

School Disaster Recovery Policy

| Date | Review Date | Coordinator | Nominated Governor |
|--------------|--------------|-------------|--------------------|
| October 2016 | October 2017 | S Emsley | A Woodhouse |

We have a duty in accordance with Health and Statutory requirements to have in place a disaster recovery plan in order to respond to any emergency such as fire, flood, theft of major equipment, failure of the school's IT system, a pandemic, accidents, explosions, bomb threats, or violence. We will ensure that the disaster recovery plan will deal with all eventualities, will be kept up to date and clearly show how the school will recover from an emergency so that this school can function as normal.

We believe the main purpose of the disaster recovery plan is to contain and control incidents, to safeguard everyone in the school community, to reduce damage to school property and to return this school to a condition where it is able to operate and return to a normal service.

The disaster recovery plan will be written in conjunction with the local authority and we acknowledge that in an emergency situation the local authority has a legal requirement to provide support and will offer appropriate expert advice.

All emergency situations will be handled by the appointed Disaster Recovery Team who will initiate the disaster recovery plan. All team members will be in charge of one aspect of the plan.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To prepare, plan and train for different emergency scenarios.
- To contain and control incidents, safeguard everyone in the school community and to minimise damage to school property.
- To ensure that any impact on business continuity following an emergency situation is kept to a minimum so that the school can function as normal.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Disaster Recovery Team to deal with all emergency situations;
- appointed the Principal to act as the director of the Disaster Recovery Team;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to be responsible for disaster recovery and to visit the school regularly, to liaise with the Principal and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal and Disaster Recovery Team

The Principal and the Disaster Recovery Team will:

- devise a disaster recovery plan in conjunction with the local authority;
- keep the disaster recovery plan up to date;
- prepare for all emergency eventualities such as;
- liaise with Vinci FM
- train and practice for all emergency situations;
- ensure all members of the Disaster Recovery Team are aware of their roles and responsibilities
- ensure all school personnel, pupils and parents/carers are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Principal and the Disaster Recovery Team;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy and will attend appropriate training sessions;
- report any concerns they have on any aspect of this policy

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- participate fully in all emergency practices and to listen carefully to all instructions given by the teacher;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body
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Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- meetings with parents/carers such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Principal and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

