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## Section 1: BIA INFORMATION AND DOCUMENT CONTROLS

<b>Date of BCP</b>	<b>May 2013</b>
<b>Unique BCP Reference Number</b>	01
<b>Version number &amp; type (e.g. draft, final etc)</b>	Draft 1.0
<b>File path/location</b>	Sec computer/ W Drive/ policies from October 12
<b>Date of BCP Review</b>	October 2015

### Details of Staff Involved in BIA Process




<b>Name</b>	<b>Role</b>	<b>Tel</b>
Esther Bland	Head teacher	07889827148
Karen Johnson	Finance Officer	07920042996
Debbie Holland	Chair of Governors	07429226343
Rebecca Abbey	Chair of Premises	
Paul Marrow	Caretaker	07931952541

### DOCUMENT CONTROL

## BCP SIGN OFF

<b>Date</b>	<b>Revision/Amendment Details &amp; Reason</b>	<b>Author</b>
20 <sup>TH</sup> Oct 14	Name changes to staff and contactor dates	RA/KJ
<b>Are any changes expected in the service that might impact on the BIA data?</b>		<b>If Yes, please give further details</b>
<b>Name and Title of Officer signing off BCP:</b>		
<b>Signature</b>		<b>Date</b>

## Section 2: SCHOOL CONTACT INFORMATION

<b>2.1 Name of School</b>	<b>MOTTRAM CE PRIMARY SCHOOL</b>
<b>2.2 Name of Head:</b>	MRS ESTHER BLAND
	 <b>07889827148</b>
<b>2.3 Alternative School Contact 1:</b>	KAREN JOHNSON
Job Title: Finance Officer	 <b>07920042996</b>
<b>2.4 Alternative School Contact 2:</b>	MR PAUL MARROW
Job Title:	 <b>07931952541</b>

## Section 3: SERVICE STRUCTURE

### 3.1 Objectives & Obligations

These are the core strategic objectives, which the service **has** to achieve. In addition to this there are the legal, regulatory and contractual obligations, which could be imposed on you by external third parties or legal agreements. There may not be a large number of these.

	Objectives/Obligations
1	Provide Education
2	Care & Safety of Children, Staff and Public.
3	Provision of meals
4	Community use of Facilities
5	
6	
7	
8	
9	
10	

### 3.2 Structure Chart

Please insert current departmental/organisational structure chart, (if available) to identify services provided within the area.

Teaching Service  
IT Services  
Facilities Provision  
Senior Management  
Administration Service  
Health & Safety Service  
Premises Management Service (Caretaker, Cleaners etc)  
Safeguarding Service  
Catering Service  
Welfare Service  
Before & After School Clubs  
Out of School Activities  
Signposting to Children's Services  
Hire of Premises

## 4.0 Activity Analysis

To allow a full analysis of the business undertaken by your service, a review of all activities carried out must be undertaken.

### Maximum Tolerable Period of Disruption and Recovery Time Objective Considerations

It will be necessary to identify the maximum length of time your area can manage a disruption to each of its key services, without threatening the area's viability either by meeting strategic objectives, financially or reputationally. This is known as the Maximum Tolerable Period of Disruption (MTPD).

Seasonality may affect the MTPD. As examples, a financial year-end may reduce the tolerable outage for some activities, as could election times and weather specific times of the year may reduce the tolerable outage for a range of functions within the organisation.

Next consideration will have to be given to setting the point in time at which each of the key services would need to be resumed to a pre-determined minimum level in the event of a disruption. Recovery Time Objective (RTO). When determining the RTO you should consider allowing a margin for any unforeseen difficulties to recovery to the minimum level.

<b>24 hours</b>	<b>24 to 48 hours</b>	<b>up to 1 week</b>	<b>up to 2 weeks</b>	<b>1 month plus</b>
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Using the above scale as a starting point for each identified activity with an Impact Category 3 or above. Consider at what point will the loss of that activity would start to become critical and would have an impact on the service objectives/reputation etc. This will indicate the MTPD. Then within that period consideration needs to be given to indicate the priority timescale for re-instating the activity to a minimum level to maintain an accepted level of service (RTO).

## Impact Assessment

Category	Potential or real impact assessment
<b>Negligible (1)</b>	<ul style="list-style-type: none"> <li>• Minor internal disruption to the department</li> <li>• No specialist personnel issues</li> <li>• Activity recovered within 30 days</li> <li>• No injuries beyond 'first aid' level</li> <li>• No significant disruption to service capability</li> <li>• Unlikely to cause any adverse publicity</li> <li>• Low impact on a strategic objective</li> <li>• Low impact on an operational objective</li> <li>• Can be easily remedied</li> <li>• Low stakeholder concern</li> </ul>
<b>Marginal (2)</b>	<ul style="list-style-type: none"> <li>• Minor impact on the performance of the department</li> <li>• Activity to be recovered within 14 days</li> <li>• Potential for complaints from individuals</li> <li>• Adverse local publicity</li> <li>• Litigation to be expected</li> <li>• Breaches of the law punishable by fines only</li> <li>• Minor disruption to the achievement of a strategic objective</li> <li>• Minor disruption to the achievement of an operational objective</li> <li>• Creates minor stakeholder concern</li> <li>• Minor injury to an individual or several people</li> </ul>
<b>Significant (3)</b>	<ul style="list-style-type: none"> <li>• Internal performance disruption on one or more departments; department may require assistance from one another</li> <li>• Activity must be fully recovered within 7 days</li> <li>• Potential for adverse local publicity in an ongoing nature</li> <li>• Potential for significant injuries or ill health</li> <li>• Short-term loss disruption of service capability</li> <li>• Needs careful public relations</li> <li>• High potential for complaint, litigation possible</li> <li>• Breaches of regulations/standards</li> <li>• Delays the achievement of a strategic objective</li> <li>• Delays the achievement of an operational objective</li> <li>• Creates moderate stakeholder concern</li> <li>• Severe injury to an individual or several people</li> </ul>
<b>Essential (4)</b>	<ul style="list-style-type: none"> <li>• Significant impact on the performance of several departments</li> <li>• Full recovery must occur within 48 hours</li> <li>• Potential for adverse national publicity or local publicity on a persistence nature affecting the local community</li> <li>• Potential for fatality of one or more or serious injury to several people</li> <li>• Litigation to be expected</li> <li>• Major delay in the achievement of a strategic objective</li> <li>• Major delay in the achievement of significant operational objective(s)</li> <li>• Significant delays in recovery</li> <li>• Creates significant stakeholder concern</li> </ul>
<b>Crucial (5)</b>	<ul style="list-style-type: none"> <li>• Inability to meet critical service level demands</li> <li>• Activity would rely on external mutual aid</li> <li>• Recovery must occur within 24 hour</li> <li>• Potential for adverse national publicity or local publicity on a persistence nature affecting the local community</li> <li>• Potential for fatality of one or more or serious injury to several people</li> <li>• Potential for major claims which would be outside the insurance cover</li> <li>• Litigation almost certain and difficult to defend</li> <li>• Breaches of law punishable with imprisonment</li> <li>• Prevents the achievement of a strategic objective</li> <li>• Prevents the achievement of significant operational objective(s)</li> <li>• Creates major stakeholder concern</li> </ul>

#### 4.1 Activity Summary

Activity No	Impact Category <sup>1</sup>	Activity <sup>2</sup>	SPOF <sup>3</sup>	MTPD <sup>4</sup>					RTO <sup>5</sup>	Does the activity depend on, or influence the activities of other departments within the organisation or external agencies? If YES, list the departments <sup>5</sup>
				First 24 Hrs	24 to 48 Hrs	Up to 1 Week	Up to 2 Weeks	Up to 1 Month Plus		
1	5	Security of Premises	N	X					3 hrs	None
2	5	Safeguarding Provision	N	X					3 hrs	None
3	5	Supervision of Children at Lunchtime	N	X					3 hrs	None
4	5	Provision of Utilities	Y	X					1 hr	Parents
5	5	Cleaning of premises	N		X				24 hrs	None
6	5	Foundation Teaching	N			X			1 week	Parents
7	5	Key Stage 1 Teaching	N			X			1 week	Parents
8	5	Key Stage 2 Teaching	N			X			1 week	Parents
9	4	Provision of Health & Safety	N	X					1 hrs	None
10	4	First Aid Services	N	X					1 hrs	None
11	4	Senior Management of School	N		X				24 hrs	None
12	4	IT Service for education	N			X			5 days	None
13	4	Provision of Outdoor play areas	N					X	2 weeks	None
14	3	Business Administration	N	X					3 hrs	None
15	3	Before & After School Clubs	N					X	3 weeks	None



16	2	Maintenance of Premises	N							None
17	2	Provision of school meals	N							None
18	2	Provision of lunchtime activities	N							None
19	2	Signposting to children's services	N							None
20	2	Hire of Facilities	N							None
21	1	School Visits	N							None
22	1	After School Activities (Sport & Cultural)	N							None
23	1	After School Activities (Educational)	N							None
24										
25										
26										

<sup>1</sup> all activities should be impact assessed using the criteria in Section 2

<sup>2</sup> list activities with the most critical first in descending order

<sup>3</sup> are any of the activities regarded as a Single Point of Failure (SPOF)

<sup>4</sup> Recovery Time Objectives (RTO) should indicate the priority/timescale to restore a process to minimum service levels (for category 3, 4 or 5 activities only – the remainder can be left blank).

<sup>4</sup> Maximum Tolerable Period of Disruption (MTPD) should indicate the maximum time to manage a disruption without damaging (for category 3, 4 or 5 activities only – the remainder can be left blank).

<sup>5</sup> the Impact Assessment should take into consideration the effect on any interlinked departments or outside agencies

Activity No	SPOF <sup>1</sup>	Normal number of staff to carry out activity		Minimum number of staff required to start/maintain activity		Location	Specialist skills/ training required by staff	Can staff from outside the department support this activity and if yes, where from		Contingency Arrangements <sup>2</sup>
		Managers	Staff	Managers	Staff			Y/N	Dept/Organisation	
1	N		1 Teacher 1 Teaching Assistant	0	2 Teaching Assistants	Main School	Qualified Teachers & CRB Qualified Teaching Assistants Paediatric First Aid Qualifications	Y		Would contact Supply Agency or our own supply list for additional staff. Would also use Head & Deputy to assist. 2 staff within building have paediatric first aid qualification and 2 with First Aid at work
2	N		2 Teachers 2 Teaching Assistants	0	2 teachers	Main School	Qualified Teachers & CRB	Y		Would contact Supply Agency or our own supply list for additional staff. Would also use Head & Deputy to assist.
3	N	0	2 Teachers 2 Teaching Assistants	0	2 Teachers	Main School	Qualified Teachers & CRB	Y		Would contact Supply Agency or our own supply list for additional staff. Would also use Head & Deputy
5	N	0	1 office staff	0	1 Office staff	Main School	Member of Staff	Y	Any Member of Staff	Would ask appropriate member of staff to contact utilities company
Activity No	SPOF <sup>1</sup>	Normal number of staff to carry out activity		Minimum number of staff required to start/maintain activity		Location	Specialist skills/ training required by staff	Can staff from outside the department support this activity and if yes, where from		Contingency Arrangements <sup>2</sup>

		Managers	Staff	Managers	Staff			Y/N	Dept/Organisation	
6	N	0	1 caretaker	0	1 caretaker	Main School	Knowledge of Site Management	N	None	Contact relevant supplier/maintenance contractor to remedy
7	N	1 Head/1 Deputy Teacher	0	1 Head/1 Deputy Teacher	0	Main School	Teacher on the leadership spine	Y	Another school in local cluster	Would contact Jim Taylor's office and Alex Scott at the Diocese and arrange for a suitable placement. Details in Key Contacts.
8	N	1 Head Teacher	2 Office Staff	0	1	Main School	Knowledge of SIMS & FMS	Y	TMBC	Would contact TMBC for financial administrative assistance details in key contacts. Would also contact other schools in the local cluster for additional assistance.
10	N	1 Head Teacher	1 Finance Officer	1	0	Main School	Health & Safety Knowledge & Knowledge of SIMS & FMS	Y	Site Manager in H & S	Would use the Finance Officer and deputy to manage the health & safety provision.
Activity No	SPOF <sup>1</sup>	Normal number of staff to carry out activity		Minimum number of staff required to start/maintain activity		Location	Specialist skills/training required by staff	Can staff from outside the department support this activity and if yes, where from		Contingency Arrangements <sup>2</sup>
		Managers	Staff	Managers	Staff			Y/N	Dept/Organisation	
11	N	0	5 staff members	0	3 member of staff	Main School	Paediatric First Aiders Qualification & First Aiders at work qualification	N	None	Would contact Supply Agencies and request a Teaching assistant with a first aid qualification

12	N	1	1 Caretaker	0	0 Cleaners	Nursery & Main School	Appropriate Training for the role	N	None	Would contact Peter Douthwaite Cleaning Services TMBC to ask for assistance and would additionally, also contact the local cluster school for assistance. Details for both in key contacts.
13	N		1 caretaker		1 caretaker	Nursery & Main School	Appropriate Training for the role	N	CBS	Contact relevant supplier/ maintenance contractor to remedy
14	N	1 Head Teacher	1 caretaker	0	1 caretaker	Nursery & Main School	Knowledge of procedures and Alarm Codes/Systems.	N	ROC	Use an out of hours call out service for alarm response. Head would open and close the premises. External maintenance agreement for alarm system.
15	N	1 Head Teacher		0	1 Teacher	Main School	Knowledge of the Child Protection procedures	N	None	Role would be undertaken by the most senior member of staff in the school
Activity No	SPOF <sup>1</sup>	Normal number of staff to carry out activity		Minimum number of staff required to start/maintain activity		Location	Specialist skills/ training required by staff	Can staff from outside the department support this activity and if yes, where from		Contingency Arrangements <sup>2</sup>
		Managers	Staff	Managers	Staff			Y/N	Dept/Organisation	
16	N		3		3	Kitchen/h all	CRB check	Y	Catering	Speak to catering services
17	N		5 Mid Day Staff		3 Mid Day Staff	Nursery & Main School	CRB Checked	Y	All members of staff	Head and Deputy would assist. Then would ask teaching & support staff to assist and would send home a subsequent letter advising parents that children would have to be collected at lunchtime.

18	N		1		1	Main School	Child Care Qualification/ CRB Checked	Y	All members of staff	All After school activities are run by outside coaches would ask provider for replacement or cancel event and inform parents..
19	N	0	1	0	1	Main school)		Y	All members of teaching staff	Would use Deputy or learning Mentor to assist

<sup>1</sup> are any of these people regarded as a Single Points of Failure (SPOF)

<sup>2</sup> contingency arrangements should include any actions that can be implemented locally - i.e. relocation to other premises, transfer of work to other department, manual workarounds - whether agreed or identified as the potential for good practise.

### 4.3 Assets, Equipment and Premises

Activity No	SPOF <sup>1</sup>	Location/Premises	Location/Premises Owner <sup>2</sup>	Standard Equipment <sup>3</sup>		Contingency Arrangements <sup>4</sup>
				Normal	Minimum	
2	N	KS1	Chester diocese	chairs Tables 2 classrooms 7 pcs Learning resources Creative resources Interactive set	2 classrooms chairs tables	Would move the children into the hall/ library/ ark or into spare class rooms. Alternatively send the children home and request additional porta classroom. if none available would contact cluster schools for assistance. Details in Key Contacts.
3	N	KS2	Chester diocese	chairs Tables Per class room 2 classrooms 6 pcs Learning resources Creative resources Interactive set	Chairs Tables Per Class room 3 classrooms	Would move the children into the hall/ library/ ark or into spare class room. Alternatively send the children home and request additional porta classroom from TMBC. if none available would contact cluster schools for assistance. Details in Key Contacts.
5	N	Main School	TMBC	Heating & Electrical System. Water Pipe work	Heating & Electrical System. Water Pipe work	If utilities supply not available for a prolonged period, would contact Max Turton / Helen Loveridge office and organise a meeting to identify re housing of children. In the short term would speak to utilities company and identify how long unavailable and advise staff and parents.
6	N	Playgrounds	Chester diocese	EYFS outdoor classroom Junior Playground	EYFS outdoor classroom Junior Playground	If playground not available, children would be kept indoors until it was
Activity No	SPOF <sup>1</sup>	Location/Premises	Location/Premises Owner <sup>2</sup>	Standard Equipment <sup>3</sup>		Contingency Arrangements <sup>4</sup>
				Normal	Minimum	
7	N	Head's office	Chester diocese	1 Laptop 1 Landlines 2 xLockable filing cabinet	1 Desktop PC 1 Landline	Could work from home with VPN access to system. However can work from any other office in the building if necessary.

8	N	Secretary's School	Chester diocese	2 Desktop PC 1 landlines Lockable filing cabinet & cupboards	1 Desktop PC 1 landline	Can provide an emergency level of service from another office/room in the building.
10	N	Main School & Nursery	Chester diocese	None	None	Health and safety would be considered at all times for each area of the school. If premises not available security would be organised appropriately.
11	N	First Aid boxes	Each Classroom	One box in medical area & staff room One box for playground	One box	First Aid provision would always be a consideration and if one box was unavailable another would be used
12	N	Caretaker's room	Chester diocese	Cleaning Chemical & Cleaning Equipment	Cleaning Chemical & Cleaning Equipment	If unable to access the chemicals or equipment would go to a local store and purchase new and label accordingly.
16	N	Dining hall	Chester diocese	6 lunch tables	None	If unable to access the hall for lunch would use other classrooms.
18	N	Hall	Chester diocese	Hall Games & Activity resources	1 classroom	Would arrange another space within the school, to operate from, would amend activities accordingly, if unable to access games resources. If not available would have to cancel the activity and notify parents accordingly.
Activity No	SPOF <sup>1</sup>	Location/Premises	Location/Premises Owner <sup>2</sup>	Standard Equipment <sup>3</sup>		Contingency Arrangements <sup>4</sup>
				Normal	Minimum	

<sup>1</sup> is any of this equipment regarded as a Single Points of Failure (SPOF)

<sup>2</sup> identify the building owner TMBC, private landlord, etc.

<sup>3</sup> identify number of workstations, phones, faxes, desktop or laptop computers, printers and any other standard IT hardware required

<sup>4</sup> contingency arrangements should include any actions that can be implemented locally - i.e. relocation to other premises, transfer of work to other department, manual workarounds - whether agreed or identified as the potential for good practise.

### 4.3.1 Assets, Equipment and Premises

Activity No	SPOF <sup>1</sup>	Specialist Equipment <sup>2</sup>		IT Software <sup>3</sup>		Vehicles required <sup>4</sup>		Contingency Arrangements <sup>5</sup>
		Normal	Minimum	Normal	Minimum	Normal	Minimum	
1	N	Smart Boards. Play Equipment Kitchen Facility	Fridge	Smart Notebook Foundation Stage Software	None	None	None	Fridge facilities are available in other areas of the school. If not available would buy in more regularly.
2	N	2 Smart Boards 2 Pupil Desk Top PCs 2 projectors	Whiteboard	Literacy & Numeracy Software Smart Notebook	None	None	None	Would use flip charts to write on to display to the children.
3	N	2 Smart Boards 2 Pupil Desk Top PCs 2 projectors	Whiteboard	Literacy & Numeracy Software Smart Notebook	None	None	None	Would use flip charts to write on to display to the children.
1,2,3	N	Support Equipment, IWB System, Server	IWB System, server	Smart Notebook	None	None	None	If server not available, Would be able to provide limited IT lessons, until server use available.
5	N	None	None	None	None	None	None	None
6	N	None	None	None	None	None	None	None
7	N	PCs	None	SIMS, FMS, HCSS Education	None	None	None	Would retain manual records of necessary work until systems available.



Activity No	SPOF <sup>1</sup>	Specialist Equipment <sup>2</sup>		IT Software <sup>3</sup>		Vehicles required <sup>4</sup>		Contingency Arrangements <sup>5</sup>
		Normal	Minimum	Normal	Minimum	Normal	Minimum	
8	N	PCs	None	SIMS, FMS, HCSS Education	None	None	None	If PC not available, would retain the registers and enter onto the system at a later date. Would use class lists as registers, record manually and enter when system is available. To pay bills would undertake a manual system or payments and retain records. To complete anything more would use back up and ask IT Services to run.
9	N	None	None	None	None	None	None	None
11	N	8 First Aid Kits,	1 First Aid Kit,	None	None	None	None	Multiple first aid kits around the premises. Would use the nearest one available. Would ring an ambulance in an emergency.
12	N	1 Buffer	None	None	None	None	None	None
14	N	Alarm System, Premises Keys	Alarm System, Premises Keys	None	None	None	None	If alarm system fails, would call out maintenance company and await the system becoming available. Details in Key Contacts. Caretaker, Head & Deputy have sets of keys. Can be obtained from available person.
15	N	None	None	None	None	None	None	None
16	N	Warming cupboard	None	None	None	None	None	Use of a microwave

Activity No	SPOF <sup>1</sup>	Specialist Equipment <sup>2</sup>		IT Software <sup>3</sup>		Vehicles required <sup>4</sup>		Contingency Arrangements <sup>5</sup>
		Normal	Minimum	Normal	Minimum	Normal	Minimum	
17	N	None	None	None	None	None	None	None
18	N	None	None	None	None	None	None	None

<sup>1</sup> is any of this equipment regarded as a Single Points of Failure (SPOF)

<sup>2</sup> identify any specialist equipment required i.e. scanner, A3 printer etc

<sup>3</sup> identify any software required over and above Generic Systems (Microsoft Word and Excel and e-mail)

<sup>4</sup> identify liveried or unmarked and any specialist vehicle required

<sup>5</sup> contingency arrangements should include any actions that can be implemented locally - i.e. relocation to other premises, transfer of work to other department, manual workarounds - whether agreed or identified as the potential for good practise.

#### 4.4 Activity Information

Activity No	SPOF <sup>1</sup>	Essential Documents/Information <sup>2</sup>	Where are these stored? <sup>3</sup>	How are they accessed?	Contingency Arrangements <sup>4</sup>
1,2,3	N	Registers	SIMS & main office or Classroom during use	Off SIMS from the Main Office	If SIMS not available would take copies of the classroom registers, or handwrite an attendance sheet to record attendance.
1,2,3	N	Contact details for Children	Main Office – Paper Files in Heads office & classrooms, SIMS Encrypted memory stick (SEN)	Paper Files in Heads office Office – SIMS	If SIMS not available have hard copies in Main office.
4	N	Tameside Passport	Website	Tameside Schools Support Website	Can be accessed through any web browser. Could be accessed by teachers at home.
5	N	None	None	None	None
6	N	None	None	None	none
7	N	Staff Data	Heads Office and SIMS	Filing Cabinet Heads Office	Hard copies of contact information and necessary data are also kept at the head's home can be accessed there.
8	N	Software Manuals	ICT Suite	Files in cupboard	Would ring the appropriate helpline for advice. Details in key contacts.
8	N	Invoices	Main Office	Filing Cabinet	Ring companies that are known to ask for re-issue and wait reissue of others.
10	N	Risk Assessments	Main Office & Heads Office	Files in Head's office	Paper copies in Heads office also on Heads computer.
11	N	Medical Register	Stored centrally in Main Office	SIMS and Hard copy in Main Office	If SIMS not available have hard copies in Main office. If this is not accessible would have to take back to IT Service at TMBC and run from there.
12	N	COSHH Registers	Caretaker's room	Files	. Would access at the relevant available site.
14	N	None	None	None	None

Activity No	SPOF <sup>1</sup>	Essential Documents/Information <sup>2</sup>	Where are these stored? <sup>3</sup>	How are they accessed?	Contingency Arrangements <sup>4</sup>
15	N	Case Files	Heads Office	Locked Filing Cabinet – Via Head	Would contact <b>social services</b> and ask for a copy of their file. Would then ask teaching staff for assistance to update any outstanding matters.
18	N	Contact details for Children	Main Office – Paper Files & SIMS	Paper Files in Main Office – SIMS	If SIMS not available have hard copies in Main office. If this is not accessible would have to take back to IT Service at TMBC and run from there.

<sup>1</sup> is any of this documentation regarded as a Single Points of Failure (SPOF)

<sup>2</sup> technical manuals, emergency plans etc

<sup>3</sup> identify locations of physical documentation/records and locations on TMBC IT systems

<sup>4</sup> contingency arrangements should include any actions that can be implemented locally - i.e. relocation to other premises, transfer of work to other department, manual workarounds - whether agreed or identified as the potential for good practise.

## 4.5 Stakeholder Details

Taking into account the above information, you now need to identify whom you depend upon to deliver your service functions (dependencies) and also who relies on your function being delivered successfully (dependents). This enables contingency arrangements to be set up as appropriate e.g. who needs to be informed if the functions are not available? Do you need to check the contingency arrangements of your key supplier(s) to ensure they can continue to meet your needs in the event of an incident affecting them? If you have more than one key supplier, they each need to be considered separately in the table below.

Activity No	SPOF <sup>1</sup>	Stakeholder Name (amend/add to as required)	Internal	External	Services Provided (if applicable)	Relationship to activity (tick all that apply)			Contingency Arrangements <sup>2</sup>
						Dependency (Required for delivery of activity)	Dependent (Depends on delivery of activity)	Interested Party (Needs to be informed)	
1,2,3,6,9,18,19	N	Parents/Carers		X			X		Would notify of the situation
As above	N	Head of SCYP	X					X	Would notify of the situation
As above	N	Chair of Governors	X					X	Would notify of the situation
16	N	Kitchen Services		X	Meals			X	Would notify of the Situation
4,8,	N	IT Maintenance Contractors Ltd		X	IT Maintenance support	X			Would use IT Service TMBC for interim support, until new contract could be placed.
5	Y	Utilities Supplier		X	Water, Gas, Electricity	X			Would contact supplier and identify the length of the problem and keep staff and parents updated. Details in key contacts.
10	N	TMBC Health & Safety Officers	X					X	Would notify of the situation details in key contacts.
14	N	Police		X				X	Would notify of the situation if required

<sup>1</sup> are any of these suppliers regarded as Single Points of Failure (SPOF)

<sup>2</sup> contingency arrangements should include any actions that can be implemented locally - i.e. relocation to other premises, transfer of work to other department, manual workarounds - whether agreed or identified as the potential for good practise.

#### 4.5.1 Stakeholder Information Details

Activity No	SPOF <sup>1</sup>	Stakeholder Name	Essential Supplier Documents/Information <sup>2</sup>	Where are these stored? <sup>3</sup>	Contingency Arrangements <sup>4</sup>
1	N	Parents/Carers	Contact details	Main Office – on SIMS and Paper files	Would staff the front gate, would use the emergency radio numbers in key contacts, school website and phone message and also advise local shops of the situation.
		Staff	Contact details	Main office- Sims and paper files	Telephone tree planned use
		Chair of Governors	Contact details	Office, personally by staff	Phone or visit the Chair to inform him of events.
		Director of Education	Contact details	Office	Phone, email or use a local school
		Diocese	Contact details	Office	Phone or email or use a local school

<sup>1</sup> are any of these suppliers regarded as Single Points of Failure (SPOF)

<sup>2</sup> technical manuals, emergency plans, maintenance contracts etc

<sup>3</sup> identify locations of physical documentation/records and locations on TMBC IT systems

<sup>4</sup> contingency arrangements should include any actions that can be implemented locally - i.e. relocation to other premises, transfer of work to other department, manual workarounds - whether agreed or identified as the potential for good practise.



## Section 6: CONTINGENCY PLAN EXPANSION

Section 4.1 Activity Summary allows for contingency arrangements to be applied to each activity. However some of these may require expansion and further information. This will be particularly relevant at the business planning stage as these can be included in the plan to provide further specific assistance.

In this area you are able to cross-refer and expand on previous comments for the contingency arrangement including people, facilities, systems, suppliers, or any other arrangements

Activity No	Contingency Arrangements
	Emergency evacuation of whole school  Use the Church if available Local arrangement with Broadbottom / Pinfold / Arundale / St James' school to use their school hall and office facilities.
	Updating of these arrangements annually to check for any changes or new risks



## **Section 7: RECOVERY PLAN FOR ALL ACTIVITIES IDENTIFIED**

Within the actual Business Continuity Plan, it will be beneficial to identify and develop procedures for dealing with any additional work that may be required once the cause of the invocation of the plan has been rectified in order to minimise any adverse effect on the restoration of day-to-day operations.

Areas for consideration might include: -

- Inputting paper based information created as a result of the loss of I.T.
- Testing of systems to ensure that they are functioning normally
- Verifying information held on systems to identify any lost or corrupted data.
- Correction of any errors discovered
- Prioritised clearance of any backlogs of work that was suspended during the incident
- Notification of dependent departments, external agencies, suppliers etc.

The Recovery side of the plan can be included in the Appendix to the full plan, so the appropriate areas of the plan can be easily identified in an emergency situation.