



MOUNTNESSING CHURCH OF ENGLAND PRIMARY SCHOOL  
(A member of the Mid Essex Anglican Academy Trust)

## BUSINESS CONTINUITY PLAN

<b>Policy Reference Number</b>	MPSBusConPlan
<b>Category</b>	Financial Management
<b>Authorised by:</b>	Trust Board
<b>Last Review:</b>	6th February 2025
<b>Date Approved:</b>	Spring 2025
<b>Issue Date</b>	6th February 2025
<b>Date of Next Review:</b>	Spring 2026
<b>Chair of Governors</b>	Tim Lee

## INTRODUCTION

The following pages set out the Business Continuity Plan for Mountnessing Church of England Primary School.

Examples of circumstances triggering activation of this Plan include:

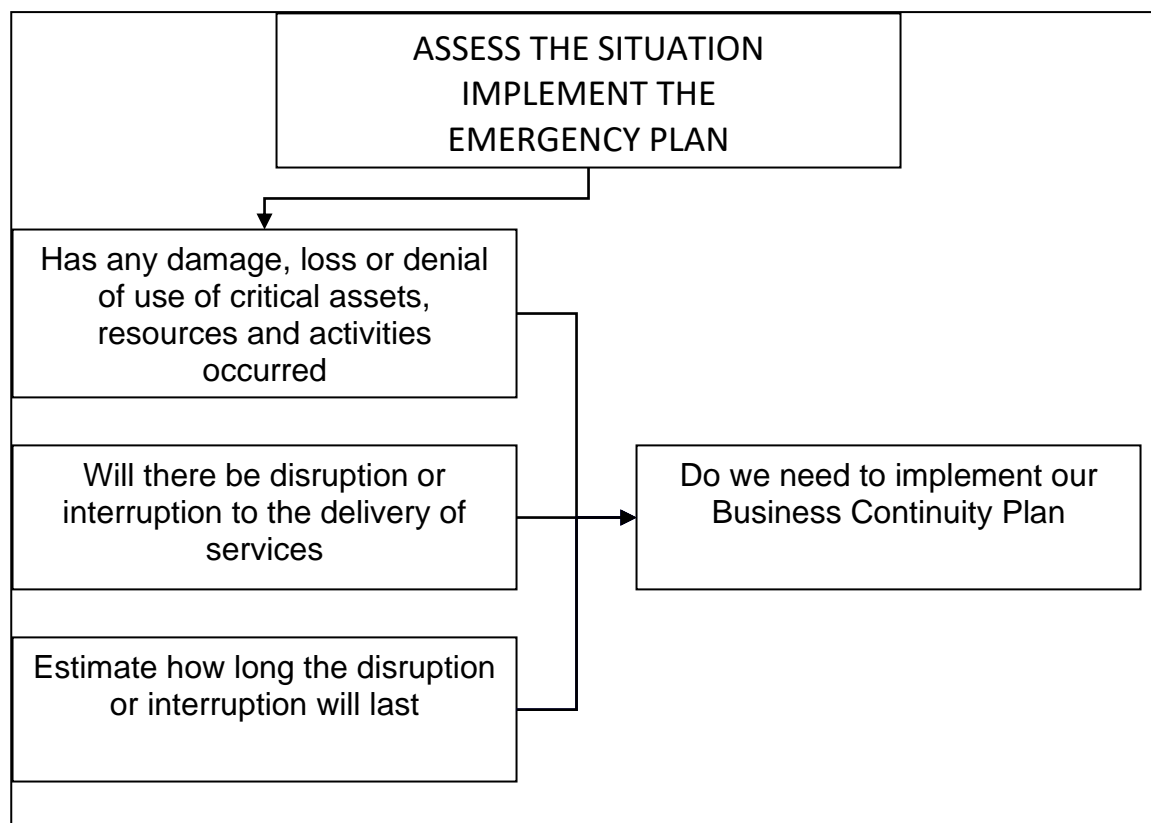
- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption, COVID
- Loss of critical systems e.g. ICT failure, power outage, cyber attack, major data breach
- Denial of access, or damage to, facilities e.g. loss 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
- Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical school activity

This plan provides guides to actions that should be considered by the headteacher, his/her nominated deputy, and the school in case of any significant disruption or interruption to school activities. Whilst the school is independent as an academy, the Local Authority retains responsibility for ensuring the provision of education for all Essex children and will therefore be consulted and involved in contingency and emergency planning where appropriate.

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

Date of issue: 6th February 2025	Date of next review: Spring 2026
A copy of the Business Continuity Plan will be kept with: <ul style="list-style-type: none"><li>• Other documentation required if evacuating the premises</li><li>• Off site with Headteacher, Assistant Headteacher, HR and Finance Manager, IT Co-ordinator and Site Manager.</li></ul>	
Person/s responsible for reviewing plan:  Headteacher: Mrs H Obank Executive Head Teacher: Sally Taggart Governors: Local Board Trust Board	

### PHASE I: 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
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum.
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils
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 IT systems to run, lighting of premises, etc
Provision of IT education	The provision of IT to deliver education
Provision of IT administrative	The provision of IT 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
Cleaning staff	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 Trust 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	Withdrawal of labour through industrial action, pandemic
Support Staff	2 weeks	Loss of staff for two weeks would begin to have significant impact.
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 month	Loss of normal catering arrangements would mean the delivery of alternative meals/ request to parents to provide packed lunches.
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.
IT Education and Administrative	2 weeks	Manual systems of registration could be implemented but much external reporting is now solely on-line necessitating the early restoration of systems
Records and Information	1 month	Rather than being the MTPD the figure of 1 month is based upon the amount of data lost
Cleaning	1 week	The accumulation of rubbish and the hygiene of toilets and catering facilities would rapidly generate unhealthy conditions.

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, disruption to education, loss of coursework etc.
Child welfare/well-being	Impacts on a child may include physical impacts (eg hunger, cold etc), psychological impacts (eg loss of school work, having to move school), future prospects and educational abilities
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment, School reputation and future recruitment
Statutory Compliance	Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc
Reputation	Reputation may be the reputation to the establishment.
Extended Services	Extended services may include After School Clubs, 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 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 the establishment. Immediate implementation of BCP

## PHASE II: DECISION TO IMPLEMENT BUSINESS CONTINUITY PLAN

The School Headteacher, in consultation with the Governing Body, will make the executive decision to implement the Business Continuity Plan.

Business Continuity Plan management team:

Chair of the Board of Trustees  
 Chair of the Local Board  
 Executive Head Teacher  
 Headteacher  
 Assistant Headteacher  
 Trust BusinessManager  
 Site Manager

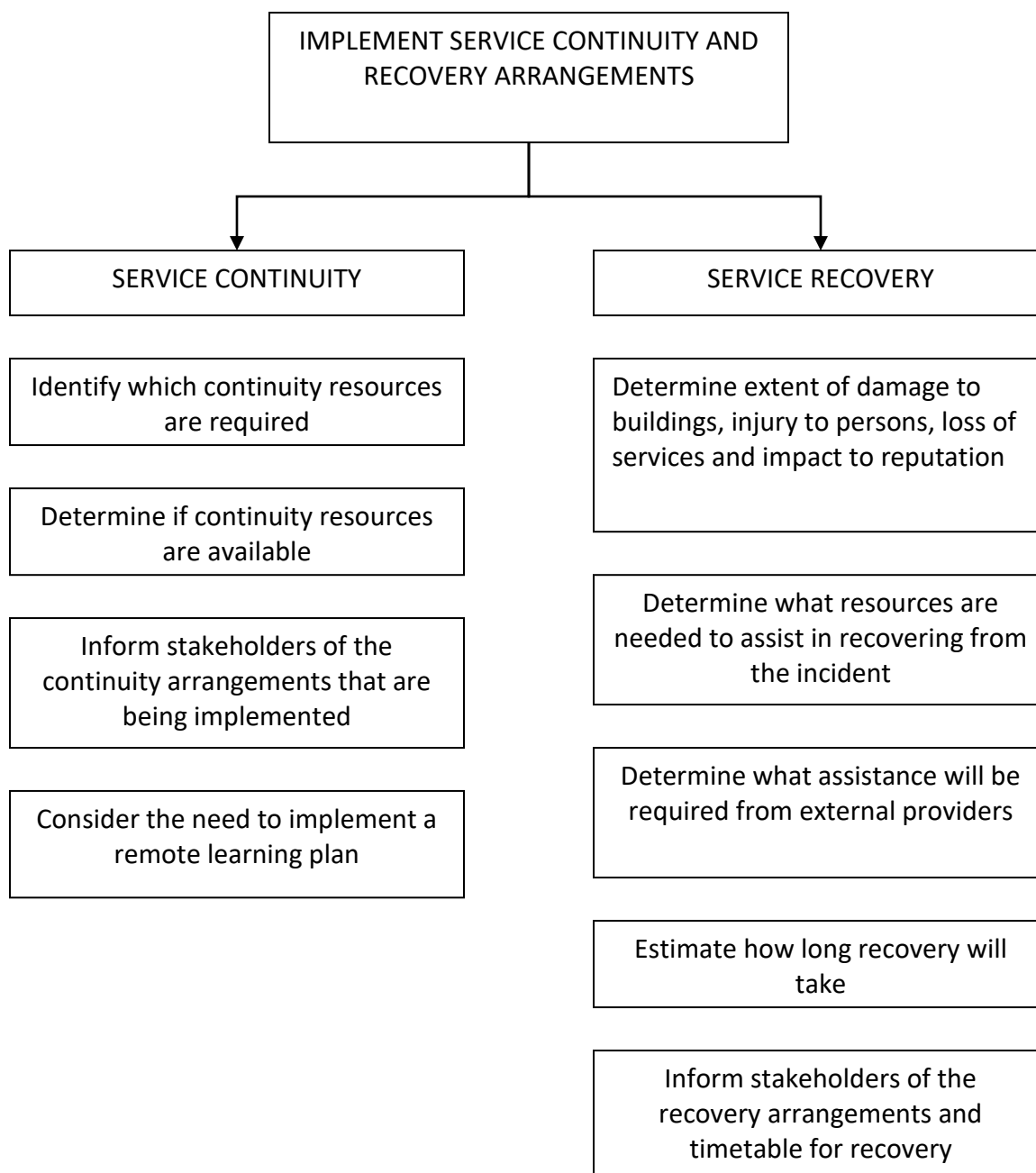
The BCP management team will be responsible for implementing the Business Continuity Plan.

The Academy Trust will be responsible to the Secretary of State for ensuring the School is prepared, resourced and able to meet the requirements of the Minimum Tolerable Periods of Disruption.

Management team responsibilities:

RESPONSIBILITY	RESPONSIBLE MEMBER	DEPUTY
Inform emergency services	Headteacher/ Site Manager	HR and Finance Manager/ Deputy Headteacher
Arrange for evacuation of buildings	Site Manager (and fire marshals)	HR and Finance Manager / Deputy Headteacher
Immobilise utilities	Site Manager	HR and Finance Manager/ Deputy Headteacher
Liaise with emergency services – ensure that perimeter gates are open and site plans are available.	Site Manager	HR and Finance Manager/ Deputy Headteacher
Take a roll call to confirm evacuation	Headteacher	Deputy Headteacher

Decide the next step – possible school closure or isolation of an area	Headteacher	Deputy Headteacher
Advise the media, especially local radio if school is to be closed. Update website/ text to parents	Headteacher	Deputy Headteacher
Have a prepared statement for the media	Headteacher	Deputy Headteacher
Contact RPA (insurance)	HR and Finance Manager	Site Manager
Contact staff (see telephone tree)	HR and Finance Manager	Office Assistant
Contact parents	HR and Finance Manager	Office team
Contact services and suppliers	HR and Finance Manager	Office team
Arrange for recovery of IT network	Headteacher	IT Co-ordinator



## SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
<b>Staffing Loss</b>	Headteacher	Head of School at Shenfield St Marys supported by the Leadership Team to assume responsibility and organise effective restructure.
	Teaching staff	Leadership Team to plan an effective restructure
	Learning Support Assistants	Redeploy team of remaining LSAs according to need
	SENCO	SENCO at Shenfield St Mary's to take over responsibility
	Administrative support staff	Office team from Shenfield St Mary's
	Site Manager	Peter Hall Shenfield St Mary's
	Catering and/or cleaning	Use supply staff and provide packed lunches. Support from LBA Safety. Temporary staff from First Call Employment Agency. Cleaning- in house Kerry Kendrick.
	Midday supervision	Use LSAs/ other staff
<b>Premises</b>	Damage/denial of use of classroom and/or associated contents	Re-arrange teaching areas e.g. if one classroom use library in demountable Use space at Anglo European, Ingatestone and Fryerning Junior School, Shenfield St Mary's Primary Long term disruption- hire portable classrooms e-learning and VLE education at home for short closures
	Damage/denial of use of administrative areas and/or associated contents	Utilise other working areas in school/ home working if appropriate for Business Manager and HR and Finance Manager
	Damage/denial of use of hall	Assemblies/ PE suspended. PE outside if possible. Clubs suspended. Use of church for collective worship, parish hall for essential parents meetings.
	Loss of utilities (gas, electric, water)	Situation to be assessed. Short term closures; hire of generator; portable heaters
<b>Catering</b>	Damage/denial of use of catering facilities	Provide packed lunches short term. Advice & support from LBA Safety.
<b>IT</b>	Loss of telephony system	Transfer to mobiles
	Loss of IT servers/software	School to continue functioning. Liaise with Interim IT
	Loss of IT hardware	Replace and restore. Liaise with Interim IT
	Cyber attack	Liaise with Interim IT and RRA Services and relevant stakeholders
	Major data breach	Liaise with DPO at SBM Services, ICO and follow data breach policy
<b>Cleaning</b>	No cleaning staff available	Berkeley Cleaning Services
<b>Records</b>	Loss or damage to administrative records	Systems are backed up and stored off site, therefore, records can be retrieved.

### List of Emergency Telephone Numbers

CONTACT	NAME	TELEPHONE NUMBER/S
School staff	See staff list	
School trustees	See trustees list	
Parents	Remote back up	
Fire/Ambulance/Police		999/101
Lloyds TSB	James Storr	07525239654 James.storr@lloydsbanking.com
DfE RPA Insurance	<a href="mailto:RPAAdvice@WillisTowersWatsonSecure.com">RPAAdvice@WillisTowersWatsonSecure.com</a> <a href="mailto:RPA.CM@Davies-group.com">RPA.CM@Davies-group.com</a>	Help desk 01179769361
Risk Management Consultancy, ECC	Karen Gooch/ Rick Parish	01245 430247
Risk management via RPA	Nic Everson	Nic.everson@wtwco-gsp.com
Interim IT – IT support	<a href="mailto:SD@interit.co.uk">SD@interit.co.uk</a>	01763274727
Gas Supplier	Crown Gas and Power	0161 762 1144
Electricity supplier	Corona Energy	08008048589
Essex and Suffolk Water (WAVE)	Customer services	0333 207 9283
Anglian Water (WAVE)	Emergency number	0800 526 337
Utilities contract	Zenergi – Harriet Liddicot <a href="mailto:Harriet@zenergi.co.uk">Harriet@zenergi.co.uk</a>	01452 347549
Water Authority	Essex & Suffolk Water	03457820999
EFA		<a href="mailto:Academy.questions@education.gsi.gov.uk">Academy.questions@education.gsi.gov.uk</a>
Brentwood Borough Council	Emergency Council Service	01277 262728
Essex County Council	Emergency Duty Service	0845 606 1212
DPO and Financial Support SBM Services Ltd	Justine Berkeley	01206 671103 or 07912 347493
SGW Payroll Ltd	Emma Potts <a href="mailto:education@sgwpayroll.com">education@sgwpayroll.com</a>	01270 500599
MWS Chartered Accountants	Mark Redwood	01702 332076

	mark@mws-accountants.co.uk	
Chelmsford Diocese	Peter Palmer ppalmer@chelmsford.anglican.org	01245 294439
Local paper	The Brentwood Gazette	01245 602721
Local radio	BBC Essex	01245 616047
Portable telephones	(purchase as necessary)	
Broadband	RRA Services – Garry Blott Garry.blott@rra-services.co.uk	01531 556005 / 07590202498
Onsite IT Back up	Interm IT sd@interimit.co.uk	01763 274727
Online IT Back up	Interm IT	01763 272 765
Telephone faults	Southern Communication	01256391110
Emergency repairs	Timmins	01277 810005
Alarm systems	Securitem	0203 746 2214
Portable classroom supplier	Portakabin	0845 3225004
Locksmith	Brentwood Lock & safe	08457 282828
Cleaning Company	Berkeley Cleaning	01245 252044
Generators	HSS Hire Brentwood	01277 729921
Glaziers	Brentwood Glass	01277 218721
Portable heaters	HSS Hire Brentwood	01277 729921
Pumps	HSS Hire Brentwood	01277 729921
Roofing contractors	Justin Jones Premier Roofing	01375511420 / 07988641592
Security	Securitem	0203 746 2214
Property Consultants	Barkers Michael Merrill	01279648085
Catering suppliers	LBA Safety Gill Taylor Holdsworth Hutton Harvest Farm Shop First Call Employment- Mike Wade	01376339829/07790471691 01298 871 435 07702 585 054 0845 4523393
ICO	Helpdesk	03031231113

The Telephone Tree

