Business Continuity Management Plan

St John Lloyd RC Primary School

Plan Owner: Headteacher & GB
Review Date: 2027/8

Introduction
This plan sets out arrangements for maintaining and restoring critical school functions following a significant disruption.

Aim
To ensure safety, maintain critical functions and minimise disruption to education.

Objectives
Protect welfare; maintain critical functions; restore teaching and learning; ensure effective communication; protect records and finance systems.

Plan Activation
Fire, flooding, severe weather, utility failure, cyber attack, ICT outage, loss of key staff, infectious disease outbreak, or inability to access the site.

Communications
Parents, staff, governors, Cardiff Council and Diocese will be informed through agreed communication channels.

Plan Maintenance
Reviewed annually and after significant incidents.

Recovery Priorities

Priority	Service	Recovery Time
RED	Safeguarding and emergency communications	0-4 Hours
RED	Attendance and pupil records	0-4 Hours
AMBER	Teaching and learning	24 Hours
AMBER	Finance and payroll	24 Hours
GREEN	Administration	5 Days

3. Plan Activation

The Business Continuity Plan may be activated following:

- Fire.
- Flooding.
- Severe weather.
- Utility failure.
- Cyber attack.
- ICT outage.
- Loss of key staff.
- Infectious disease outbreak.
- Major health and safety incident.
- Inability to access the school site.

The Headteacher will activate the plan. In their absence, the Deputy Headteacher will assume responsibility.

3.3 Workspace Disruption

Immediate Actions

1. Ensure evacuation procedures are followed where necessary.
2. Confirm everyone is safe and accounted for.
3. Contact emergency services if required.
4. Notify Cardiff Council.
5. Notify Chair of Governors.
6. Assess whether the premises remain usable.

Alternative Accommodation

Potential options:

- Shared accommodation with neighbouring schools.
- Local parish facilities.
- Community venues arranged through Cardiff Council.

Communication

Parents will be notified by:

- Text messaging system.
- School website.
- Email.
- Social media channels.

3.4 ICT and Communications Failure

Critical Systems

- Hwb
- Arbor /Management Information System
- School email
- Internet access
- Telephone systems
- Financial management systems

Response Actions

- Report outage to ICT support provider immediately.
- Utilise cloud-based backups where available.
- Switch to mobile phone communications.
- Use manual attendance registers if required.
- Maintain safeguarding records securely.

3.5 Loss of Key Staff

Critical Roles

Role	Deputy/Alternative
Headteacher	Deputy Headteacher
Deputy Headteacher	Assistant Head Teacher
Office Manager	Trained Administrative Support
Site Manager/Caretaker	Cardiff Council approved contractor
DSP/Safeguarding Lead	Deputy DSP

Response

- Reallocate responsibilities.
- Use supply staff where appropriate.
- Prioritise safeguarding and teaching functions.
- Reduce non-essential activities.

3.6 Loss of Resources

Key Resources

- Catering provision
- Cleaning services

- Utility supplies
- School transport
- Educational materials

Actions

- Contact approved suppliers.
- Use emergency procurement arrangements.
- Prioritise resources supporting health, safety and safeguarding.
- Coordinate support through Cardiff Council.

4. Supporting Information

4.1 Staff Welfare

The wellbeing of staff will be monitored during any disruption.

Support may include:

- Regular briefings.
- Access to wellbeing support services.
- Flexible working arrangements where appropriate.

4.2 Communications

Internal

- Staff email.
- Text messages.
- Staff briefing meetings.

External

- Parents and carers.
- Governing Body.
- Cardiff Council.
- Diocese of Cardiff-Menevia.
- Emergency services.

4.3 Media

Only the Headteacher or authorised representative should communicate with the media.

5. Plan Maintenance

- Contact lists reviewed every 6 months.
- Full plan reviewed annually.
- Exercise or desktop test completed annually.
- Lessons learned recorded and implemented.

Appendix A - Key Contacts

Role	Contact
Headteacher	02920777690
Deputy Headteacher	02920777690
Office Manager	02920777690
Chair of Governors	02920777690
Site Manager	02920777690
Safeguarding Lead	02920777690

Appendix B - Key External Contacts

Organisation
Cardiff Council Education
School ICT Provider
Diocese
Utility Providers
Insurance Provider
Emergency Services

Appendix C - Emergency Grab Bag Contents

- Business Continuity Plan.
- Emergency contact lists.
- Mobile phone charger.
- Laptop.
- Critical passwords held securely.
- Site plans.
- First aid information.

- Governors' contact details.
- Insurance details.