



BUSINESS CONTINUITY PLAN – COVID_19: Tiers 1 – 4

DFE Guidance Tier 2: <https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

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Date of Implementation:	28 th September 2020
Review:	March 2021
Version Number:	3

Document Change History

Version	Author	Date	Change Details
3	Mark Owen	01/03/2021	Tier1 - Potential interruptions to learning as a result of positive COVID-19 cases that require pupils and staff to self-isolate.

Purpose

The objective of this plan is to maintain or recover the critical services and activities at Gillespie Primary School in the event of having to implement Tiers 1 - 4.

All schools and settings are currently operating at Tier 1. Secondary Schools may be required to move to Tier 2 and therefore it is necessary to plan for this potential possibility **before** it is required.

All schools and settings are already familiar with Tiers 3 – 4 as they have reflected the current levels of educational provision since the Tier 4 implementation on the 23rd March 2020. Schools then moved to Tier 3 from the 1st June 2020.

This plan compliments (and does not replace) all other plans schools and settings might have in place and should be read in light of the school risk assessment. Please submit your BCP to the LA by the 22nd October 2020: Anthony.doudle@islington.gov.uk

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CRITICAL SERVICES OR ACTIVITIES

Critical Service/Activity	Recovery Time Objective	Service Details In particular – what should be maintained or recovered in the event of disruption.	Responsible Person – name role rather than specific name
Building and premises checks	1 day	Ongoing building maintenance to continue. PM to maintain regular communication with external providers re arranging ongoing checks, e.g. legionella	Premises Manager
Statutory Fire Evacuation Drill	Ongoing	A minimum of 1 practise drill per term needs to been in place and reported to governors.	Head Teacher and Premises Manager
School evacuation and lockdown plans	Ongoing	Plans updated if required and shared with all staff.	Head Teacher
Process for positive test result in place	1 day	Following meeting with the DFE - 0800 046 8687 – also inform the following: CIPHAdmin@islington.gov.uk fis@islington.gov.uk Anthony.doudle@islington.gov.uk Jeff.cole@islington.gov.uk Candy.holder@islington.gov.uk	Head Teacher and SLT
IT systems are backed up/cloud systems working effectively	Ongoing	System maintained by IT technical/company	SBM and RA-Technologies
Pupil registration/staff details	5 days	All pupil/staff details are current and up to date – missing information is obtained as a priority	SBM and SAO
Information on school website	1 hour	In the event of Tier 4, information on school closure to be on website	SAO



Isolation lessons – Learning from Home resources	2 days	Print learning packs for pupils who may need to isolate but do not have digital access. Arrange loan of Laptop/Chromebooks for pupils with digital access.	Class Teachers and TA's
Communication with parents/stakeholders	1 day	Daily update for parents and governors via Teachers2Parents and website	Admin staff
Parent mail communications	1 hour	Senior admin staff to have remote access to Teachers2Parents so that parent communications can be continued in all circumstances.	Admin staff
Free School Meal Provision	1-2 days	In the event of bubbles isolating, FSM hampers to be arranged for all FSM families at home for collection or vouchers issued via Edenred. Tier 4	Admin staff
Childcare for Key Worker and Vulnerable Pupils	1 day	Tier arrangements	Head Teacher and SENCO
Extended Day Provision	1 day	8am – 3.30pm childcare available for Key Worker children from 3 – 11. No after school clubs running until Autumn 2021.	Head Teacher
Remote Learning	1 day	Remote learning policy in place – all classes with access to Google Classroom & Purplemash, paper packs available for those without internet access.	SLT
Staffing arrangements	1 day	Rota of staff available to be on site, and those managing home learning, etc.	SLT
IT arrangements for pupils to access remote learning	1 - 4 weeks	Laptops/iPads for FSM pupils on loan from school DfE programme activated – 23 laptops available.	SBM and RA-Technologies
Risk Assessment	2 – 3 days	Review Risk Assessment to reflect current arrangements and share with stakeholders	SLT
Timetabling and movement	1 day	Review on-site arrangements/timetables/movement within the building, to avoid cross contamination	SLT
Significant number of staff are self-isolating	1 - 2 days	Role of Senior Leaders to take on additional teaching/supervision responsibilities to maintain bubbles. Music Teacher, SEN Teacher, Assistant Head and Deputy Head to step in to support and maintain bubbles.	SLT
Move to Tier 4	Immediately	Log of key decisions and actions kept throughout	SLT

Recovery Time Objective – this is the time in which the service must be recovered.
Typically these are 1 day, 2-3 days, 1 week, and 1 month.



POSSIBLE DISRUPTIONS

Possible Disruption	Impact (A)	Likelihood (B)	Risk Rating (A x B)
Tier 1	3	3	9
More than 2 positive cases of COVID-19	3	3	9
Tier 2 – not relevant for primary	3	4	12
Tier 3 – not relevant for primary	3	4	12
Tier 4	3	4	12

The purpose of this list is to identify the disruptions that should have action cards (higher risk rating) and those which do not (lower risk rating).

Impact – how serious the disruption might be as a result of this threat.

- 1 – Insignificant
- 2 – Minor
- 3 – Moderate
- 4 – Major
- 5 – Catastrophic

Likelihood – the chances of this threat happening.

- 1 – Rare
- 2 – Unlikely
- 3 – Possible
- 4 – Likely
- 5 – Almost Certain



INCIDENT MANAGEMENT PLAN

The purpose of the Incident Management Plan is to make sure the right people come together in the right place at the right time to take control of the organisation's response to the disruption.

Overall Responsibility

The following will take overall responsibility of the school's response to an incident and bring together the Incident Management Team.

Name	Role	Contact Details
Mark Owen	Head Teacher	
Claire Bolderson	Chair of Governors	
Katrina Moses	Deputy Head	
Ashley Smith	Vice Chair of Governors	

Most Likely Key Players

The following should be contacted to form an Incident Management Team who will carry out the actions required to maintain or recover critical services/activities. This list should include some of those listed as Responsible Persons in the list of Critical Services/Activities.

Name	Role	Contact Details
Lyn Brett	Assistant Head	
Sara Wright	School Business Manager	
Rebecca Williams	Senior Admin Officer	
Peter Langsdon	Premises Manager	

Location

The details of the most appropriate location (off-site) for the Incident Management Team to meet should be via zoom, Microsoft Teams, Whats APP etc.



GENERIC ACTIONS

Generic Action Card	Actions
<p>Assess the situation:</p> <ul style="list-style-type: none">• Survey the scene – social distancing, staggered start/departure issues• Morning break and lunchtimes are an issue and need reviewing• Movement within the building needs reviewing <p>Assess the scale, severity, duration of the incident and its likely impact on the school's critical services and activities.</p>	SLT to review on a regular basis
Incident Management Team contact for all personnel	Mark Owen – Head Teacher Contact No.
Allocate specific roles as necessary.	E.g. site liaison, staff communication, log keeping.
Ensure a log of key decisions and actions is started and maintained throughout the incident.	SLT to maintain log
<p>Notify the relevant stakeholders:</p> <ul style="list-style-type: none">• Staff• School governors• Local authority	<p>Notify them of your:</p> <ul style="list-style-type: none">• Assessment of the situation• Arrangements for keeping in contact.
<p>Agree with local authority who is making arrangements for:</p> <ul style="list-style-type: none">• Communication to parents/carers• Establishment of an internal and/or public helpline number• Public communication and media handling• Insurance• Site security (incl. turning off of utilities)	<p>Following meeting with the DFE - 0800 046 8687 – also include inform the following:</p> <p>CIPHAdmin@islington.gov.uk fis@islington.gov.uk Anthony.doudle@islington.gov.uk Jeff.cole@islington.gov.uk Candy.holder@islington.gov.uk</p>
Agree with stakeholder's date/times of future updates, meetings, progress reviews and communications.	SLT, staff and parents



ACTION CARDS for all potential tiers following DFE guidance

Included here are prototype Action Cards for specific disruptions, they should be completed, extended and added to as required.

Tier 1 involves remaining fully open, as the government has been clear that ensuring schools and educational settings remain open should be prioritised over other areas when restrictions are considered.	Actions/named role
Risk Assessment is reviewed on a regular basis	SLT and Governors to update in light of Government changes.
Regular reminders are provided for staff – social distancing and hygiene	SLT – posters, emails and briefings.
Attendance figures do not decline and steadily improve	Deputy Head and SAO
Website and other types of social media are kept current and up to date	Head Teacher and SAO
Parents and staff are regularly updated in light of testing and transport arrangements	Admin Team via text and newsletter
Safeguarding procedures are current and up to date. All staff understand their responsibility	SLT to update staff on any changes and distribute updated document to all staff
Remote Learning plans/policy have been developed and are on the schools website	SLT to oversee new policies and SAO to update website accordingly.
Result of positive COVID-19 case that require pupils and staff to self-isolate.	DfE contacted and case reported – SLT Families/staff contacted and bubble sent home to self-isolate – SLT & Admin team.
Remote learning plan can be fully implemented within 1 – 2 working days	Teachers to liaise with class bubbles. SBM to distribute laptops to pupils remote learning.



Tier 2 asks secondary schools to adopt a rota system and further education (FE) colleges to limit on-site attendance, whilst all other settings, including alternative provision (AP) and special schools, remain fully open.	Actions/named role
<p>In the event an area moves to tier 2 intervention, early years providers, primary schools, AP settings and special schools should continue to allow all children to attend full-time.</p> <p>Whilst we recognise that tiers 2, 3 and 4 all require planning to operationalise and will present challenges for parents, pupils, and staff, the expectations for tiers 3 and 4 should be familiar from the summer term.</p>	
Risk Assessment is updated in light of moving to Tier 2	
A rota system can be implemented within 1 working day following DFE guidance	
Remote learning plan can be fully implemented within 1 – 2 working days	
Systems are in place to support the immediate implementation of face covering for adults and pupils.	
Children of critical workers and vulnerable children and young people will be able to continue to access full-time on-site provision. Systems and procedures are in place to implement within 1 - 2 working days	
All staff are informed and can follow attendance procedure for tier 2 rota system including the attendance of vulnerable young people	
Systems and procedures are in place in regards to FSM	
Website and other types of social media are kept current and up to date	
Parents and staff are regularly updated in light of testing and transport arrangements	
Safeguarding procedures are current and up to date. All staff are understand their responsibility	



Tier 3 requires secondary schools and FE colleges to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups, other settings remain fully open. In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised.	Actions/named role
Whilst we recognise that tiers 2, 3 and 4 all require planning to operationalise and will present challenges for parents, pupils, and staff, the expectations for tiers 3 and 4 should be familiar from the summer term.	
Risk Assessment is updated in light of moving to Tier 3	
A rota system can be implemented within 1 working day following DFE guidance	
Remote learning plan can be fully implemented within 1 – 2 working days	
Systems are in place to support the immediate implementation of face covering for adults and pupils.	
Children of critical workers and vulnerable children and young people will be able to continue to access full-time on-site provision. Systems and procedures are in place to implement within 1 - 2 working days	
All staff are informed and can follow attendance procedure for tier 2 rota system including the attendance of vulnerable young people	
Systems and procedures are in place in regards to FSM	
Website and other types of social media are kept current and up to date	
Parents and staff are regularly updated in light of testing and transport arrangements	



Safeguarding procedures are current and up to date. **All staff** are understand their responsibility

<p>Tier 4 goes further to limit attendance to just vulnerable children and young people and the children of critical workers at all settings, excluding AP and special schools. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply.</p>	<p>Actions/named role</p>
<p>Whilst we recognise that tiers 2, 3 and 4 all require planning to operationalise and will present challenges for parents, pupils, and staff, the expectations for tiers 3 and 4 should be familiar from the summer term.</p>	
<p>Risk Assessment is updated in light of moving to Tier 4</p>	<p>SLT and Governors to update in light of Government changes</p>
<p>A rota system can be implemented within 1 working day following DFE guidance</p>	<p>Head Teacher and SLT to organise staff and classroom bubbles. Staff risk assessments reviewed.</p>
<p>Remote learning plan can be fully implemented within 1 – 2 working days</p>	<p>Teachers to liaise with class bubbles. SBM to access laptops from DfE for pupils. Laptops distributed to staff for remote learning, working from home.</p>
<p>Systems are in place to support the immediate implementation of face covering for adults and pupils.</p>	<p>Face shields, masks, goggles and gloves are already available for staff and pupils if needed. Admin staff to distribute.</p>
<p>Children of critical workers and vulnerable children and young people will be able to continue to access full-time on-site provision. Systems and procedures are in place to implement within 1 - 2 working days</p>	<p>Deputy and SENCO to contact parents to determine pupils attending Head Teacher to arrange staffing for vulnerable pupils and classroom space accordingly.</p>
<p>All staff are informed and can follow attendance procedure for tier 2 rota system including the attendance of vulnerable young people</p>	<p>N/A for primary setting</p>
<p>Systems and procedures are in place in regards to FSM</p>	<p>SBM to organise FSM Vouchers or Hampers for all FSM eligible children.</p>
<p>Website and other types of social media are kept current and up to date</p>	<p>SAO to keep website up to date</p>



Parents and staff are regularly updated in light of testing and transport arrangements	Admin staff to update parents via text message and newsletter.
Safeguarding procedures are current and up to date. All staff are understand their responsibility	SLT to update staff on any changes and distribute updated document to all staff



Appendix 1. External Contact List

Emergency Contact Information

Islington Emergency Planning	020 7527 2000
Corporate Health and Safety	020 7527 2767
Islington Media Team	020 7527 2307
Education Welfare	020 7527 5833
Education Psychology	020 7527 3747
Schools HR	020 7527 5677
Children's Services Reception	020 7527 5768
Risk and Insurance	020 7527 4262
Transport and Depot Manager	020 7527 5501
Health and Safety Executive	0845 3000 9923
British Transport Police	0800 40 50 40
The Foreign Office	020 7270 1500
Environment Agency	0800 80 7060
Met Office Weather Call	09014 722062
Gas	0800 111 999
Electricity	0345 0701601
The Samaritans	08457 909090
Teacher Support Network	08000 562 561
Castle Water	01250 718700
Network (Security supplier)	01256 812 744
Schools Office Services (Cleaning company)	07958 153 856
RA Technologies (ICT Provider)	07940 866 039



Appendix 2. Roles and Responsibilities – all staff including contact details

Gillespie Primary School - STAFF LIST 2020/21			
ROLE	NAME	RESPONSIBILITY	CONTACT No.
Headteacher	Mark Owen	Designated Safeguarding Lead	
Deputy Headteacher	Katrina Moses	Deputy Designated Safeguarding Lead, Attendance Lead & Maths	
Assistant Head	Lyn Brett	SENCO, Deputy Designated Safeguarding Lead, KS1 Lead	
Year 6	Sarah Bergin	Computing	
Year 5	Hassan Khan	Science	
Year 4	Lauren McLoughlin	Senior Curriculum Lead, KS2 Lead English & Humanities	
	(Angela Parker)	(Maternity leave)	
Year 3	Shah Ahmed		
Year 2	Shelley Wragg		
Year 1	Stephanie Welburn	PSHE	
Reception	Emma Deering		
	(Katy Parker)	FS Leader (Maternity leave)	
Nursery	Laura Ceccarelli		
Senior Nursery Nurse	Michelle Dawkins	Nursery class	
SEN Teacher	Lilly Amorelli		
Music Teacher	Orlando Clarkson	Tuesday, Wednesday & Friday	
Strings Teacher	Ruth McElvanney	Friday	
Lab_13 Scientist in Residence	Megan Begley	Monday, Tuesday & Wednesday	
Teaching Assistants	Anna Di-Sciullo	Reception	
	Suprina Hilaire	Year 5 Monday - Wednesday	
	Jenny Rivet	Year 5	
	Sue Egan	Year 4	
	Mariam Keshan	Year 6	
	Pauline Hawthorne	Year 2	
	Jean Smith	Year 3	
	Jane Nikolov	Year 1	
	Ana Perello Navarro	1:1 in Year 1	



	Sally Langsdon	1:1 in Year 4	
	Karen Glover	1:1 in Year 3	
	Piramjeet Kaur	1:1 in Year 2	
School Business Manager	Sara Wright	Monday - Thursday	
Senior Admin Officer	Rebecca Williams	Tuesday - Friday	
Reception & Admin Assistant	Marcia Norbal	Monday, Tuesday & Friday	
Bilingual Support Officer	Reba Rahman	Thursday AM	
Premises Manager	Peter Langsdon		
Meals Supervisors	Angela Moore	Senior Supervisor	
	Piramjeet Kaur		
	Asha Kaur		
	Teleasha Hawthorne	(Maternity leave)	
	Jakia Sultana		
	Jasmin Begum	Nursery	
	Hamsatu Ibrahim		
	Ashleigh Saunders	Reception	
After School Club Co-ordinator	Karen Glover		
Head cook	Fatmagul Altinbas	Caterlink	
ICT Support	Lee Clow	RA Technologies - Mon AM	

Appendix 3: Remote Learning Policy