Inverclyde
council

Education, Communities & Organisational Development Business Continuity Plan

---

Notre Dame High School

Session 2020-21

Note: In session 2019-20, schools were affected by Covid '19 which resulted in Scottish Government imposing a lockdown which led to School closures and cancellation of SQA Exams.

A 'blended learning' approach was devised which involved work being issued electronically to pupils. This remains in place as a default should the situation worsen.

INVERCLYDE COUNCIL

This plan has been prepared in consultation with the Directorate Management Team and it reflects our corporate approach to business continuity planning.

Kate Couttie   **01 September 2020**

Head Teacher

DISTRIBUTION LIST

Head Teacher   **1**

Head of Education   **1**

Business Support   **1**

Please ensure that the Business Continuity Plan is shared with all staff annually on the first in-service day of the session.

Note: This document is allocated specifically to the respective post holders and locations. It is not a personal issue.

Notre Dame HS – Emergency Contact Details

Head Teacher - Kate Couttie – (H) 01505 328651 (M) 0757 242 7799
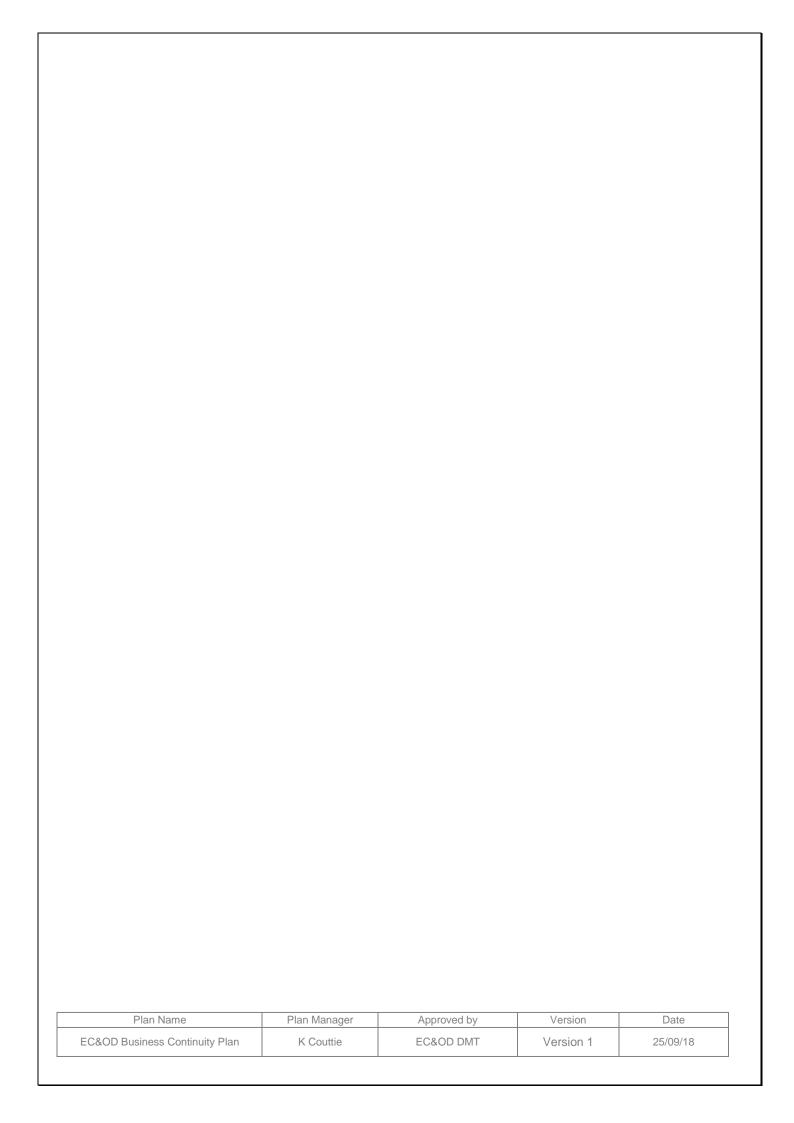
Depute Head Teachers:-
Stephen Dalziel   (H) 01436 831114   (M) 07793 282259
Jennifer McDonald   (H) 01475 529365   (M) 07834 194168
Margaret McKernan (H) 0141 418 0262   (M) 07947 103656

School Business Officer - Lorna Clark   (M) 07780 688287
Office Manager – Margaret Findlay   (M) 07933 375459

Business Support Manager – Maureen McLaughlin (M) 0738 7236608

FES – 07584 501851

1. INTRODUCTION

    1.1   Background
    1.2   Aims and Objectives
    1.3   Types of Disruptive Events

2. CO-ORDINATION & CONTROL

    2.1   Log Book
    2.2   Activating the Plan
    2.3   Alerting & Mobilisation Procedures
    2.4   Out of Hours Arrangements
    2.5   Areas of Responsibility
    2.6   Management Structure
    2.7   Insurance
    2.8   Public Information & Advice
    2.9   Other Services

3. RESPONSE & RESTORATION

    3.1   Response Arrangements
    3.2   Relocation and Displacement Arrangements
    3.3   School Restoration Document

4. APPENDICES

Plan Name	Plan Manager	Approved by	Version	Date
EC&OD Business Continuity Plan	K Couttie	EC&OD DMT	Version 1	25/09/18

APPENDICES

A. MAINTENANCE
- Record

B. EXERCISING & TRAINING
- Record

C. INSURANCE

D. OPERATIONAL LOG SHEET

E. INCIDENT REPORT FORM

F. DEBRIEFING ARRANGEMENTS

G. PUBLIC INFORMATION AND ADVICE

1.1   Background

The purpose of this plan is to establish and define the procedures that will, within an acceptable time scale, ensure the continued operation or orderly recovery of critical services in the event of loss or disruption.

The plan considers the staged restoration of services following the partial or total loss of the Council's ability to continue to provide critical services.

In the event of a major loss, such as an area office, depot, education establishment or a portion of the Headquarters building, this plan will be activated in conjunction with the Council's other Business Continuity Plans, under the direction of the Emergency Management Team (EMT).

This plan is integrated with the Council's emergency management arrangements.

This plan must enable rapid mobilisation and management of resources and will be kept flexible and adaptable to the circumstances. The plan will enhance functional response from the earliest stages of the incident to the long-term recovery.

1.2   Aims & Objectives

The aim of this plan is to provide a framework of measures for the co-ordination of effort to ensure that critical functions are maintained and systems restored within an acceptable timescale.

To meet this aim, our objectives are:

- To develop a corporate and co-ordinated response to the loss or disruption of critical functions;

- To develop internal arrangements and contingency measures for dealing with the loss of critical functions;

- To continue to provide incident support to the emergency services;

- To continue to provide essential services during times of crisis for the Council at an appropriate level; and

- To provide recognised and agreed procedures for obtaining assistance from other agencies as and when considered necessary.

1.3   Types of Disruptive Events

The circumstances in which the plan will be invoked are varied but can be summarised by identifying the factors that would have an impact on the continued provision of critical functions as follows:

Plan Name	Plan Manager	Approved by	Version	Date
EC&OD Business Continuity Plan	K Couttie	EC&OD DMT	Version 1	25/09/18

Disruptive event leading to impact on service provision	*Likelihood of occurrence (1-5)	*Potential Impact (1-5)	*Risk Evaluation Low Moderate High Very High	Response Scenarios
Non availability of <u>premises</u>, either through fire or flood etc., may result in adverse impact on service provision.	3 Possible	4 Major	12 High	All - 3.1.1
Non availability of <u>key staff or significant numbers of front-line staff</u>, either through outbreak/ disease, industrial action, transport disruption/ fuel shortages, severe weather etc., may result in adverse impact on service provision.	3 Possible	4 Major	12 High	Outbreak / disease - 3.1.2 Severe Weather - 3.1.3 transport disruption / fuel shortages - 3.1.4 Industrial Action - 3.1.5
Non availability of <u>systems</u>, either through system/ telephony or power supply failure or sabotage may result in adverse impact on service provision and loss of key business of financial data.	3 Possible	3 Moderate	9 Moderate	All - 3.1.6

2. CO-ORDINATION & CONTROL

2.1 <u>USE OF OPERATIONAL LOG BOOK AND INCIDENT REPORT FORMS</u>

2.1.1 Each individual involved in the response to an incident should record all communications and activities in a log (see Appendix D) which will then:

- Serve as a true record of events;

- Act as a personal Aide-Memoire;

- Assist operational decision making;

- Facilitate hand over of rota responsibility;

- Aid the compilation of an Incident Report Form (see Appendix E); and

- Be available for reference during both debriefs and any subsequent inquiry

The documents will be completed by the Head Teacher and all documentation will be retained electronically.

The log should be an accurate record of events and include details of, or references to, every communication, verbal or written, together with the details of decisions made and actions taken.

- Entries can be written rather than typed provided all entries are legible.

- Each sheet should be numbered and contain the officers name, service and the date.

- All events entered in chronological order using the 24 hour clock.

- Abbreviations should only be used where appropriate.

- Shift changes and new personnel names must be recorded in the log.

- Each entry should be initialled by the writer.

The Incident Report Form is a useful aid in recording the initial information being received about an incident to ensure that all information is available. The details, which have been recorded on the log sheets, can be distilled into Part 2 of the Incident Report Form, on conclusion of the incident.

2.2   Activating the Plan

Notification of a business interruption may originate from any source. It is envisaged however that it will come from site staff during occupation of premises and more than likely from one of the emergency services during unoccupied periods.

An initial assessment meeting will be carried out including the Head Teacher and, or, the Head of Education and the Civil Contingencies Service along with any appropriate specialist officers.

If required, the Head Teacher will activate the Directorate Management Team (DMT) to determine what response is required and to agree when it should be done.

The DMT will consider the prioritisation of emergency and routine functions and liaise with other services or sections to deal with systems loss and ensure the service can continue to provide its critical services.

The following activation sequence will normally be used when informing personnel of the activation of this plan:

STANDBY PHASE

IMPLEMENTATION PHASE

STAND DOWN PHASE

"STANDBY PHASE"
Will be used as an early warning of a situation which may at some stage escalate and thus require implementation of this plan. This allows officers time to think, brief staff, start a log book and prepare for the deployment of resources. This phase is particularly important if the interruption occurs towards the end of office hours.

IMPLEMENTATION PHASE
Will be used to activate the plan or actions and request the immediate utilisation of officers and resources.

STAND DOWN PHASE
Will be used to signify the return to normal working practices.

Although this represents the normal chain of events in certain circumstances it is envisaged that an incident may have no lead in time and officers would have to move straight to the implementation phase. It is also possible that officers will move directly from the standby phase to the stand down phase where their services were not needed.

2.3   Alerting & Mobilisation Procedures

If a major disruptive situation, which is reasonably likely to prevent continued service provision, arises, or appears imminent, the Head Teacher should notify the Head of Education who will assess the situation; and then notify the Director and the Civil Contingencies Service. If appropriate the CCS will advise the Chief Executive of the situation.

2.4   Out of Hours Arrangements

The first point of contact during an incident, out of normal working hours will generally be the key holder who will contact the Head Teacher who will determine who should be contacted as the first response, however, it is accepted that during the initial stages of smaller scale incidents some contact may be initiated by the Head Teacher.

2.5   Areas of Responsibility

The head teacher or designate, will co-ordinate the establishment's response to any incident. He/ she will ensure activation of the DMT along with appropriate additional specialised staff, if specific expertise is required.

The DMT will act in accordance with this Business Continuity Plan and ensure, so far as is reasonably practicable, the health, safety and welfare of those affected. The DMT will ensure effective communication between all internal and external parties and agencies. It will keep accurate records of all decisions or actions taken and, if the emergency services are present, act on the advice of the senior incident officer.

All other personnel having duties to perform in relation to the incident will (where possible, via their usual line management arrangements) be under the organisational control of their DMT and, if activated, under the overall co-ordination of the EC&OD directorate.

2.6   Management Structure

For major or prolonged incidents where the Council's Business Continuity Plan has been activated it may prove necessary to install additional management structures. These will be developed by EC&OD in conjunction with appropriate heads of establishments. Depending on the nature of the incident this could include any manager, officer and specialist support officer.

These scales of incidents will, as a minimum, require a response team to deal with ongoing incident (operational & tactical) and a forward looking recovery team (Strategic).

Establishment Emergency Management – (Response/ Restoration)

Core Team

Member	Role
Head Teacher	Strategic overview
DHT/ PT	Strategic co-ordination
Business support / FES Staff	Supporting strategic management response and restoration

The core group can be extended as required.

2.7   Insurance

The following procedures will be followed in the event of an incident resulting in damage to or loss of property:

Contact will be made with the Insurance Officer, Inverclyde Council Finance Services on (01475) 712219 at the first opportunity, and no later than the first working day following an incident (see Appendix C).

2.8   Public Information & Advice

Where an incident will impact on the public, the establishment in conjunction with the DMT will put in place arrangements to provide information about the progress being made and will advise on any actions to be taken.

Any communications, either directly with the public or through the media, will be fully integrated with the Council's Corporate Communications Team (see Appendix G).

2.9   Other Services

It is possible that the emergency services may attend an incident. They will take charge of the local scene for the duration of their involvement. The protocol for their departure and the subsequent handover can be found in the Council's civil contingencies arrangements.

Where an incident has affected utilities the Head of Education, working closely with the School Estate Team, will act in accordance with the advice of utility staff, providing an update to the head of establishment.

Where contractors are known to be on site the Head of Education/School Estate Team will, wherever possible, discuss with the contractor any relevant issues that may arise from the nature of his equipment or work, providing an update to the head of establishment where appropriate.

3.   RESPONSE AND RESTORATION

3.1   Response Arrangements

The following tables provide a brief summary of the essential duties that should be looked at in a number of situations that may occur during disruptive events.   Again this information is not exhaustive and these points only provide a starting point to allow the early transition from incident to recovery. It is understood that the EMT once active will take over any decision making.

Scenarios	
Loss of premises (High Risk)	
▪ fire/ explosion	3.1.1
▪ flood	3.1.1
Loss of key staff/ significant numbers of staff (High Risk)	
▪ outbreak/ disease	3.1.2
▪ severe weather	3.1.3
▪ transport disruption/ fuel shortages	3.1.4
▪ industrial action	3.1.5
Loss of systems (Moderate Risk) **(Software; telephony; council switchboard; e-mail; web; networks etc)**	
▪ system failure	3.1.6
▪ power supply/ utility failure	3.1.6
▪ supply chain failure	3.1.6
▪ sabotage	3.1.6

For all of the scenarios included the following should be part of the standard response:

- Start an incident log;
- Ensure the information you are working with is as accurate as possible;
- Continued monitoring of situation;
- Prioritise actions;
- Monitor the health, safety and welfare of staff at all times especially during a protracted incident; and
- Ensure accurate dissemination of information to all relevant parties

3.1.1 Loss of Premises – Fire/ explosion or flood

General Information	Response
In the event of the partial or complete loss of a building: (1) the service(s) provided	(1) <u>Relocation</u> ▪ Identify Services affected;

	at the location will, if required, be transferred to alternative sites;	• Notify alternative location(s);
		• Organise transport of staff/ equipment to alternative location;
	(2) the types and current state of any records must be assessed and recovery initiated	• Notify public, staff and other services of events and situational requirements;
		• Monitor delivery of processes/ functions;
		• Put in place relevant processes to ensure, so far as practicable, the continuation of the services detailed above. This may be at a reduced level of service provision;
		• Ensure staff safety and security is not compromised due to change of circumstances.
		(2) Records
		• Identification of records affected;
		• Inform the insurance section as soon as possible;
		• Organise transport of records to alternative location;
		• Through DMT, notify staff and other services of events and situational requirements.

3.1.2 Loss of key staff/ significant numbers of staff – outbreak/ disease

General Information	Response
Serious reductions in levels of available staff will have a direct impact on the service's ability to function. The Council's Environmental Services and the Civil Contingencies Service will liaise with Public Health and advise services as appropriate in the event of an outbreak or disease, such as norovirus, pandemic flu, Legionella etc. Note: Detailed information can be found in the Council's Pandemic Influenza Plan	• Liaison with DMT, Corporate Personnel, Environmental Services and Civil Contingencies Service on appropriate advice and information for employees; • Identification of priority groups of employees; • Monitor and prioritise delivery of essential/core services; • Re-deploy staff as required; • Monitor employee availability levels on a daily basis; • Reinstate services as appropriate, subject to employee availability; • Maintain organisational awareness via ongoing briefings/ site-reps; • Maintain procedures to inform and support staff; and • Participate in Council-wide debriefs.

3.1.3 Loss of key staff/ significant numbers of staff – severe weather

General Information	Response
Serious reductions in levels of available staff will have a direct impact on the service's ability to function.	• Liaison with DMT on appropriate advice and information for employees; • Identification of priority groups of employees;

General Information	Response
Staff may find it difficult to travel to work in the event of extreme weather conditions such as heavy falls of snow, sustained sub-zero temperatures and increase in prevalence of flooding.	- Monitor and prioritise delivery of essential/core services; - Re-deploy staff as required; - Monitor employee availability levels on a daily basis; - Reinstate services as appropriate, subject to employee availability; - Maintain organisational awareness via ongoing briefings/ site-reps; - Maintain procedures to inform and support staff; and - Participate in Council-wide debriefs.

3.1.4 Loss of key staff/ significant numbers of staff – transport disruption/ fuel shortages

General Information	Response
Serious reductions in levels of available staff will have a direct impact on the service's ability to function. Staff may find it difficult to travel to work in the event of major transport disruptions such as fuel shortages experienced in the past.	- Liaison with DMT on appropriate advice and information for employees; - Identification of priority groups of employees; - Monitor and prioritise delivery of essential/core services; - Re-deploy staff as required; - Monitor employee availability levels on a daily basis; - Reinstate services as appropriate, subject to employee availability; - Maintain organisational awareness via ongoing briefings/ site-reps; - Maintain procedures to inform and support staff; and - Participate in Council-wide debriefs.

3.1.5 Loss of key staff/ significant numbers of staff – industrial action

General Information	Response
Serious reductions in levels of available staff will have a direct impact on the service's ability to function. Significant reductions in levels of available staff could render sections and/or Services unable to carry out their critical processes.	- Liaise with DMT, Personnel Services and Corporate Communications with regard to appropriate advice and information for employees, clients, public etc - Maintain strong two way communications at all times; - Identify priority groups of employees and

General Information	Response
Continued service delivery will be via any remaining employees in the first instance. It is *highly unlikely* that there will be any opportunity afforded to engage agency staff or other cover under any circumstances. Where a critical service is unable to be delivered, the consideration of engaging <u>any form</u> of support out with the existing employee compliment **MUST** be discussed with EC&OD DMT. With reference to the response; *"Review operational arrangements for business continuity"* – This will require each service, to have detailed guidance regards what specific operational actions they require to do to minimise and mitigate against strike/industrial action, in an attempt to continue with as much service delivery as possible. This written document should be made known to all employees within the section with responsibility for other employees, reviewed annually and stored in a location accessible to all relevant persons. All employees within the service with responsibility for other employees must report how their service delivery is being impacted by any strike / industrial action to their manager.	services; • Review operational arrangements for business continuity; • Monitor and prioritise delivery of essential/core services; • Re-deploy staff as required; • Monitor employee availability levels on a `real time` daily basis; • Prepare and issue any relevant client information/updates; • Prepare and issue any relevant internal information updates, reports etc; • Maintain organisational awareness via ongoing briefings/ site-reps; • Maintain procedures to inform and support remaining employees; • Reinstate services as soon as possible, subject to employee availability; • Participate and contribute to Council wide debriefs as necessary.

3.1.6 Loss of Systems - Software; telephony; switchboard; e-mail; web; networks etc.

General Information	Response
Loss of systems may occur for a number of reasons, including (but not limited to): (1) System failure; We are reliant on effective I.T. systems for many key areas of services, and the priorities and processes for dealing with failure of I.T. systems, are detailed in the IT Disaster Recovery Plan (2) Power supply/ utility failure; The seriousness of loss of a utility can depend on a number of factors including time of year, weather and	(1) <u>System failure</u> • Liaison with IT and DMT on appropriate advice and information for employees; • Ensure compliance with IT Disaster Recovery plan as it refers to the service. (2) <u>Power supply/ utility failure</u> • Ensure immediate contact with suppliers (liaise with School Estate Team). • Establish timescales for reintroduction and assess impact;

what alternatives are available.	▪ Look at alternative sources (Long/ short term).
(3) Supply chain failure; The service should have assurances from key suppliers regarding their business continuity arrangements. These arrangements will however only offer a degree of protection and some sort of interruption is still possible.	(3) <u>Supply chain failure</u> ▪ Identify requirements; ▪ Arrange alternative provisioning; ▪ Look towards possible mutual aid from adjacent councils; ▪ Maintain proper records of any expenditure; ▪ Notify staff and other services of events and situational requirements.

3.2   Relocation or Displacement Arrangements

In the event of a loss of premises the head of establishment should liaise with the DMT to establish relocation arrangements.

Short term location 1: St Patrick's Primary School & Whinhill Primary School
Short term location 2: St Patrick's Church Hall

Long Term location: Liaise with DMT

Contact Details for Education HQ SMT

Name	*Designation*	*Work No:*	*Mobile No:*
Ruth Binks	**Corporate Director**	**01475 712761**	**07552 210751**
Michael Roach	**Head of Education**	**01475 712834**	**07387 236583**
Tony McEwan	**Head of Culture, Comm & Ed Resources ..**		**07769164019**
Lorna Coote	**Policy & Commissioning Team Leader**	**01475 712834**	**07747 006983**

A1

Restoration Document
Secondary Schools

Plan Name	Plan Manager	Approved by	Version	Date
EC&OD Business Continuity Plan	K Couttie	EC&OD DMT	Version 1	25/09/18

A1   Critical Functions – Secondary Schools

Critical Functions with no tolerance for disruption

o *SQA Exam Provision*
o *Child Protection procedures*

Critical Functions to be restored within the first 24 hours
o *Administrative functions – Click n Go access*
o *Emergency Management*
o *Health and Safety Management*
o *Risk Management*

Critical Functions to be restored within 36 hours
o *Provision of Secondary Education – Senior pupils (S4-6)*
o *Teaching staff – Senior pupils (S4-6)*
o *Janitorial and Cleaning Services*
o *All teaching staff*
o *Payroll (processing of temp teacher returns)- urgency relates to timing of incident*
o *Education Maintenance Allowance – urgency relates to timing of incident*
o *School Meals for pupils entitled to free school meals*
o *Additional Support Needs provision for priority cases*
o *Transport – Additional Support Needs*
o *Transport – buses/taxis for senior pupils attending school*

Critical Functions to be restored within one week
o *Provision of Secondary Education for all pupils*
o *Transport – buses/taxis for all pupils attending school*
o *Administrative functions – all IT packages*
o *ICT – full access to all Click n Go data and admin network*
o *Payroll – processing of temp teacher returns*
o *Education Maintenance Allowance – processing weekly attendance monitoring*
o *Additional Support Needs provision for all pupils*
o *Procurement Systems*
o *Property Management*
o *ICT – within the classrooms*

Plan Name	Plan Manager	Approved by	Version	Date
EC&OD Business Continuity Plan	K Couttie	EC&OD DMT	Version 1	25/09/18

The following pages show the main requirements for restoration of the functions of Secondary Schools.

This information is not exhaustive and these points only provide a starting point to allow the early transition from incident to recovery. It is understood that the DMT once active, will co-ordinate any response.

The basic elements required to initiate any recovery are located in Grab Bags. These contain all the elements required to restore control of critical functions with the minimum delay in the event of an incident or disaster.

Grab Bag/box

Grab Bag/box would be held in safe, secure but accessible area. (for some schools an additional grab bag/box may be required)
It would contain information on:

- *Child protection information – Pupil details and assigned social worker*
- *Emergency Contact List (School SMT and Education HQ SMT)*
- *Pupil Contact List and medical information including mobility issues*
- *Staff Contact List*
- *Business Continuity Document*
- *Blank Incident log sheets*
- *Mobile phone (if available)*

A2   Critical Functions with No Tolerance for Disruption

Function/Process	Responsible Officer Staff/Skills Required	Resources Required
SQA Exam Provision	SQA Coordinator Business Support Manager Working knowledge of :- • SQA procedures	• 2 PC • 2 desks • 2 desk phones • 1 mobile Access required:- • Click n Go • Microsoft Office • Network Access
Child Protection Procedures	Head Teacher Working knowledge of:- • child protection procedures	• 1 PC • 1 desk • 1 desk phone • 1 mobile Access required:- • Click n Go • Microsoft Office • Network Access • Child Protection Files

Critical Periods

Critical Period	Function/Process	Detail
SQA exam period	SQA Exam Provision	The school/authority must be able to continue with exam provision for pupils.
Anytime	Child Protection Procedures	The school must be able to respond to child protection issues.

Point of Failure	Function/Process	Detail
Accommodation/Exam Papers	SQA Exam Provision	Please note time and date of SQA exams cannot be changed therefore appropriate accommodation, transport for pupils and exam papers must be located by the allocated exam time.

A3   Critical Functions to be Reinstated Within 24 Hours

Function/Process	Responsible Officer Staff/Skills Required	Resources Required
Administration – Click n Go access	Business Support Manager With provision from business support Working knowledge of Click and Go	• 3 desks • 3 PC • 3 desk phones • 1 mobile Access required :- • Click n Go • Microsoft Office • Network Access
Emergency Management *Health and Safety Management* *Risk Management*	Head Teacher Business Support Manager Working knowledge of :- • School emergency management procedures • Risk assessment procedures • Health and Safety legislation	• 2 desks • 2 PC • 2 desk phones • 1 mobile Access required:- • HR circulars • Microsoft office • Network access/Internet • emergency contact details for pupils and staff

Critical Periods

Critical Period	Function/Process	Detail
Term Time	*Administration – Click n Go access* *Payroll (processing of temp teacher returns)- urgency relates to timing of incident* *Education Maintenance Allowance – urgency relates to timing of incident*	Click n Go access is extremely important as text messaging system allows information to get to parents/guardians immediately especially at emergency situations. Payroll system required to ensure teaching staff are paid by due date. Pupils entitled to EMA allowance will not be paid by due date.
Any time	*Emergency Management*	Emergency management is considered essential in the event of an incident. This is therefore a critical function which could be required at any time.

	Health and Safety Management	Health and safety management is considered essential in the event of an incident. This is therefore a critical function which could be required at any time.
	Risk Management	

A4

Critical Functions to be Reinstated within 36 hours

Function/Process	<u>Responsible Officer</u> Staff/Skills Required	Resources Required
Provision of Secondary Education – Senior pupils (S4-S6) *Teaching staff- Senior pupils (S4-S6)* *All teaching staff in school*	Depute Head Teachers(S4,5/6) Business Support Manager Working knowledge of:- • S4-S6 curriculum • S4-S6 timetable	• 3 PC • 3 desks • 3 desk phones • 1 mobile Access required:- • Click n Go • Microsoft Office • Network Access • Photocopier
Janitorial and Cleaning Services *School Meals for pupils entitled to free school meals*	Environmental Services Area Manager Catering Manager School Janitor Business Support Manager Working knowledge of:- • Janitorial/cleaning duties • School Meals	• 1 PC • 3 desks • 3 desk phones • 1 mobile Access required:- • Microsoft Office • Click n Go • Network Access
Additional Support Needs provision for priority cases	DHT – Pupil Support PT Behaviour Support Business Support Manager Working knowledge of:- • ASN act	• 3 PC • 3 desks • 3 desk phones • 1 mobile phone Access required:- • Click n Go • Microsoft Office • Network Access
Transport – Additional Support Needs *Transport – buses/taxis for pupils attending school*	DHT – Pupil Support Business Support Manager Working knowledge of:- • Transport contracts • School arrangements	• 2 PC • 2 desks • 2 desk phones • 1 mobile phone Access required:- • Click n Go • Microsoft Office • Network access

Payroll (processing of temp teacher returns)- urgency relates to timing of incident *Education Maintenance Allowance – urgency relates to timing of incident*	Business Support Manager Working knowledge of:- • Click n Go • Payroll deadlines • EMA system	3 Desk 3 PC 3 Phone Access required :- • Click n Go • Microsoft Office • Network Access

Critical Periods

Critical Period	Function	Detail
Term Time	*Provision of Secondary Education – Senior pupils (S4-6)* *Teaching staff- senior pupils (S4-6)*	Important that senior pupils' education is maintained especially nearing exam periods.
Term Time	*Janitorial and Cleaning Services* *School Meals for pupils entitled to free school meals*	Health and safety requirement to maintain a clean and safe environment for all staff and pupils. Provision of free school meals is a school/authority requirement.
Term Time	*Additional Support Needs provision for priority cases*	Educational/emotional support must be maintained to the vulnerable pupils.
Term Time	*Transport – Additional Support Needs* *Transport – buses/taxis for pupils attending school*	The school/authority has a duty to ensure ASN pupils have access to education by providing the necessary transport. Statutory requirement to provide transport to entitled pupils.

Point of Failure	Function/Process	Detail
Lack of accommodation, number of classrooms required at each year stage and access to IT	*Provision of Secondary Education - senior pupils (S4-6)* *Teaching staff – senior pupils (S4-6)*	It is essential that secondary education is maintained especially nearing exam times. Timetable restrictions due to the lack of accommodation/classrooms would

		severely disrupt learning and teaching. Other important factors such as access to IT for computing/business studies, specialised requirements of practical subjects all have to be taken into account.

A5   Critical Functions to be Reinstated within One Week

Function/Process	Responsible Officer Staff/Skills Required	Resources Required

*Provision of Secondary Education for **all** pupils*
 	
All teaching staff
	Head Teacher
	
	DHT – Timetabler
	
	Business Support Manager
	
	Working knowledge of:-
	  ○ School timetable
	  ○ School Curriculum
		○ 3 PC
		○ 3 Desks
		○ 3 Desk phones
		○ 1 mobile
		
		Access to:-
		• Click n Go
		• Network Access
		• Emergency contacts for pupils/staff
		• Microsoft Office

Transport – buses/taxis for all pupils attending school	Business Support Manager Working knowledge of:- • Transport contracts • School arrangements	○ 1 PC ○ 1 Desk ○ 1 Desk phone ○ 1 mobile Access required:- • Click n Go • Network Access • Microsoft Office
Administration – all IT packages *ICT – full access to all Click n Go data and admin network* *Payroll – processing of temp teacher returns* *Education Maintenance Allowance – processing weekly attendance monitoring* *Procurement system*	Business Support Manager With provision from business support Working knowledge of:- • Click n Go • Payroll deadline • EMA system • Procurement system	• 4 desks • 4 PC • 4 desk phones • 1 mobile Access required :- • Click n Go • Microsoft Office • Procurement system • Network Access
Additional Support Needs provision for all pupils	DHT – pupil support PT Behaviour Support Working knowledge of:- • ASN act	• 2 desks • 2 PC • 2 desk phones • 1 mobile Access required :- • Click n Go • Microsoft Office • Pupil Records • Network Access
Property Management	Business Support Manager With provision from business	• 1 PC • 1 Desk

	support Working knowledge of:- • Repairs procedures • Health & Safety legislation	• 1 Desk phone • 1 mobile • Fax Access Required:- • Microsoft Office • H & S Circulars • Network Access
ICT – within the classrooms	DHT – ICT Coordinator Business Support Manager Working knowledge of:- • ICT Curricular requirements	• 2 PC • 2 Desk • 2 Desk phones • 1 mobile Access required:- • Microsoft Office • Network Access • Click n Go

Critical Periods

Critical Period	Function/Process	Detail
Term Time	*Secondary Education for all pupils* *All teaching staff*	The Authority/school has a duty to provide education to all pupils.
Term Time	*Transport – buses/taxis for all pupils attending school*	The authority must provide transport in line with its transport policy; ensuring that entitled pupils have access to education
Term Time	*Administration – all IT packages* *ICT – full access to all Click n Go data and admin network* *Payroll – processing of temp teacher returns* *Education Maintenance Allowance – processing weekly attendance monitoring* *Procurement system*	All IT administration packages must be up and running to support monitoring and tracking of pupils through attendance, behaviour and reporting. Processing of payroll and EMA data required to ensure payments are made on time. Procurement is a significant aspect of resource management, especially in relation to an incident where replacement materials are required urgently.
Term Time	*Additional Support Needs provision for all pupils*	The authority/school has duty under ASN legislation.
Any time	*Property Management*	School has a requirement to ensure that the building provides a safe

		environment for all pupils and staff.
Term Time	*ICT – within the classrooms*	The need to replace computer suites would be an urgent requirement.

Point of Failure	Function/Process	Detail
Lack of accommodation, number of classrooms required at each year stage and access to IT	*Provision of Secondary Education for all pupils* *All teaching staff*	It is essential that secondary education is maintained especially nearing exam times. Timetable restrictions due to the lack of accommodation/classrooms would severely disrupt learning and teaching. Other important factors such as access to IT for computing/business studies, specialised requirements of practical subjects all have to be taken into account.
N/A	*Transport – buses/taxis for all pupils attending school*	N/A
Access not established	*Administration – all IT packages* *ICT – full access to all Click n Go data and admin network* *Payroll – processing of temp teacher returns* *Education Maintenance Allowance – processing weekly attendance monitoring* *Procurement system* *E5*	Click n Go is essential to contacting parents promptly and efficiently through the text messaging service available on the system. Access also essential for the processing of payroll and EMA payments. Procurement is a significant aspect of resource management, especially in relation to an incident where replacement materials are required urgently.
Availability of specialist equipment and lift access within the building	*Additional Support Needs provision for all pupils*	Learning and Teaching would be disrupted if suitable accommodation is not available.
N/A	*Property Management*	N/A
Access not established	*ICT within the classrooms*	Within ICT subjects pupils use GLOW to access work and pupil folders. Failure to have access to this will disrupt Learning and Teaching.

A6   Summary

The following tables are based on <u>all</u> of the above services being continued or reinstated.

It would be anticipated that in most cases the following would apply:

- Transport would be the officers own vehicle
- Mobile phones would already be in the possession of the relevant officer
- Specialist equipment would be under the control of the appropriate "Responsible Officer"

It should also be noted that one member of staff may be able to carry out several functions and that in any transition back to normality these tables would be cumulative.

Summary of (No Tolerance for Disruption) Requirements

Desks/Chairs	3
PC's	3
Laptops	0
Mobile Phones	2
Phone Lines	3
Transport	N/A
Network Connection	3

Summary of (within 24 hours) Requirements

Desks/Chairs	5
PC's	5
Laptops	0
Mobile Phones	2
Phone Lines	5
Transport	N/A
Network Connection	5

Summary of (within 36 hours) Requirements

Desks/Chairs	11
PC's	9
Laptops	0
Mobile Phones	4
Phone Lines	11
Transport	N/A
Network Connection	9

Summary of (within 1 week) Requirements

Desks/Chairs	13
PC's	13
Laptops	0
Mobile Phones	6
Phone Lines	14
Transport	N/A
Network Connection	13