of transport eg. for Comms Base students;
5. Instruction from National and/or Local Government to close school estate.

5 Responsibility for Plan Activation

5.1 A member of the nominated School Incident Management Team will normally activate and stand down this Plan.

6 Escalating a Serious Incident

6.1 All serious incidents should be reported to the Headteacher. If the incident is deemed to be of a 'critical' nature, the School Emergency Plan will be activated and other agencies notified to respond as appropriate.

7 Roles and responsibilities

7.1 School Incident Management Team (SIMT)

Name	Role	Contact Details
Mr S Baker	Headteacher	Email: sbaker@prsbucks.com
Mr J Huskinson	Chief Operating Officer	Email: jhuskinson@insignis.org.uk
Ms C Audemard	Assistant Head	Email: caudemard@prsbucks.com
Mr M Durose	Assistant Head	Email: mdurose@prsbucks.com
Mr M Instone	Assistant Head	Email: minstone@prsbucks.com
Mrs A Tuffin	Assistant Head	Email: atuffin@prsbucks.com
Mr L Dessington	Facilities Manager	Email: ldessington@insignis.org.uk
Ms M Hawes	Site Manager	Email: mhawes@prsbucks.com

Other key contacts

Name	Role	Contact Details
Sue Gough	PA to Headteacher	Email: sgough@prsbucks.com
EAC	'Network Manager'	Email: techsupport@insignis.org.uk

7.2 School Incident Management Roles

Name	Responsibility	Accountability/Authority
MC/CEO	<ul style="list-style-type: none"> • Responsible owner of Business Continuity Management in the School • Ensuring the School has capacity within its structure to respond to incidents • Acting as key liaison with media, governors and/or local authority, which includes collating information for dissemination in press statements • Liaison with Press Office to inform media strategy • Determining the School's overall response and recovery strategy 	IAT Management Committee (MC) inc. HT (at present) has overall responsibility for the school, which includes lead decision-maker in times of crisis. Decision making can be delegated to HT

	<ul style="list-style-type: none"> • Business Continuity Plan development • Developing continuity arrangements and strategies eg. alternative relocation site, use of temporary staff etc • Involving the School community in the planning process as appropriate • Plan testing and exercise • Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved • Training/preparing staff within the School on Business Continuity • Embedding a culture of resilience within the School, involving stakeholders as required 	<p>Headteacher has day-to-day responsibility for the school but as Business Continuity Coordinator reports directly to the IAT MC. He is also a member of the School Incident Management Team. Some of the actions here e.g. aspects of debriefs can be delegated to members of the SIMT</p>
Headteacher	<ul style="list-style-type: none"> • As the lead for recovery, to oversee and report on the school's recovery process • Identifying lessons as a result of the incident • Liaison with Headteacher and Stakeholder Liaison to ensure lessons are incorporated into the plan development 	<p>Headteacher with SIMT, IAT Management Committee and Governors as appropriate</p>
School Incident Management Team	<ul style="list-style-type: none"> • Leading the School's initial and ongoing response to an incident • Declaring that an 'incident' is taking place • Activating the Business Continuity Plan • Notifying relevant stakeholders of the incident, plan activation and ongoing response actions • Providing direction and leadership for the whole School community • Undertaking response and communication actions as agreed in the plan • Prioritising the recovery of key activities disrupted by the incident • Managing resource deployment • Welfare of Students • Staff welfare and employment issues 	<p>The SIMT has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.</p>

7.3 Additional Response and Recovery Roles

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below.

Name and Role	Responsibilities	Accountability/Authority
Sue Gough PA to Headteacher (Incident Record Keeper)	<ul style="list-style-type: none"> • Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately 	Reporting directly to the School Incident Management Team
COO	<ul style="list-style-type: none"> • Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all) <ul style="list-style-type: none"> a) MC/CEO/Trustees/ Governors b) Key Local Authority services c) School Transport Providers d) External agencies eg. Emergency Services, Health and Safety Executive (HSE) etc e) Key Support Staff • Ensure a skeleton support staff team are available on site during closure should cleaning and payroll need to be undertaken 	All communications activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Headteacher (or MC/CEO if unavailable, or School Incident Management Team)
Lee Dessington Facilities Manager (Estates Overview) or Maggie Hawes – as Site Manager	<ul style="list-style-type: none"> • Undertaking duties as necessary to ensure site security and safety in an incident • Liaison with the School Incident Management Team to advise on any issues relating to the school physical infrastructure • Lead point of contact for any Contractors who may be involved in incident response 	Reporting directly to the COO or School Incident Management Team
EAC/ Network Manager (ICT Infrastructure)	<ul style="list-style-type: none"> • Ensuring the resilience of the School's ICT infrastructure • Ensuring the resilience of hardware/laptops for remote working of SHFGS staff • Work with the Business Continuity Coordinator and/or Stakeholder Liaison to develop proportionate risk responses • Liaison with Local Authority IT support (where applicable) 	Network Manager reports directly to the COO for planned development issues. In response to an incident, reporting to the School Incident Management Team



7.4 Role of Governors

Role	Responsibilities	Accountability/Authority
Board of Governors	<ul style="list-style-type: none"> Working in partnership with the Headteacher to provide strategic direction in planning for and responding to disruptive incidents Undertaking actions as required to support the school's response to a disruptive incident and subsequent recovery Acting as a 'critical friend' to ensure that the School Business Continuity Plan is fit-for-purpose and continuity arrangements are robust and reliable Monitoring and evaluating overall performance in developing School Resilience and reporting to Parents/Carers 	Liaison with the Governors or School Incident Management Team in response to a crisis eg. When HT takes decision on behalf of governors to close school estate.

8 Purpose of the Incident Management Phase

8.1 The purpose and priorities for this phase are to

- Protect the safety and welfare of students, staff, visitors and the wider community;
- Protect vital assets eg. equipment, data, reputation;
- Ensure urgent and necessary communication takes place;
- Support the Business Continuity phase; and
- Support the Recovery and Resumption phase.

Phase	Challenge	Actions
Prepare	Staffing <ul style="list-style-type: none"> Manage the loss or shortage of staff and/or skills 	<ul style="list-style-type: none"> Ensure the critical incident team has met to prepare the management and recovery of potential school closure and/or impact on service delivery Identify staff with underlying medical conditions and/or where dependents have conditions which place them in the 'at risk' group Produce risk assessment for identified staff who are at greater risk Increase facilities/premises staff ratio to support and maintain 'deeper cleaning' of the school estate to avoid contamination Set up communication teams with the correct details and notify families of procedures in the event of school closure/partial closure Meet with SLT to ensure individual subject leaders have agreed flexible delivery of curriculum, in particular to examination classes Suspending 'non critical' activities to minimise risk of contamination

	<p>Communication</p> <ul style="list-style-type: none"> Maintain effective lines of communication with all stakeholders 	<ul style="list-style-type: none"> Provide information on symptoms and precautionary measures to identify virus, to minimise contamination of others Publicise visual displays throughout the school estate to raise awareness of the symptoms and precautionary measures Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this Ensure that staff are kept informed of what is required of them, using a range of electronic communication ie. Email; In-Touch Interim arrangements for delivery of critical school activities (ie. work) using designated page on school website Ensuring staff management issues are considered ie. managing attendance policies, job description flexibility and contractual requirements etc to ensure that staff are not negatively affected by pandemic
	<p>Curriculum and Resources</p> <ul style="list-style-type: none"> Meet the requirements of curriculum (particularly to support students at GCSE/A level) Ensure access to facilities required to offer a service delivery (ie. education) 	<ul style="list-style-type: none"> Prepare materials to provide service delivery via different means of working to allow for reduced workforce, this may include <ol style="list-style-type: none"> Live lessons via Google Meets Google Classroom opportunities – e.g. interactive or video posts Pre-prepared educational materials that allow for independent learning on Google Classroom Educational experience activities via Whole School Classrooms Provide students with electronic educational resources eg. Past-paper questions, model answers and knowledge organisers in anticipation of a potential school closure/partial closure Suspending all non-essential activities which are not directly linked to examination specification requirements Purchase additional wash-based facilities eg. Liquid hand soap and hand sanitiser to maintain hygiene levels Communicate the need for students (and staff) to bring their own containers/water bottles to minimise communal use In addition to regular facilities and premises management and, to minimise risk of contamination, ensure that all touch surfaces including door handles, push pads, hand rails, flush handles, wash taps etc are cleaned frequently using approved cleaning materials Deploy additional cleaning staff members to undertake additional cleaning activities, to include touch surfaces and waste disposal Maintain regular contact with local authority health and safety officer to receive updates/advice on recommended practice Identify supply chains and storage capacity for food Identify site security risks

	<ul style="list-style-type: none"> Students <p>Maintain student safety during pandemic while meeting demands of service delivery</p>	<ul style="list-style-type: none"> Communicate with students, particularly examination groups, the strategy for flexible delivery of the curriculum to support learning in the eventuality of school closure/partial closure Identify student(s) with underlying medical conditions and / or where dependents have conditions which place them in the 'at risk' group Identify student(s) with known safeguarding risks and to be able to maintain contact via designated key workers in the event of school closure Produce risk assessments for identified students who are at greater risk Develop a contingency plan to facilitate alternative methods of learning, alternative venues and / or both Prioritise candidates who will be facing exams shortly
<p>Manage</p>	<p>Staffing</p> <ul style="list-style-type: none"> Manage the loss or shortage of staff and/or skills 	<ul style="list-style-type: none"> Use of remote teaching and/ or temporary staff eg. cover teachers, office staff; Examination invigilators etc Increase facilities/premises staff ratio to support 'deeper cleaning' of the school estate Using different ways of working to allow for reduced workforce, this may include <ol style="list-style-type: none"> Teaching remotely via Google Meets Revise classes (subject to adult and child ratios); Use of Teaching Assistants, Learning Mentors etc; Suspending 'non critical' activities and focusing on priorities
	<p>Communication</p> <ul style="list-style-type: none"> Maintain effective lines of communication with all stakeholders 	<ul style="list-style-type: none"> Establish daily communication via Zoom with School Incident Management Team Regular, clear communication with stakeholders (via Headteacher and/or SLT) in line with DfE Government and Public Health England updates Maintain the designated page on school website on a weekly basis (or more frequently where required) eg. with updated work stream Direction of work streams for home workers to include resources for students not on-site
	<p>Curriculum and Resources</p> <ul style="list-style-type: none"> Meet the requirements of curriculum (particularly to support students at GCSE/A level) Ensure access to facilities required to offer a service delivery (ie. education) 	<ul style="list-style-type: none"> Deliver and update materials to ensure curriculum, in particular examination specifications are accessed by students Provide remote lessons and materials that support content of learning on a daily basis using a range of platforms eg. Google Classroom Provide examination classes with direct access to pre-prepared educational materials that allow for independent learning eg. GCSE Pod and Seneca Suspend all non-essential activities which are not directly linked to examination specification requirements

	<p>Students</p> <ul style="list-style-type: none"> Maintain student safety during pandemic while meeting demands of service delivery 	<ul style="list-style-type: none"> Advise candidates, where appropriate, to sit examinations in the next available series Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue Open for examinations and examination candidates only, if possible If school is unable to open, liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations
Recover	<p>Staffing</p> <ul style="list-style-type: none"> Manage the loss or shortage of staff and/or skills 	<ul style="list-style-type: none"> School Incident Management Team agreed and plan the actions required to enable recovery and resumption of normal working practices (on a phased basis) Respond to any ongoing and long term support needs of staff School Incident Management Team may need to consider the use of counselling services to support staff Ensure that all associated paperwork linked to absence management are correctly applied (ie. sickness linked to COVID-19 not affecting absence triggers or sick pay entitlement)
	<p>Communication</p> <ul style="list-style-type: none"> Maintain effective lines of communication with all stakeholders 	<ul style="list-style-type: none"> Agree Communication Plan for recovery with all stakeholders with clear timescales and methods of communications Once recovery and resumption actions are complete, communicate the return to 'business as usual' Carry out a 'debrief' of the incident with staff (and possibly with students) Ensure all staff are aware that the business continuity plan is no longer in effect Review this Continuity Plan in light of lessons learned from incident and the response to it
	<p>Resources and Curriculum</p> <ul style="list-style-type: none"> Meet the requirements of curriculum (particularly to support students at GCSE/A level) Ensure access to facilities required to offer a service delivery (ie. education) 	<ul style="list-style-type: none"> Faculty & Subject leaders to conduct an audit with staff and, possibly with students, to identify potential gaps in learning (for examination year groups) Potentially schedule a deep cleanse of the school site, as part of a local authority activity, or through the school facilities team
	<p>Students</p> <ul style="list-style-type: none"> Maintain student safety during pandemic while meeting demands of service delivery Mitigate impact on potential loss of learning, especially those students preparing for public examinations 	<ul style="list-style-type: none"> School Incident Management Team may need to consider the use of counselling services to support students and families Respond to any ongoing and long term support needs of students Ensure that all associated paperwork linked to absence management of students are correctly applied (ie. attendance codes) Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements

Date of completion: September 01, 2020