



**Shenfield St Mary's
Church of England Primary School**

Business Continuity Plan

Policy Reference Number	SSMBusConPlan
Category	Financial Management
Authorised by:	Trust Board
Last Review:	5th February 2026
Date Approved:	Spring 2026
Date of Next Review:	Spring 2027
Chair of Governors:	Sheree Grainger

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INTRODUCTION

The following pages set out the Business Continuity Plan for Shenfield St Mary's Church of England Primary School.

Examples of circumstances triggering activation of this Plan include:

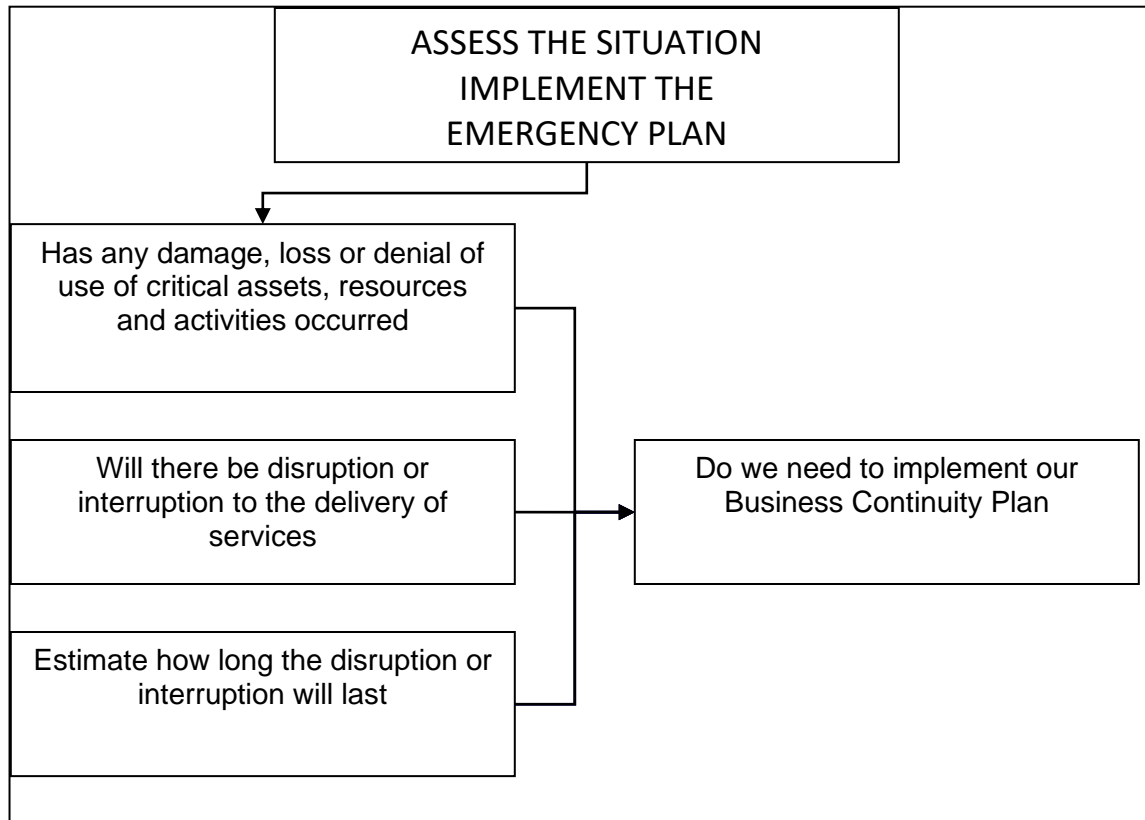
- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption, COVID
- Loss of critical systems e.g. ICT failure, power outage
- Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, 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/head of school, 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: 5 th February 2026	Date of next review: Spring 2027
A copy of the Business Continuity Plan will be kept with: <ul style="list-style-type: none">• The School Emergency Plan• Other documentation required if evacuating the premises• Off site with Head of School, Chief Financial and Operating Officer, Trust Facilities Manager.	
Person/s responsible for reviewing plan: <ul style="list-style-type: none">• Head of School: Liz Bundy• Chief Executive Officer – Sally Taggart• Trust Board• Governors: Local 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 Head of School, 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
 Chief Executive Officer (CEO)
 Head of School
 Assistant Head of School
 Chief Financial and Operations Officer (CFOO)
 Trust Facilities Manager

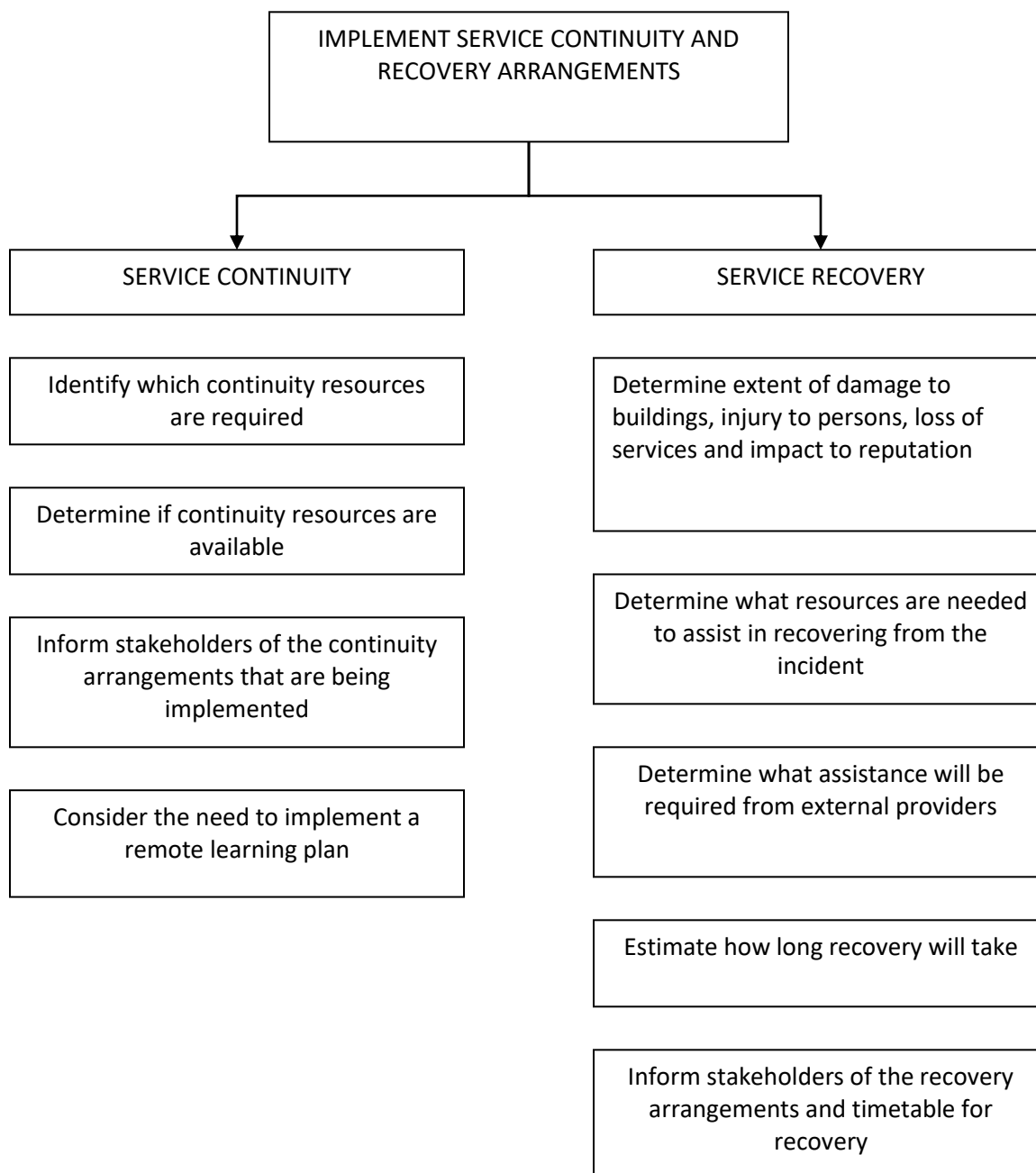
The BCP management team will be responsible for implementing the Business Continuity Plan.

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	Head of School/ Office Team	Assistant Head of School
Arrange for evacuation of buildings	Head of School and fire marshals	Assistant Head of School
Immobilise utilities	Head of School and Office Team	Assistant Head of School and Site Team
Liaise with emergency services – ensure that perimeter gates are open and site plans are available.	Fire Marshals and office Team	Head of School and Assistant Head of School
Take a roll call to confirm evacuation	Class Teachers, Head of School and Office Team	Assistant Head of School
Decide the next step – possible school closure or	Head of School and CEO	Assistant Head of School

isolation of an area		
Advise the media, especially local radio if school is to be closed. Update website/ text to parents	Head of School and CEO	Assistant Head of School
Have a prepared statement for the media	Head of School and CEO	Assistant Head of School
Contact RPA (insurance)	CEO/CFOO	Trust Team
Contact staff (see telephone tree)	Head of School	Assistant Head of School/Office Team
Contact parents	Office Manager	Office team
Contact services and suppliers	Office Team and Site Manager	Trust Team
Arrange for recovery of IT network	Trust Facilities Manager/Interm IT	Head of School



SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Head of School	Assistant Head and 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	Head of School to take over responsibility with support of SENCO from a Trust school
	Administrative support staff	Use admin staff from other Trust schools
	Site Manager	Trust Facilities Manager to assume Site Manager role- liaise with church for alternative arrangements and support from other Trust site staff
	Catering	Use supply staff and provide packed lunches. Support from LBA Catering team and other Trust catering staff. Temporary staff from First Call Employment Agency.
	Midday supervision	Use LSAs/ other staff
Premises	Damage/denial of use of classroom and/or associated contents	Re-arrange teaching areas e.g. if one classroom use music room in demountable Use space at Shenfield High School 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
	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
Catering	Damage/denial of use of catering facilities	Provide packed lunches short term. Advice & support from LBA Catering Team.
IT	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 security incident	Contact Action Fraud on 0300 123 2040 and then email sector.securityenquiries@education.gov
Cleaning	Pro Med – external cleaning company	Pro Med to supply alternative cleaning staff.

Records	Loss or damage to administrative records	Systems are backed up and stored off site, therefore, records can be retrieved.
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LIST OF EMERGENCY CONTACT TELEPHONE NUMBERS

CONTACT	NAME	TELEPHONE NUMBER/S
School staff	See staff list	
School trustees	See trustees list	
Parents	On back up disc/ remote back up	
Fire/Ambulance/Police		999/101
Lloyds Bank	James Storr	07525239654 james.storr@lloydsbanking.com
DfE RPA	RPAAdvice@WillisTowersWatsonSecure.com RPA.CM@Davies-group.com	Help desk 01179769361
Risk Management Consultancy, ECC	Karen Gooch/ Rick Parish	01245 430247
Risk management via RPA	Nic Everson	nic.everson@wtwco-gsp.com
Shenfield High School	Stuart Roberts - Business Manager/ Christine Watson – Head Teacher’s PA/	01277 249237 01277 249296 01277 219131 the school main number
Interm IT – IT support	Paul.Hinwood@intermit.co.uk	01763 274727
Gas supplier	TotalEnergies	Account no. 3009655187 01737854792
Electric supplier	EDF	Account no. 2713632965 08453663664
Wave – water and waste utility	Customer services	03332079283
Utilities contract	DfE Energy	DFE-Energy.Servcies-Team@education.gov.uk
Water Authority	Essex & Suffolk Water	03457820999
EFA		Academy.questions@education.gsi.gov.uk
Brentwood Borough Council	Emergency Council Service	01277 262728
Essex County Council	Emergency Duty Service	0845 606 1212
Financial Support SBM Services Ltd	Helen Willson info@sbmservices.co.uk	01206 671103
SGW Payroll Ltd	Emma Potts education@sgwpayroll.com	01270 500599
MWS Chartered Accountants	Mark Redwood mark@mws-accountants.co.uk	01702 332076
Chelmsford Diocese	Peter Palmer	01245 294439

	ppalmer@chelmsford.anglican.org	
Local paper	The Brentwood Gazette	01245 602721
Local radio	BBC Essex	01245 616047
Portable telephones	(purchase as necessary)	
Broadband	Interm IT / Schools Broadband	01763274727 / paul.hinwood@intermit.co.uk
Onsite IT Back up	Interim IT Paul.hinwood@intermit.co.uk	01763274727
Online IT Back up	Interim IT Paul.hinwood@intermit.co.uk	01763274727
Telephone faults	RRA Services Garry Blott School no. 01277 221249	07590202498
Emergency repairs	Timmins	01277 810005
Alarm systems	Blake Fire and Security	01702 613641
Portable classroom supplier	Portakabin	0845 3225004
Locksmith	Brentwood Lock & safe	08457 282828
Cleaning Company	Pro Med	01245 914666
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
Automatic gates	Blakes	01702613641
Security	Blakes	01702 613641
Property Consultants	Barkers Michael Merrill	01279648085
Catering suppliers	LBA Safety Gill Taylor Thomas Ridley Brooks Glenn Gary Oliver's Butchers Barleylands Farm Shop First Call Employment- Mike Wade	01376339829/07790471691 01359 271071 01449 723399 01277 632444 01277 224533 01268 288886 0845 4523393

THE TELEPHONE TREE

