BUSINESS CONTINUITY POLICY

Pattishall CE Primary School
(Aligned to West Northamptonshire Council & Ofsted Expectations)

1. Policy Statement

Pattishall CE Primary School is committed to maintaining the **continuity of education, safeguarding, and statutory duties** in the event of a major incident that results in the school premises or physical assets being destroyed or rendered unusable.

This policy ensures that the school meets its responsibilities to pupils, staff, parents, and the wider community in line with:

- **West Northamptonshire Council (WNC) guidance**
- **The Ofsted Education Inspection Framework**
- Statutory safeguarding, health and safety, and data protection requirements

2. Purpose

The purpose of this policy is to:

- Ensure learning continues with minimal disruption
- Maintain effective safeguarding and welfare arrangements
- Provide clarity of leadership and decision-making
- Meet statutory and inspection expectations during disruption
- Support recovery and a safe return to normal operations
- Support recovery or replacement of buildings, equipment and assets

3. Scope

This policy applies to:

- **155 pupils** across **7 primary classes**
- All teaching, support, leadership, and administrative staff

- Core school operations including SEND, safeguarding, attendance, and pastoral support

This policy applies where the school site is unavailable due to:

- Fire, flood, or structural failure
- Environmental hazards
- Loss of utilities
- Serious vandalism or malicious damage
- Any incident preventing safe occupation of the premises

4. Statutory and Inspection Context

This policy reflects expectations set out in:

- The Education Act
- **Keeping Children Safe in Education (KCSIE)**
- Health and Safety at Work legislation
- **UK GDPR**
- **West Northamptonshire Council Business Continuity and Emergency Planning guidance**
- **Ofsted Education Inspection Framework**, particularly:
  - o Quality of Education
  - o Behaviour and Attitudes
  - o Personal Development
  - o Leadership and Management

5. Roles and Responsibilities

5.1 Headteacher

The Headteacher will:

- Act as Business Continuity Lead
- Activate this policy and associated plans
- Liaise with WNC, emergency services, governors, and insurers
- Ensure statutory duties continue to be met

In the absence of the Headteacher, the Senior Leadership Team will assume the role.

5.2 Continuity Management Team (CMT)

Role	Key Responsibilities
Deputy Head / Phase Leader	Curriculum continuity and quality assurance
School Business Manager	Finance, insurance, contracts, premises
Designated Safeguarding Lead (DSL)	Safeguarding oversight and reporting
ICT Lead	Remote learning platforms and data security
Admin Lead	Communication, attendance, record management

6. Incident Response

6.1 Immediate Response

- The safety of pupils and staff is the highest priority
- Emergency services will be contacted where required
- The site will remain closed until deemed safe
- West Northamptonshire Council and the Governing Body will be informed

6.2 Communication

Clear and timely communication will be provided to:

- Parents and carers
- Staff
- Governors
- External agencies

Methods may include:

- Class Dojo app
- ParentMail Email
- School website and approved social media

7. Continuity of Education

In line with Ofsted expectations, learning will be:

- **Planned, structured, and sequenced**
- Aligned to the **intended curriculum**
- Adapted to meet pupils' **age, SEND, and vulnerability**

All planning is stored on Microsoft Office 365 and can be accessed remotely.

7.1 Short-Term Disruption (1 – 10 days)

- Immediate implementation of remote learning
- Daily learning activities for each class
- Paper learning packs where digital access is limited

7.2 Medium-Term Disruption (2 – 12 weeks)

- Temporary accommodation sourced in liaison with WNC / Pattishall Parish Hall
- Blended learning models introduced if appropriate
- Priority face-to-face provision considered for vulnerable and SEND pupils

7.3 Long-Term Disruption (3 months+)

- Curriculum adaptation to ensure progression and coverage
- Monitoring of teaching quality by senior leaders
- Regular review of arrangements

8. Safeguarding and Pastoral Care

Safeguarding remains a **core priority** at all times.

- The school's Safeguarding and Child Protection Policy remains fully in force
- The DSL retains oversight of all concerns
- Remote learning safeguarding protocols apply
- Regular welfare checks for vulnerable pupils
- All concerns recorded

9. Special Educational Needs and Disabilities (SEND)

- SEND provision will continue as far as reasonably practicable
- Individual plans reviewed and adapted
- Reasonable adjustments made to ensure accessibility
- SENCo liaises with external professionals as required

10. Staffing Arrangements

- Staff expected to continue working unless advised otherwise
- Flexible and remote working arrangements may be implemented
- Temporary redeployment may occur
- Staff wellbeing actively supported

11. ICT and Data Protection

- Cloud-based systems prioritised – Microsoft 365, CPOMS, ParentMail, Class Dojo, Tapestry, SIMs, iTrent
- Pupil and safeguarding records protected – CPOMS is an online system, available remotely
- UK GDPR compliance maintained
- Data breaches reported to our DPO at Plumsun

12. Finance and Insurance

- Insurance claims initiated promptly
- Emergency expenditure authorised by Headteacher or Governing Body
- Payroll continuity prioritised
- Additional funding explored if required

13. Recovery and Review

- Regular review of continuity arrangements
- Phased return to normal operations
- Post-incident evaluation completed
- Lessons learned inform future planning

14. Monitoring and Review

- Reviewed **annually**
- Reviewed following any major incident
- Responsibility lies with the Headteacher and Governing Body

15. Approval

- Reviewed **annually**
- **Pending approval February 2026**

APPENDIX A: REMOTE LEARNING PROTOCOLS

(Ofsted-Aligned)

A.1 Principles

Remote learning will:

- Reflect curriculum intent
- Be planned and sequenced
- Promote engagement and wellbeing
- Be accessible to all pupils

A.2 Delivery

- Approved platforms only
- Daily learning activities per class
- Clear expectations for pupils and parents
- Age-appropriate workload

A.3 Engagement and Feedback

- Engagement monitored regularly
- Feedback provided in line with school policy
- Senior leaders review consistency and quality

A.4 Safeguarding

- Staff Code of Conduct applies
- No unsupervised 1:1 video calls
- Concerns reported immediately to DSL
- Online behaviour expectations shared

A.5 Access and Inclusion

- Paper packs provided where needed
- SEND provision adapted
- Vulnerable pupils receive regular contact

APPENDIX B: RISK REGISTER

(Business Continuity)

Risk	Likelihood	Impact	Mitigation / Control Measures	Responsible
Loss of school building due to fire or flood	Low	High	Insurance in place; remote learning plan; alternative accommodation identified	Headteacher
Loss of access to ICT systems	Medium	High	Cloud-based backups; ICT lead oversight; paper learning packs	ICT Lead
Inability to deliver curriculum	Medium	High	Remote learning protocols; curriculum prioritisation	Deputy Head
Safeguarding risks during disruption	Low	High	DSL oversight; welfare checks; safeguarding protocols	DSL
Disengagement of vulnerable pupils	Medium	High	Priority contact; face-to-face provision where possible	SENCo / DSL
Staff unavailability	Medium	Medium	Flexible deployment; blended learning	Headteacher
Data breach or loss of records	Low	High	GDPR-compliant systems; reporting procedures	ICT Lead
Financial pressure following incident	Medium	Medium	Insurance claims; emergency funding; governor oversight	SBM

Risk Register reviewed: Annually and following any major incident
Reported to: Governing Body and WNC where required