

Swansea Council Education Directorate



Business Continuity Plan / Emergency Response Plan

**Plasmarl Primary School
Britannia Road
Plasmarl
Swansea
SA6 8LH**

**Headteacher: Miss Lucy Saunders
Deputy Headteacher: Mrs Nicola Morgan**

Tel: (01792) 798210

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Guidance Notes

This plan template includes guidance and contact details in the event that there is an incident that might impact business continuity.

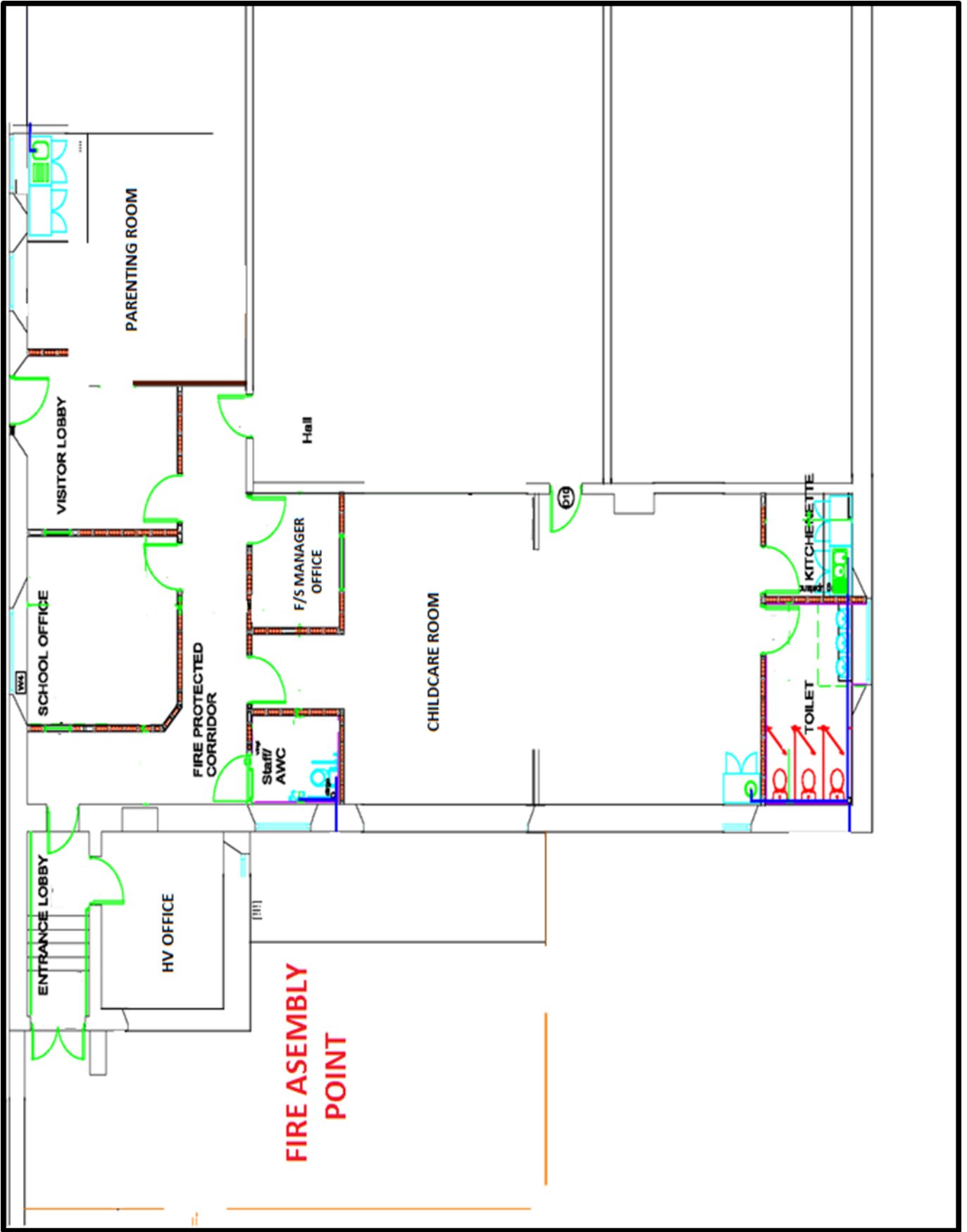
The sections with a grey background should be populated by the plan owner (head teacher).

It is essential that the plan is kept up to date and it is version controlled with a clear date on the front page of the plan.

Contact lists should be reviewed every six months and the plan must be reviewed and updated annually or following any significant change to the organisation.

An updated template will be issued to schools annually at the start of each academic year, and updated plans should be returned to Education@swansea.gov.uk by the end of each calendar year.

It is important to note that this is a plan to be used in the event of an incident that may impact business continuity. If such an incident does occur, the Education Directorate will provide support.



Plan Control

Plan Owner :	Lucy Saunders
Plan Scope / Location :	Plasmarl Primary School Britannia
Issue Date :	14/11/25
Location :	The School (Electronic & Paper)
	Education Directorate
	All members of School's Senior Leadership Team (Electronic & Paper)
	Chair of Governors (Electronic & Paper)

School Emergency Response Team

Role	Name	Land line	Mobile	Email
Headteacher and Premises Manager	Lucy Saunders	01792 401185	07739 128598	SaundersL15@hwbcymru.net
Deputy Headteacher	Nicola Morgan	01639 417650	07875 543407	MorganN93@hwbcymru.net
Office Manager	Gemma Femandell	01792 401185	07805 266047	FemandellG@hwbcymru.net
Catering Manager (on-site)	Lesley Paige-Walker	n/a	07584 907173	l.sandeman@hotmail.co.uk
Head Cleaner	Sarah Morgans	01792 548494	07586 838705	Jem1103@virginmedia.com

Chair of Governors	Colin Goulding	01792 974618	07584 272066	colingoulding@outlook.com
Vice Chair of Governors	Mary Watts	01554 820620	07977 234396	Mmwatts_uk@yahoo.co.uk
School Site Officer / Manager (Caretaker)	Sarah Morgans	01792 548494	07586 838705	Jem1103@virginmedia.com
Health and Safety Governor	Peter Myles	n/a	07532 095896	Mylespeter19@gmail.com
SMT & Extended Management				
Flying Start Manager	Kate Dummett	n/a	07889 814153	DummettK5@Hwbcymru.net
TLR Holder	Gareth Tregembo	n/a	07929 486635	TregemboG@hwbcymru.net
TLR Holder	Emily Meredith	n/a	07970 988457	MeredithE35@hwbcymru.net

Register of School Staff

See Appendix A

Sequence of Events Relating to Potential School Closure and for Contacting Staff, Parents / Carers & Media

An incident that may impact on business continuity should be reported to the Headteacher, and options considered in the first instance, in conjunction with the Deputy Headteacher, and the Premises Manager (if different), technical experts such as the school surveyor, Corporate Health Safety and Wellbeing Service and others as applicable. See guidance later in this plan.

If there is a potential decision to close the school then the school's Chair of Governors should be consulted.

For voluntary aided schools, the diocese should also be consulted.

This plan should contain the key contact details that might be required in such an instance and headteachers should consider carefully where that information is held, including this plan, and how it might be accessed in the event of an incident.

If the decision is taken/being considered to close the school, please contact the Education Directorate:

Name	Title	Mobile / out of hours	email
Rhodri Jones	Head of Achievement and Partnership	07525 217943	education@swansea.gov.uk and Rhodri.jones@swansea.gov.uk
Kelly Small	Head of Education Planning and Resources	07810 506008	Kelly.small@swansea.gov.uk

Procedures for contacting staff

Contacting school staff should follow a structured approach:

The Head Teacher (or Deputy Head Teacher in her absence) to contact:

- Each member of staff using text service/ What's App
- Parents of all children registered at the school using text messaging service

Flying Start Manager (or Senior Childcare Worker in her absence) to contact:

- Each member of staff using text service / What's App
- Parents of all children registered with Flying Start using text messaging service

Student Mentor to contact:

- Student Teachers currently on placement
- Catering and Cleaning: - the contact details for the Catering and Cleaning Team are in the **Key Contacts** page of this plan.
- Staff should be contacted in the case of school closure, and if not in school, from 7.15 am.
- In cases when the school is open but some staff may not be able to travel to the school due to adverse weather conditions where they live, staff should inform the school as soon as possible.

Procedures for contacting pupils (this process can also be used for contacting staff)

- Parents and carers of all children registered at the school will be contacted directly using the school's text messaging /class dojo and social media.
- Pupils, parents and carers may also be able to access information/additional updates via the Swansea Council website www.swansea.gov.uk

Procedures for contacting other stakeholders

The Premises Manager should contact external users of the school site (list enclosed within Business Continuity Plan).

Education Psychologists

Headteachers should contact the Education Psychologist assigned to their school / the Principal or Senior Educational Psychologist for support and guidance following a critical incident (please see contact details). In the immediate aftermath of a critical incident help and support are best provided by a trusted, familiar adult as and when it is needed.

It is usually only when feelings remain overwhelming over a period of weeks when counselling support may become a more appropriate offer. Schools can contact their allocated **Platform** (previously known as Exchange), particularly to support direct work with families. Those staff in direct contact with bereaved families will need support around them to debrief and process their own feelings. In particular, Headteachers will be holding and containing levels of anxiety from across different parts of the school community, and will need to think about where they get their own emotional support. This is in part why the Educational Psychology Service responds initially to Headteachers. Further information **Critical Incidents - A Guide For Schools, and COVID 19 – a new context Guidance on bereavement, loss and critical incidents** can also be found in the in the [Swansea Virtual School](#).

Inclement Weather

See Appendix D

School Heating Systems – Oil (does not apply to Plasmarl Primary School)

At peak times & cold weather, oil suppliers can face increased demand which may result in supplies to schools being delayed. Schools need to consider replenishing heating oil supplies more regularly to ensure that heating systems can be maintained to keep school premises heated during prolonged cold weather.

Continuity during snow/ice

In preparation for any potential disruption caused by snow and ice, schools can be prepared by ordering winter grit early during the Autumn Term, in advance of unexpected weather conditions.

In order to help maintain safety on school sites, schools are required to ensure advanced stocks are on school sites.

Winter grit orders

All quantities of grit/salt are available directly from the Highways Department. These are delivered directly to a school. Orders are to be submitted by e-mail only to Dean.Howard@swansea.gov.uk

All orders must include:

- Budget Code
- Order Number
- School premises name & full address
- School contact details

Weather Forecasting

If there are indications of poor weather, you will receive weather updates via email. Information is also available from the [Met Office](#).

Communications

Staff should avoid telephoning either the school or members of the Senior Leadership Team to enquire about a potential closure. This would potentially block the school telephone landline at an important time. If no communication is made with pupils and staff it is assumed that the school is open as normal.

Mandatory Training

Headteachers and Premises Managers should ensure that they have undertaken the mandatory training sessions for School Premises and Health & Safety. These training sessions protect the headteacher as well as the staff, children and school site, and well trained staff may help to avoid an incident that affects business continuity, and / or provide invaluable knowledge when dealing with an incident. Governor training on premises is also available.

It is advisable that the refresher training is undertaken every 3 years, unless there has been a change in H&S legislation or if there has been a significant accident/incident.

It is good practice for deputy headteachers to attend the training to be prepared for any unforeseen headteacher absence.

For Headteachers & Premises Managers				
Course	Category	Refresher requirement	Type	Are the relevant staff trained and up to date?
Premises Managers	Mandatory H&S*	3 years	Online/MS Teams	Yes
Fire Risk Assessment	Mandatory H&S*	3 years	Online/MS Teams	Yes
Management of work related accidents	Mandatory H&S*	3 years	Online/MS Teams	Yes
H&S: The managers role and risk management course	Mandatory H&S*	3 years	Online/MS Teams	Yes
Mental Health first aid for managers	Mandatory H&S*	3 years	Online/MS Teams	Yes
Supporting employee health and wellbeing.	Mandatory H&S*	3 years	Online/MS Teams	Yes
For employees				
Basic H&S – Online	Mandatory H&S*	3-5 years	Online	Yes
Fire safety awareness – online	Mandatory H&S*	3-5 years	Online	Yes

DSE (if applicable) – online	Mandatory H&S*			
For Headteachers, Premises Managers, and appropriate governors				
Premises Maintenance Training	Training will be publicised directly to schools and run in spring and autumn terms	3 years	MS Teams	Yes

*All mandatory H&S training can be found here: [Health and Safety for Managers](#)

Premises Maintenance

Cyclical Maintenance

A cyclical maintenance programme and attendance to maintenance issues promptly, may help reduce the risk of issues arising with the premises that could impact on their use.

Headteachers should ensure that regular cyclical maintenance is undertaken, using the guidance available on Hwb ([Maintenance Guidance](#)). Schools should also refer to their latest condition survey which identifies maintenance priorities to help programme maintenance works.

The [DoR](#) (also available on Hwb) should be referred to check where the responsibilities for different types and extent of maintenance lies. Maintenance should be undertaken by schools in a planned and timely way, to avoid the need for unplanned maintenance and issues becoming exacerbated and requiring the need for more expensive works in the long run.

Essential Tree Work

Essential works identified through the annual tree surveys should be undertaken promptly to mitigate any health and safety risks.

Wooden Structures

Wooden structures (shelters, sheds etc.) must not be constructed too close to school buildings and without submitting landlord consent forms. If you are in any doubt as to the compliance of an existing structure please submit a retrospective application; [School Building Consent](#).

All schools **MUST** follow the correct processes for these structures to keep children, staff and buildings safe. As tenant on the council's site, schools must submit a landlord consent form prior to undertaking any work on site.

Key Contacts – (Including Other Users of the School’s Premises)

Role	Name	Telephone	Mobile
Catering/Cleaning	Alison Cosker	n/a	07976 529503
	Julie Archer	n/a	07900 702738
Catering Supervisor for the School	Lesley Paige-Walker	n/a	07584 907173
Challenge Advisor	Nikki Hill	n/a	07968 135550
Child Protection and Safeguarding Officer	Lisa Collins	n/a	07827 822700 /Lisa.Collins@swansea.gov.uk
Cleaning Providers (other external)	n/a	n/a	n/a
Education Communications (Swansea Council)	Rhodri Jones	n/a	07525 217943
Education Psychologist (Swansea Council)	Principal Educational Psychologist: Kathryn Bailey	n/a	n/a
Education Welfare Officer (Swansea Council)	Jonathan Martin	n/a	07796 275032
Flying Start Manager	Kate Dummett	n/a	07889 814153

Buildings and Grounds Maintenance	General Emergency Repairs	01792 511010/5215000	n/a
	Steve Collison (Grounds Maintenance SLA Management and Compliance Officer)	n/a	07880 182718
Health & Safety Officer (Swansea Council)	Elizabeth Baczkowski	n/a	07917 200331
Lettings	n/a	n/a	n/a
Maintenance/Building Services Emergency Repairs (all including asbestos and drains issues) NOTE - always call this number for emergency service do not attempt to contact surveyors etc.	Building Services		Day time numbers – 01792 635100 or 01792 511010 Out of hours – 01792 521500 (emergencies only)
NHS Direct/Public Health Wales	n/a	111	n/a
Peripatetic teaching staff	Karin Jenkins	n/a	Karin.jenkins@swansea.gov.uk
Police (Community Support Officer)	Jonathan Randell	n/a	07779990761
Security Company (used by the school)	PSM	01792 701011 (24 Hr)	07971 336011
School Support Team – Manager (Pupil & Governor & Admissions) (Swansea Council)	Clare Abraham	n/a	07557 197167

Social Services – Early Help Hub	Virginia Todd	01792 635400	
Telephone System repair and maintenance.	Julian Elsey (Schools ICT Project Officer) Alun Hall (Voice Engineer)	n/a	07720 809042 (Julian Elsey) 07471 145391 (Alun Hall)
Platform Counsellor	Claire McMillan	n/a	01792 763350 07385 668038
Transportation	Cath Swain/Barrie Gilbert	01792 636330	07775 221454

Security and Cleaning Contractors

CHUBB Fire and Security Ltd. (Intruder Alarm Contractor – see keyholder list)
Cardiff Branch, Unit F1, Southpoint Industrial Estate, Foreshore Road, Cardiff CF10 4SP.
Central Station: [0344 879 1770](tel:03448791770)
Option 1 (Leicester to
log a call)

Password - **Copues**

Main Office [0344 879 1738](tel:03448791738)

Keith Thomas

Cardiff Office [0344 879 1738](tel:03448791738)

Option 6 (Cardiff branch
office)

Securus. (Intruder Alarm Contractor – see keyholder list)
Unit A, Ground Floor, Phoenix Way, Garngoch Industrial Estate, Gorseinon, Swansea, SA4 9NW

Mr Darran Day [01792 561111](tel:01792561111)
Service Manager

DarranDay@securusgroup.co.uk

Authority approved contract holder for static guards

P.S.M. Ltd [01792 701011](tel:01792701011) (24hrs)
[01792 646440](tel:01792646440)
(Mon-Fri 8.30-4.30)

Mobile Response Operative:
[07971 336011](tel:07971336011) (Any time)

Authority approved contract holder for key holding
P.S.M Ltd (Professional Security Management) – [01792 701011 \(24 Hr\)](tel:01792701011)
[01792 646440 \(Mon-Fri 8.30-4.30\)](tel:01792646440), Mobile Response Operative:
[07971 336011 \(Any time\)](tel:07971336011)

Cleaning Services – Cleaning /Dehumidifiers (Following a Flood)

Hydro Steam Genie

[01792 463181](tel:01792463181)

A.S Evans Cleaning and Maintenance

[01792 809523](tel:01792809523) / [07866 313017](tel:07866313017)

**Schools in the Area (Potential source of support in the event of an emergency
from any other schools in Swansea)**

School name	Contact details	Contact number
Pentrehafod Comprehensive	Mrs Lisa Carroll	01792 410400
Brynhyfryd Primary	Mrs J Dunn (Executive Head)	01792 483870
Burlais Primary	Mr M Thompson	01792 652350
Clwyd Primary	Mr S Brown	01792 588673
Gwyrosydd Primary	Mrs A Edwards	01792 797117
Hafod Primary	Mr T Barnard-Dadds	01792 461356
Waun Wen Primary	Mrs C Nicklin	01792 651010

School Data

This information is correct as at 14/11/25

See Appendix A

Number of School Teaching Staff	12
Number of School Associate Staff	14

See Appendix B

School Year 2025/26	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Number of pupils in each year group including STF classes	AM 23 PM 7	22	29	31	27	25	23	22

Key Services That Must Be Maintained

Essential Functions [State any critical times of year]	Statutory Duties [Include timeframes]	Essential resources / staff needed
School attendance recording	Daily record taken – stored electronically using BROMCOM	1 staff member (Attendance Officer)
Financial management	Record kept of invoices paid & pending – weekly update – stored electronically using BROMCOM	1 staff member (Admin Staff)
Continuity of Learning	Daily – Monday to Friday during term time	In the event of on-site provision being disrupted for extended periods, schools should use their Continuity of Learning policies developed during the Covid restrictions. Premises and / or blended learning resources.
Vulnerable Learners and Wellbeing	The school must identify children who should attend school due to their vulnerability, and make arrangements for a child identified as vulnerable to attend school premises for the purpose of education if safe to do so, on the third consecutive day of closure and any subsequent school days of the closure . If attendance on premises would cause additional risk to the learner e.g. for those who may be required to shield or because the buildings are not safe, then a remote check in mechanism should be in place. <ul style="list-style-type: none"> • all children and young people must be safe, seen, heard, nurtured and developing. • In these circumstances schools should work together with local authorities to identify those vulnerable learners who should attend school • the decision should consider the impact of any restrictions on the child 	Premises and staff sufficient to support the number of vulnerable pupils. In the immediate short term, consideration may be given to check-ins with those pupils, if suitable premises are not immediately available. This would require sufficient staff to undertake the check-ins.

Essential Functions [State any critical times of year]	Statutory Duties [Include timeframes]	Essential resources / staff needed
	<p>or young person's emotional, mental and physical health, and educational development;</p> <ul style="list-style-type: none"> • the decision should consider how risks of not attending school could be mitigated through the most appropriate support for the child or young person; • the decision should consider those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study) • the decision should take account of the views of the child or young person and their parents/carers, so their needs can be understood and delivered through the most appropriate support; • children and young people should be prioritised for support according to decisions about their risks and benefits; • parents and carers should be informed of the decision; • the risks to children and young people should be regularly reviewed and monitored on a multi-agency basis. • there will be a Single Point of Contact in the Education Directorate and Child and Family Services which can be accessed via Lisa Collins, Education Child Protection and Safeguarding Officer. • any immediate child protection concerns should always be reported to IIAA 635700. Early Help Hubs can also provide advice and guidance for families in need of support 01792 635400 	
Provision of Free School Meals	The council will provide for free school meal children if they are unable to attend school for an extended period of time.	Dependent on whether this is a payment or a meal. Catering staff, facilities (maybe serviced from another school), delivery staff and transport. If payments are to be made, list of those pupils entitled, bank account details and IT & Finance support.
Inventory	The school must keep a current inventory of equipment as per Accounting Instructions. The inventory should be kept electronically and/or off site.	

Essential Functions [State any critical times of year]	Statutory Duties [Include timeframes]	Essential resources / staff needed
	This is particularly important if insurance claims are needed to replace equipment.	
Provide Childcare - FS	Provision of childcare	1 childcare worker per 4 children as stated by CIW

Decision Making Process

School Buildings Not Available/Accessible

The decision-making process should consider not exclusively;

Objective	Actions/Considerations
1. Establish the current situation	<ul style="list-style-type: none"> • What has happened? • When did it occur? • Are the Emergency Services informed/on-site if applicable? • Is there access to the site? • How potentially serious is it? • Are there any casualties? If so, details? • Is there a Health and Safety risk to pupils? • Who else has been informed? See the sequence of events relating to potential school closure and for contacting staff, parents / carers & media at the start of this plan. • Are the IT systems and services still running? • Can the school/site be opened the next day to pupils, what is the timescale of a potential closure? • Is the closure likely to be longer than a week and is alternative accommodation required? • Is the issue relating to staffing levels? • Can a blended learning approach be implemented in the short term for some/all pupils? • Considering above can some staff work from home? • Who needs to visit the site/provide support eg Corporate Building Services, Health and Safety, Education? • Does the site need to be secured/emergency work? • Does the site need overnight security guard protection? • In the event of a closure, how can free school meals be provided? • Can you access the inventory of equipment? • What are the implications for transport? • Which members of the school staff are suitably trained e.g. premises management?
2. Decide whether the Business Continuity Management Plan should be invoked? The decision will be based upon the information provided	<ul style="list-style-type: none"> • How quickly can the school re-open in part/full? • Prevailing weather conditions • Is the issue related to an external incident?

consideration should be given to:	<ul style="list-style-type: none"> • If the decision is made not to invoke the plan, continue to monitor the situation until such time as normal access is granted to the disrupted location.
3. Communicate	<ul style="list-style-type: none"> • IF EVACUATION IS NEEDED – Follow site evacuation plan considering pupil, staff and visitor safety. • Keep staff informed at Assembly Points until a decision has been made about whether the building is likely to become available again soon. • If a closure/part closure is required is required follow the sequence of events relating to potential school closure and for contacting staff, parents / carers & media at the start of this plan. • Engage Education Directorate support and technical experts

In the event that the school site, building, or parts of the building, are unusable, then the school may have to relocate in part or as a whole to an alternative venue. In the short term, if a whole school is affected, it may not be possible for alternative accommodation to be provided immediately. It may therefore be that a mixed approach is considered for example blended learning, with face to face learning for pupils in exam years and vulnerable pupils etc.

Please identify in the table below local venues that may be a possible option for consideration as a possible alternative location for some or all pupils. **In the event that the business continuity plan is activated, a detailed appraisal of options will then be undertaken, by the Education Directorate and in consultation with the school, technical and other experts.**

Venue/Location	Possible use	Contact Details
Pentrehafod Comprehensive School	A nearby school may be able to share facilities for a larger number of pupils	01792 410400
Burlais Primary School	“	01792 652350
Hafod Primary School	“	01792 461356
Swansea.com Stadium	May be able to provide facilities for a larger number of pupils	01792 616400

Critical Response Steps – to be undertaken by the School and Education Directorate in consultation with subject matter experts

Table 1 : Immediate response to incident School building(s) not available/accessible/staffing levels reduced to an unsafe level [Pupils to stay at home]					
Activity	Positive Outcome	Feasibility Work	Risk	Timeframe	Cost
<ul style="list-style-type: none"> ▪ Inform parents and the media in the interest of the H&S of pupils and staff, the site would be closed ▪ Inform other users of the site ▪ Inform local police & other stakeholders ▪ Contact examinations boards if necessary. ▪ Base established for Education Officers, SLT and experts to meet and organise emergency planning ▪ Site made safe ▪ Scope immediate options to deliver essential functions 	Strong community relationships and extended families with the school would support this in the short term	<p>Blended learning options assessed</p> <p>Considering above can some staff work from home?</p> <p>Assess options to mitigate immediate disruption to examinations (if applicable)</p>	<p>Examination disruption.</p> <p>Child care difficulties for parents and carers</p>	Immediate	Dependent on the nature and extent of the cost.
Table 2 : Interim response to incident Establish a strategy to maintain educational provision and essential functions					
Activity	Positive Outcome	Feasibility Work	Risk	Timeframe	Cost
<ul style="list-style-type: none"> ▪ Implementation of blended learning strategy / home working ▪ Implementation of immediate strategy to mitigate examination disruption ▪ Establish a likely timeline for the potential for the school building(s) to re-open to pupils ▪ Consider what provision is required for all vulnerable pupils and, Y10, 11, 12 and 13 pupils ▪ Consider what options should be considered for the provision of Free School Meals, in discussion with the Education Directorate ▪ Review of risk assessments ▪ Working with the Education Directorate, exploration of options for temporary 	<p>Continuity of the curriculum</p> <p>Avoidance of examination disruption</p> <p>Support for free school meals</p>	<p>Assessment of the extent of works to enable a return to site</p> <p>Are part of the buildings able to be used for vulnerable and exam aged learners?</p> <p>Appraisal of food bags/payment options for FSM</p>	<p>Pupils, staff and parent / carer confidence in the business continuity plan</p> <p>Addressing safeguarding and compliance issues for any alternative accommodation</p> <p>Timeline and costs of delivery of accommodation options</p>	Within one week	Business Continuity Plan/ Insurance

accommodation		Assessment of feasibility and cost/ benefit analysis of alternative accommodation / demountable provision and impact on; *staffing *transport costs *catering and *cleaning			
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Table 3: Short term response to incident_Preparation of temporary accommodation eg community accommodation / shared with other school(s) / demountables on site

Activity	Positive Outcome	Feasibility Work	Risk	Timeframe	Cost
<ul style="list-style-type: none"> School building(s) re-opens to pupils or Finalise arrangements / procurement processes / undertake works / to; facilitate a return to the school site and / or prepare and occupy temporary accommodation Implement strategy as necessary for the provision of Free School Meals (after one week) Implement strategy for provision for all vulnerable pupils and, Y10, 11, 12 and 13 pupils (within one week) 	<p>Opportunity for face to face learning for vulnerable and exam pupils as a minimum.</p> <p>All key functions operating within one week</p>	Extent of temporary accommodation requirements may depend on the timescale it is required and so a phased strategy may be a possibility /appropriate	<p>Transport issues</p> <p>Management of staff Resources and equipment</p> <p>Loss of teaching and learning time due to travelling</p>	Within 3 – 4 weeks, With the possibility of more substantial accommodation being available within 4-6 weeks	Business Continuity Plan / Insurance *Travel *Premises *Transport *Materials and resources *catering and *cleaning

Table 4: Long term Planning_Extended (longer term) options					
Activity	Positive Outcome	Feasibility Work	Risk	Timeframe	Cost
<ul style="list-style-type: none"> If required, appraisal of options for longer term solution 	Long term solution for the school	Strategic review of options RIBA (Royal Institute of British Architects) Stage 1 Feasibility Cost planning Finance options including insurance	Expectations of stakeholders needs to be carefully managed Costs associated with suitable temporary accommodation Storage of school resources and equipment	2-3 years	Insurance / capital programme Potential revenue implications

IT Systems / Voice Networks / Key Data Disrupted

Objective	Actions / Considerations
1. Confirm the nature of the disruption	<ul style="list-style-type: none"> • What has happened? • When did it occur? • Which systems and/or services are affected • How potentially serious is it? • What is the estimated duration of the problem? • Who else has been informed (Chair of Governors, Education Directorate)?
2. Decide whether the Business Continuity Management Plan should be invoked. The decision will be based upon the information provided consideration should be given to:	<ul style="list-style-type: none"> • How long systems will be unavailable • Whether the systems affected are required to support the Essential Functions • Whether the area is currently responding to external incident • Inform staff that the Business Continuity Management Plan is being invoked or put staff on standby or invoke agreed manual systems to ensure that the Essential Functions can continue. • If the decision is made not to invoke the plan, continue to monitor the situation until such time as normal service is resumed.
3. Enter Specific actions or considerations if the disruption is due to non-availability of IT systems / Voice networks / key data	<ul style="list-style-type: none"> • Please log a call via the ICT Service Desk portal on the following link: https://servicedesk.swansea.gov.uk/ or via email: ict.servicedesk@swansea.gov.uk. The link to the portal also works on a mobile phone or non-corporate device. Please keep a note of this link separately in case of emergencies. • Contact the IT helpdesk on 636900 or via Assyst • If issue is localised and there is unlikely to be an imminent solution, inform the Education Directorate. • Inform colleagues when systems are available again. • In cases where data storage is lost or damaged, arrangements will be made via ICT to restore data from backups once hardware is repaired. • Instigate alternative / manual work around systems • Engage Education Directorate support and technical experts

Staffing Levels Reduced

Objectives	Actions / Considerations
<p>1. Confirm the nature of the disruption</p>	<ul style="list-style-type: none"> • What has happened? • When did it occur? • Who and how many are affected? • How potentially serious is it? • What is the estimated duration of the problem? • Who else has been informed? See the sequence of events relating to potential school closure and for contacting staff, parents / carers & media at the start of this plan.
<p>2. Decide whether the Business Continuity Management Plan should be invoked.</p> <p>The decision will be based upon the information provided consideration should be given to:</p>	<ul style="list-style-type: none"> • How long staff will be unavailable • Are the reduced staffing levels posing a health and safety risk, or is there the potential for that to be the case / and /or for them to be under the minimal staffing levels required to operate the school? • Whether the area is currently responding to an external incident • Inform staff that the Business Continuity Management Plan is being invoked or put staff on standby or invoke agreed alternative systems to ensure that the service can continue to operate. • If the decision is made not to invoke the plan, continue to monitor the situation until such time as normal service is resumed.
<p>3. Enter Specific actions or considerations if the disruption is due to non-availability of key staff</p>	<ul style="list-style-type: none"> • If a closure / part closure is required is required follow the sequence of events relating to potential school closure and for contacting staff, parents / carers & media at the start of this plan. • Consider options for blended learning for some or all pupils. • Considering above can some staff work from home? • Identify and plan for appropriate provision for vulnerable pupils – see essential functions. • Engage Education Directorate support

Other Resources / Utilities

Objectives	Actions / Considerations
<p>1. Confirm the nature of the disruption.</p>	<ul style="list-style-type: none"> • What has happened? • When did it occur? • Who and how many are affected? • How potentially serious is it? • What is the estimated duration of the problem? • Who else has been informed? See the sequence of events relating to potential school closure and for contacting staff, parents / carers & media at the start of this plan.
<p>2. Decide whether the Business Continuity Management Plan should be invoked.</p> <p>The decision will be based upon the information provided consideration should be given to:</p>	<ul style="list-style-type: none"> • How long resources will be unavailable • Whether the resources affected are required to support the essential functions • Whether the area is currently responding to external incident • Inform staff that the business Continuity Management Plan is being invoked or put staff on standby or invoke agreed manual systems to ensure that the service can continue to operate. • If the decision is made not to invoke the plan, continue to monitor the situation until such time as normal service is resumed.
<p>3. Enter Specific actions or considerations if the disruption is due to non-availability of key resources</p>	<ul style="list-style-type: none"> • Arrangements to hire / borrow / purchase replacement resources from suppliers other departments or mutual aid with other schools. • Engage Education Directorate support and technical experts

School Business Continuity Inventory

Equipment Inventory

See Appendix C

School Essential Information Storage and Access

Think about the school's data and how and where it is stored and how it is and could be accessed, for example in the event the school building was not accessible, or if IT systems were affected.

Data	Users requiring access	Data format *	Location	Backed up?	Where is the back-up held?
Pupil information & contact details	Head teacher and Deputy Headteacher Office staff	BROMCOM	School Office	Yes	Backed up daily onto the local authority network
Staff contact details	Head teacher and Deputy Headteacher Office staff	BROMCOM	School Office	Yes	Backed up daily onto the local authority network
Attendance records	Head teacher and Deputy Headteacher/ Office Staff	BROMCOM	School Office	Yes	Backed up daily onto the local authority network
Financial records	Head teacher and Deputy Headteacher/ Office Staff	Saved on HWB	Hwb	Yes	With PSO
School Business Continuity Plan	Headteacher and SLT, Education	Saved on HWB	<u>Schools</u>	Yes	HT's home computer

	Directorate,		<u>Emergency Response Plan</u>		
School Continuity Of Learning Policy	Headteacher and SLT, Education Directorate,	Saved on HWB	Hwb	Yes	HT's home computer

Appendix B Class Details

Class	Total	Break down
Flying Start	12 (am) 12(pm)	10 (am) 12(pm)
Nursery	30	AM – Nursery= 23 PM- Nursery = 7
Reception	22	Rec= 22
Year 1	29	Y1 = 29
Year 2	31	Y2 = 31
Year 3	27	Y3= 27
Year 4	25	Y4 = 25
Year 5	23	Y5= 16
Year 6	22	Y6 = 22
Total	202	
Total FTE	187	
	FS: 22 Nursery: 30 Lower Phase: 82 Upper Phase: 90	

Appendix A Register of School Staff

<u>Name</u>	<u>Post</u>
Lucy Saunders	Headteacher
Nicola Morgan	Deputy Head/ALNCo
Sarah Rengozzi	Teacher
Gareth Tregembo	Teacher
Amy Pass	Teacher
Emily Meredith	Teacher
Christie Sadler	Teacher
Catrin Kingston	Teacher
Amanda Troy	PPA Teacher
Ben Wolsey	Teacher
Ben Matthews	Teacher
Louise Mabbett	Teacher

<u>Name</u>	<u>Post</u>
Vicky Sansom	Attendance Officer
Helen Davies	Well-being Officer
Megan Robini	Teaching Assistant
Carriann Coles	Teaching Assistant
Kirstie Riordan	Teaching Assistant
Kayleigh Davies	Teaching Assistant
Helen Mayers	Admin Assistant
Gemma Femandell	Admin Officer
Sarah Morgans	Care Taker
Victoria Kenwood	Teaching Assistant
Joanne Simeone	Teaching Assistant
Katie Davies	Teaching Assistant
Elisa Profka	Teaching Assistant
Kelly Norman	Teaching Assistant
Sarah Price	Teaching Assistant
Jemma Morgans	Teaching Assistant
Suzanne Davies	Teaching Assistant
Rebecca Stevens	Teaching Assistant
Nicola Edwards	Teaching Assistant

<u>Name</u>	<u>Post</u>
Kate Dummett	Acting Flying Start Manager
Lorna Shaw	Acting Flying Start Deputy Manager
Elisha Durnell	Childcare worker
Roshan Begum	Childcare worker
Katie O'Donnell	Childcare worker
Jodie Donovan	Childcare worker

Appendix C Equipment Inventory

Held in our Financial Monitoring File

Appendix D Inclement Weather – detailed guidance

Inclement Weather

During periods of inclement weather, the decision to close the school remains the decision of the Headteacher but before making a decision to close your school you will obviously need to refer to your emergency procedure plan which should include a plan for inclement weather. You can also look at the guidance issued by Welsh Government: [Opening schools as well as childcare and play settings in extreme bad weather and extreme hot weather \[HTML\]](#) [GOV.WALES](#)

Pre planning

- If there are indications of poor weather, you will receive weather updates via email. Information is also available from www.metoffice.gov.uk.
- Ensure you have up-to-date information on staff and pupil contact numbers.
- Ensure you have the appropriate equipment; grit/rock salt can be purchased from the DLO (<https://staffnet.swansea.gov.uk/grittingorderstaffnet>) in bags which can be stored for future use. These can be decanted into smaller containers by the caretaker and dispersed along entrances the night before snow or frost (if forecast).
- If there are severe weather warnings, you may wish to advise parents that the school **may** need to close. However, this may encourage parents not to send children to school when they could attend. This is a fine judgement.
- Please ensure that wherever possible you have a designated person to answer the phone.
- Consider which staff will be able to attend; those who live closest and could walk if unable to use their cars.
- You may wish to seek advice from staff who arrive first at school in respect of safe access, lighting, heating, etc (e.g. caretaker/site manager).

On the day

- At an early stage you will have to make a risk assessment based on a number of factors and without at that stage knowing how the weather will progress during the day. **If at all possible, the school should remain open, and if the school isn't open to pupils, it should remain open for the staff who are able to attend.**
- The fact that you may not be able to offer the full curriculum or that pupils may not be able to be taught by their usual teachers should not be a reason for closing the school.
- If the school does remain open, past experience shows that there will be a significantly reduced number of pupils attending and therefore this needs to be taken into consideration when assessing safe staff/pupil ratios.

You will need to consider:

Will catering be available? Are buses running? – schools where many pupils travel to school by bus will have very reduced numbers if the buses do not run, but this does not mean staff who can attend should not.

Is the site safe?

If conditions worsen will pupils be able to return home safely and how will you notify parents? This is probably the most difficult assessment.

Should it be necessary, in the interests of pupil welfare, to close your school because of extreme weather conditions, please do as follows:

1. **E-mail** education@swansea.gov.uk (any time after 6am) stating:
 - i) Name of School; and
 - ii) Decision being made

We will be publishing the information received on the Council's website (www.swansea.gov.uk).

Please also remember to inform your Chair of Governors.

2. Publish through parent text platform (if available).
3. If the decision to close the school is taken during the school day please email your decision to education@swansea.gov.uk.

Absence Codes

If school have a full school closure, then all the pupils would be block marked as the 'Y' code under WG codes guidance 2010 by way of a "system wide" entry for the whole school and applying the enforced closure to all pupils in the school.

If the school is open then the headteacher must ascertain if the pupil is able to attend or not, considering geographical area and the ability of the majority of pupils being able to attend. If there is enough staff to ratio then they should be marked with the correct WG attendance code such as present or unauthorised 'O' code as they are not prevented from attending the school due to the inclement weather.

Any pupils who are unable to attend due to Local Authority transport not being available should also be coded Y.

Name	Title	Phone	email
Rhodri Jones	Head of Achievement and Partnership	07525 217943	education@swansea.gov.uk
School and Governor Unit	General Number	636550	education@swansea.gov.uk

Staff Absence

As far as staff are concerned, the Leave of Absence Regulations for Teachers are specific and are outlined in Section 5, Paragraph 6 of the Leave of Absence Regulations in the Personnel Guidelines.

With regard to other staff, however, the issue of whether paid leave of absence is available will be dependent upon individual circumstances and whether it is possible to attend the normal place of work because of severe weather. Any cases of doubt should be referred to Education HR who will be happy to advise on individual circumstances.

