



St. John's C of E Primary School

Business Continuity Plan

Publication Date:	May 2026	Headteacher: Chair of Governors:	Mrs Carolyn Wilkinson Mrs Jean Watson
Reviewed:		Headteacher: Chair of Governors:	

School Vision:

St John's Gosport Church of England Primary School endeavours to provide a happy, safe, caring community rooted in Christian values; where everyone is valued and grows to their full potential.

John 10:10 – I came so that they may have life – life in all its fullness

Mission Statement:

At St John's Gosport Church of England Primary School we aim to achieve our vision by providing a broad balanced curriculum and learning experiences that develop our children in body, mind and spirit; setting high standards for all, confident that we can achieve success. Thus ensuring that when our children leave us they are independent learners, who are well equipped to be responsible citizens of the future and reach their potential.

Safeguarding at St John's C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education

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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

Senior Leaders, School Business Manager, Site Manager and DSLs form the Business Continuity Team

Responsibilities of the team are related to:

- Safeguarding and wellbeing of pupils (DSLs)
- Recording decisions and actions. The School Business Manager will keep a detailed written log of all events.

- Stakeholder communication - keeping staff and parents/carers informed. Headteacher/ SLT
- Communication with the media (the headteacher – they should have some training in this ‘press officer’ role)
- Estate management (Site Manager)

4. Communications to stake holders (pupils, parents/carers. Governors, staff)

A combination of text message and email is likely to be most effective in communicating with stakeholders.

In a worst-case scenario, the team might not have access to contact information held on the school site. Therefore, it would be necessary to remotely access the contact details needed, as well as the following communication services.:

- School website
- Social media (Facebook)
- School email
- School text messages
- Incident information line

The School Business Manager will prepare for this eventuality and with the headteacher will consider if the school can securely store back-ups of this information off site.

STAKEHOLDER	COMMUNICATION STRATEGY	CONTACT INFORMATION LOCATION	BACK-UP CONTACT INFORMATION
Staff	Text/email		
Parents/carers	Text/email		
Governing board	Text/email		

5. Continuity strategies

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

This table is specific to St John's Gosport C of E Primary School. The 'Actions' column is based on the DfE's business continuity checklist.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO BE IMPLEMENTED	PERSON(S) RESPONSIBLE
Shortage of staff or skills	In the event of high levels of staff absence due to: ➤ Illness ➤ Severe weather ➤ Transport disruption Please note: staff absence due to strike action may require a separate strategy that accounts for <u>legislation and guidance</u> on handling strike action.	➤ Ensure there are deputies for all management and incident roles ➤ Multi/cross-skill staff (e.g. first aiders, fire marshals) ➤ Consider different ways of working, such as: ○ Larger class sizes ○ Use of halls or outside space to accommodate larger numbers of pupils ○ Rescheduling of timetable ○ Remote learning ➤ Consider alternative resourcing, such as: ○ Redeploying staff from other roles ○ Recruiting temporary staff ○ Volunteers (including school/college governors) ○ Staff from other schools/colleges ➤ Is short-term closure necessary?	HT SBM/ Site Manager HT Senior Leaders HT Senior Leaders HT/ DHT

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO BE IMPLEMENTED	PERSON(S) RESPONSIBLE
Partial closure of school site	In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include: ➤ Damage limited to a specific part of premises ➤ Loss of utilities (power or water) to specific part of premises	➤ Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs ➤ Consider different ways of working (as listed above) ➤ Consider sourcing additional facilities such as modular buildings, portable toilets, generators, lighting, etc ➤ Have you pre-agreed arrangements with other schools and colleges? If not, can anyone help? (HEDCA, Newtown) ➤ Have you pre-agreed arrangements with other premises in the community? (HEDCA, Newtown)	Site Manager/ HT HT/ Senior Leaders Site Manager/ HT HT/ SBM HIT/ SBM
Full closure of school site	In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include: ➤ Extensive damage caused by fire or flooding ➤ Loss of utilities (power or water) to whole premises	➤ Secure premises to prevent unauthorised access and display relevant warning signs ➤ Display details of where people can find information about the closure, advice and contact information ➤ Have you pre-agreed arrangements with other schools and colleges? If not, can anyone help? ➤ Have you pre-agreed arrangements with other premises in the community i.e. leisure centre, community centre, town/village hall? If not, can anyone help? Newtown. HEDCA	Site Manager School Business Manager HT/ SBM HT/ SBM

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO BE IMPLEMENTED	PERSON(S) RESPONSIBLE
Loss of IT services/data	In the event that IT services or critical data cannot be accessed. Examples include: ➤ Loss of network ➤ Following a cyber attack	The school will follow a separate <u>cyber response plan</u> . ➤ Is essential school data backed up off site? ➤ Is essential school data kept on paper file? ➤ Do you have secure cloud-based services? ➤ Do you have laptops/tables that can work offline? ➤ Do you have paper contingencies for record keeping, such as registers, accident forms etc? ➤ Can you revert to paper-based activities? ➤ Do you have a data recovery plan? ➤ Can calls be forwarded to the school mobile?	HT/ SBM/ Service provider

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.

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 Education (Pupil Registration) (England) Regulations 2006 as amended ('the Pupil Registration Regulations'), and working together to improve school attendance guidance.

Where pupils are unable to attend school:

- In some exceptional circumstances, this will 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

Arrangement will be made with the school provider, Dolce, about the best arrangements for providing free school meals for pupils in the event of school closure or other disruptive incidents.

Where pupils eligible for benefits-related free school meals are receiving remote education, the school will work with the 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
- The early years foundation stage (EYFS) framework

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.

The following arrangements will be put in place to keep in contact with pupils if they're not attending, particularly if they have a social worker.

- Notifying their social worker (if they have one) and, for looked-after children, the local authority virtual school head
- Agreeing with the social worker on the best way to maintain contact and offer support to pupils
- Keeping in contact to check their wellbeing and refer on to other services if they need more support
- Members of Inclusion Team to check in/ home visit

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 annually by Headteacher and the senior leadership team. 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
- Child protection policy
- Safeguarding policy and KCSIE
- Attendance policy
- Risk assessments
- Remote learning policy

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 plans), 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 (SIGN DATE)	COMMENTS/FURTHER 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
Carolyn Wilkinson	Headteacher	c.wilkinson@st-johns-gosport.hants.co.uk 02392 582404 07899877113
Gemma Havey	Deputy headteacher	g.havey@st-johns-gosport.hants.sch.uk 02392 582404 07794677324
Hannah Bonwick	School business manager	h.bonwick@st-johns-gosport.hants.sch.uk 02392 582404 07521555584
Carolyn Wilkinson	Safeguarding lead	c.wilkinson@st-johns-gosport.hants.co.uk 02392 582404 07899877113
Jean Watson	Chair of governing board	j.watson@st-johns-gosport.hants.sch.uk 07760176889

INSURANCE PROVIDERS	CONTACT INFORMATION

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Electricity		
Gas		
Water		
Internet		

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Phone lines		
IT support		
Insert other providers as appropriate		

OTHER SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Modular buildings / Portable toilets	
Power generators / Lighting	
Boarding / Glazing providers	
Security	
Catering	
Logistics / Transport	
Other	

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Local authority	
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	