

Church Lawton School Business Continuity Management Plan



**Church Lawton School
Cherry Tree Avenue
Church Lawton
Stoke-on-Trent
Staffordshire ST7 3EL**

Detailing arrangements for:

Incident Management

Business Continuity

Recovery and Resumption of Normal School Activity

Table of Contents

Section	Content	Page No.
1.0	About this Plan	4-5
1.1	Document Control	4
1.2	Plan Purpose	4
1.3	Plan Remit	4
1.4	Plan Owner	5
1.5	Plan Distribution	5
1.6	Plan Storage	5
1.7	Plan Review Schedule	5
2.0	Plan Activation	6-7
2.1	Circumstances	6
2.2	Responsibility for Plan Activation	6
2.3	Escalating a Serious Incident to NAS/Cheshire East County Council	6
2.4	Activation Process	7
3.0	Roles and Responsibilities	8-12
3.1	School Incident Management Team	8-9
3.2	Additional Response and Recovery Roles	10-11
3.3	The Role of Governors	12
4.0	Incident Management	12-16
4.1	Purpose of the Incident Management Phase	12
4.2	Incident Management Actions	13-16
5.0	Business Continuity	17-21
5.1	Purpose of the Business Continuity Phase	17
5.2	Business Continuity Actions	17-18
5.3	Business Continuity Strategies	19-21
6.0	Recovery and Resumption	22
6.1	Purpose of the Recovery and Resumption Phase	22
6.2	Recovery and Resumption Actions	22
7.0	Appendices	23-44
A	Log Template	23
B	Impact Assessment Form	24-25
C	Lost Property Form	26
D	Financial Expenditure Log	27
E	Risk Identification, Evaluation and Management Matrix	28-32
E1	Coronavirus Business Continuity	33-40
F	Incident Management Decision-Making Tool	41
G	Staff Contact List	42
H	Key Contacts List	43-44

1.0 About this Plan

1.1 Document Control

Date	Revision/Amendment Details & Reason	Author
12/09/15	Written and adopted	Mr. P. Scales
21/09/15	Reviewed and amended	Mr. P. Scales
12/09/16	Reviewed and amended	Mr. P. Scales
01/06/17	Reviewed and amended	Mr. P. Scales
01/07/18	Reviewed and amended	Mr. P. Scales
01/07/19	Reviewed and amended	Mr. P. Scales
01/03/20	Reviewed and amended	Mr. P. Scales
01/09/20	Reviewed and amended	Mr. P. Scales
01/09/21	Reviewed and amended	SLT
05/01/22	Reviewed and amended	Mr. P. Scales
12/09/22	Reviewed and amended	Mr. P. Scales

1.2 Plan Purpose

To provide a flexible response so that Church Lawton School can:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities during an incident (business continuity)
- Return to 'business as usual' (resumption and recovery)

1.3 Plan Remit

The following functions are covered by this plan:

Teaching, school administration, catering and school trips

The following premises are covered by this Plan:

7 Classrooms – Secondary area

2 Classrooms – Middle Area

2 Classrooms – Primary Area

Sixth Form area

The main hall and PE store

Dining Hall

Principal's Office

Deputy Principal's Office

School Reception Area and Office

School Business Manager's Office

Therapy office and therapy room

Sensory room

Kitchen

Staffroom

Portable Building: Site Facilities Office

1.4 Plan Owner

The Principal and the governing body of the school are responsible for ensuring that it is maintained, exercised and updated in accordance with school policy for reviewing business continuity and emergency response plans.

1.5 Plan Distribution

This Business Continuity Plan is distributed as follows:

Name	Role	Issue date
Mr. P. Scales	Principal	12/09/22
Mrs. K Woodall	Deputy Principal	12/09/22
Mrs L Clegg	Deputy Principal	12/09/22
Mr M Stanton	Chair of Governors	12/09/22
Mrs. S. Burton	School Business Leader	12/09/22
Mr P Scales	Principal	1/11/22
Mr P Scales	Principal	7/01/23
Mr P Scales	Principal	17/5/23

1.6 Plan Storage

All parties on the distribution list, see above, are required to safely and confidentially store a copy of this plan at their regular place of work **and** off-site i.e. at home/ in vehicles (if appropriate)

1.7 Plan Review Schedule

This Plan will be updated as required and formally reviewed annually.

2. Plan Activation

2.1 Circumstances

This Plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

Examples of circumstances triggering activation of this Plan include:

- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as Industrial action by a Union severe weather, transport disruption
- Loss of critical systems e.g. ICT failure, power outage
- Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency with the School in the Emergency Service's cordon preventing access, School facilities in use for General/Local Elections, severe weather scenarios or utilities failure
- Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical school activity such as your catering provider or any providers of transport e.g. for SEN pupils

2.2 Responsibility for Plan Activation

A member of the nominated **School Incident Management Team (See 3.0)** will normally activate and stand down this Plan.

2.3 Escalating a Serious Incident

All serious incidents should be reported to TLT CEO Mrs. Nicola Crossley Mobile: 07857 500431 or Jo Galloway TLT Director of Education Mobile in her absence.

If the incident is deemed to be of a 'critical' nature, the Critical Incident Plan will be activated, and other Council Services notified to respond as appropriate.

Contact Emergency Duty Team EDFT **0300 123 5022**.

They will contact a Director or Head of Service.

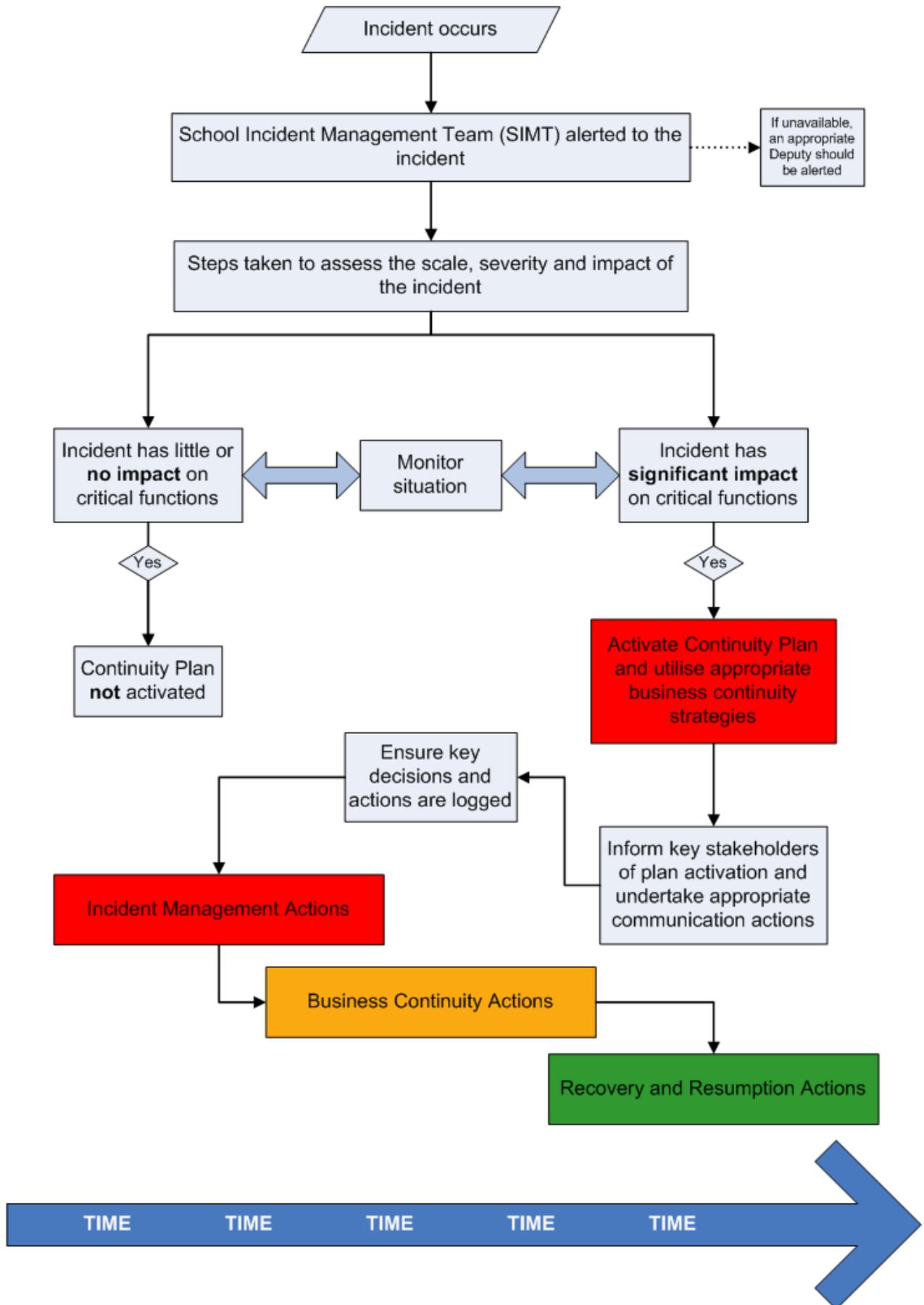
Business Continuity Planning / Emergency

Contacts via Local Authority

The following points of contact are provided for Cheshire East schools for urgent/emergency contacts. Where necessary, liaison will take place with our media/communications leads following discussion with the school around the incident and if necessary, liaison with elected members if felt necessary.

<p><u>SCIES / Critical Incident:</u> <u>Personnel</u> <i>Any staffing/pupil/family critical incident.</i> Contact: SCIES team: 01606 275039 SCIESTEAMEAST@cheshireeast.gov.uk</p>	<p><u>Ofsted /School Improvement</u> <i>Support for ALL schools relating to Ofsted Inspections.</i> Contact: Fiona Burke Jackson: 07711 231351 Mark Bayley: 07770 322965</p>	<p><u>HR / Staffing Issues</u> <i>Level of support will depend on CHES buyback.</i> Contact: Katie Dean: 07786 686716 Nuala Hadden: 07885 189279</p>
<p><u>Potential School Closure: Public Health/COVID</u> <i>Ongoing COVID support or health outbreaks health/concerns</i> Contact: Nicola Axford: 07798 925902 or EducationReferenceGroup@</p>	<p><u>Potential School Closure: Buildings: Heating/leaks etc</u> <i>Levels of support will be determined by school status.</i> Contact: Facilities Management Helpdesk: 01270 686888 24Hr/365 via EQUANS</p>	<p><u>Potential School Closure: Bad Weather</u> <i>Potential /actual closure due to bad weather.</i> Contact: Schoolgovernance@cheshireeast.gov.uk</p>
<p><u>Potential School Closure: Site intrusion / Terrorist threat</u> <i>Potential threats will follow Police Advice. Contact Police direct and local authority via:</i> Contact: Mark Bayley: 07770 322965</p>	<p><u>Critical Systems: GDPR</u> <i>Schools should liaise through their DPO but general advice available via ChESS buy-back</i> Contact: ChessDPandFOIsupport@cheshireeast.gov.uk</p>	<p><u>Critical Systems: IT</u> <i>Potential system breach/failure.</i> <i>Level of support will depend on ChESS buyback.</i> <i>Schools are advised to contact their Internet Service Provider (ISP) in the first instance.</i></p>
<p>Media / Communications Support/advice. This will be determined by level of buyback via CHES. Education point of contact: media@cheshireeast.gov.uk</p>		
<p>Senior Staff absence: There are times when school leaders are absent from school and interim arrangements need to be put in place. In such situations, it is important that the local authority is aware of any changes so that they have up to date points of contact. Any interim changes of 2 weeks or more, please contact schoolgovernance@cheshireeast.gov.uk in the first instance.</p>		

2.4 Activation Process



3. Roles and Responsibilities

3.1 School Incident Management Team

Role	Responsibilities	Accountability / Authority
Principal	<ul style="list-style-type: none"> ▪ Senior responsible owner of Business Continuity Management in the School ▪ Ensuring the School has capacity within its structure to respond to incidents ▪ Determining the School’s overall response and recovery strategy ▪ Business Continuity Plan development ▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc. ▪ Involving the School community in the planning process as appropriate ▪ Plan testing and exercise ▪ Conducting ‘debriefs’ following an incident, test or exercise to identify lessons and ways in which the plan can be improved ▪ Training staff within the School on Business Continuity ▪ Embedding a culture of resilience within the School, involving stakeholders as required 	The Principal has overall responsibility for day-to-day management of the School, including lead decision-maker in times of crisis.
School Incident Management Team (Likely to be the deputy head but in their absence a member of the incident team listed below)	<ul style="list-style-type: none"> ▪ Leading the School’s initial and ongoing response to an incident ▪ Declaring that an ‘incident’ is taking place ▪ Activating the Business Continuity Plan ▪ Notifying relevant stakeholders of the incident, plan activation and ongoing response actions ▪ Providing direction and leadership for the whole School community ▪ Undertaking response and communication actions as agreed in the plan ▪ Prioritising the recovery of key activities disrupted by the incident ▪ Managing resource deployment ▪ Welfare of Pupils ▪ Staff welfare and employment issues 	The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

The following Staff have been identified as the School's Incident Management Team:

Name	Role	Contact Details (delete/amend as necessary)
Mr P Scales	Principal	Mobile Number: 07857 500431 Email Address: paul.scales@churchlawtonschool.org.uk Out of Hours Contact Details:07857 500431
Mrs K Woodall	Deputy Principal	Mobile Number: 07593 435068 Email Address: karen.woodall@churchlawtonschool.org.uk Out of Hours Contact Details: 07709 034901
Lorraine Clegg	Deputy Principal	Mobile Number: 07394 568236 Email Address: lorraine.clegg@churchlawtonschool.org.uk Out of Hours Contact Details: 07708 303671
Mrs S Burton	School Business Leader	Mobile Number: 07857 500432 Email Address: sarah.burton@churchlawtonschool.org.uk Out of Hours Contact Details: 07843 601887
Mrs Lisa Thompson	Chair of TMB Board Church Lawton School	Mobile Number: 07514 728003 Email Address: lisa.thompson@libertytrust.org.uk Out of Hours Contact Details: 07514 728003
Dr Nicola Crossley	TLT CEO	Mobile Number: 07514 315922 Email Address: nicola.crossley@nasat.org.uk Out of hours contact details: 07514 315922
Miss Jo Galloway	TLT Director of Education	Mobile Number: 07551 279024 Email Address: jo.galloway@nasat.org.uk Out of hours contact details: 07551 279024

3.2 Additional Response and Recovery Roles

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below.

Role	Responsibilities	Accountability / Authority
Incident Loggist (record keeper)	<ul style="list-style-type: none"> ▪ Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately 	Reporting directly to the Principal or School Incident Management Team.
Media Coordinator	<ul style="list-style-type: none"> ▪ Collating information about the incident for dissemination in Press Statements ▪ Liaison with both NAS Press Office and Cheshire East Press Office to inform media strategy 	The Media Co-ordinator should assist with providing information to the Press Office but should not undertake direct contact with Media.
Stakeholder Liaison	<ul style="list-style-type: none"> ▪ Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all): <ul style="list-style-type: none"> ○ Governors ○ Parents/Carers/carers ○ Key Cheshire East Council Services ○ School Transport Providers ○ External agencies e.g. Emergency Services, Health and ○ Safety Executive (HSE) etc 	All communications activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Principal (or School Incident Management Team if the Principal is unavailable).
Facilities Manager	<ul style="list-style-type: none"> ▪ Undertaking duties as necessary to ensure site security and safety in an incident ▪ Liaison with the School Incident Management to advise on any issues relating to the school physical infrastructure ▪ Lead point of contact for any Contractors who may be involved in incident response 	Reporting directly to the Principal or School Incident Management Team.
ICT Coordinator	<ul style="list-style-type: none"> ▪ Ensuring the resilience of the School's ICT infrastructure ▪ Liaison with Cheshire East ICT support ▪ Work with the Business Continuity Coordinator to develop proportionate risk responses 	ICT Coordinator reports directly to the Business Continuity Coordinator for plan development issues. In response to an incident, reporting to the School Incident Management Team.
Recovery Coordinator	<ul style="list-style-type: none"> ▪ Leading and reporting on the School's recovery process ▪ Identifying lessons as a result of the incident ▪ Liaison with Business Continuity Coordinator to ensure lessons are incorporated into the plan development 	Is likely to already be a member of the School Incident Management Team, however will remain focused on leading the recovery and resumption phase. Reports directly to Principal.

The following School staff have been identified as people who may be able to undertake additional roles in your response to an incident:

Name	Role	Contact Details
Mr. C Lowndes	Facilities/IT Manager	Mobile Number: 07857 500430 Email Address: charles.lowndes@churchlawtonschool.org.uk Out of Hours Contact Details: 07857 500430

3.3 The Role of Governors

Role	Responsibilities	Accountability / Authority
Board of Governors TMB Board	<ul style="list-style-type: none"> ▪ Working in partnership with the Principal to provide strategic direction in planning for and responding to disruptive incidents ▪ Undertaking actions as required to support the School’s response to a disruptive incident and subsequent recovery ▪ Acting as a ‘critical friend’ to ensure that the School Business Continuity Plan is fit-for-purpose and continuity arrangements are robust and reliable ▪ Monitoring and evaluating overall performance in developing School Resilience and reporting to Parents/Carers 	<p>Liaison with the Principal or School Incident Management Team in response to a crisis.</p> <p>Reporting progress in developing Business Continuity Plans to Parents/Carers</p>

4. Incident Management

Turn immediately to Section 5.0 for pre-planned incidents or slowly developing scenarios that are not ‘no notice’ emergencies but have the potential to disrupt School activities e.g. computer virus, flu pandemics, a pre - planned strike, forecast for heavy snow or a power outage etc

4.1 Purpose of the Incident Management Phase

The purpose and priorities for this phase are to:

- Protect the safety and welfare of pupils, staff, visitors and the wider community
- Protect vital assets e.g. equipment, data, reputation
- Ensure urgent and necessary communication takes place
- Support the Business Continuity phase
- Support the Recovery and Resumption phase

4.2 Incident Management Actions

	Action	Further Info/Details	Actioned? (tick/cross as appropriate)
1.	Make a <i>quick</i> initial assessment: <ul style="list-style-type: none"> Survey the scene Assess (i.e. scale/severity, duration & impact) Disseminate information (to others) 	Gather and share information to facilitate decision-making and enhance the response <i>A full impact assessment form can be found in Appendix B</i>	<input type="checkbox"/>
2.	Call the Emergency Services (as appropriate)	TEL: 999 Provide as much information about the incident as possible	<input type="checkbox"/>
3.	<ul style="list-style-type: none"> Evacuate the School building, if necessary. Consider whether it may be safer or better for the welfare of pupils to stay within the School premises and congregate at a relative place of safety indoors. If there is time and it is safe to do so, consider the recovery of vital assets/equipment to enable delivery of critical School activities Notify relevant stakeholders of site evacuation 	<ul style="list-style-type: none"> Use normal fire evacuation procedures for the School Consider arrangements for staff/pupils with special needs Specific pupils have PEEP (Personal Emergency Evacuation Plan) which directs staff and emergency services how to support student. If the decision is to stay within the School, ensure the assembly point is safe and take advice from Emergency Services as appropriate 	<input type="checkbox"/>
4.	Ensure all Pupils, Staff and any School Visitors report to the identified Assembly Point.	The normal Assembly point for the School is: the school car park: designated Fire Assembly point	<input type="checkbox"/>
5.	Check that all Pupils, Staff, Contractors and any Visitors have been evacuated from the building and are present. Consider the safety of all pupils, staff, contractors and Visitors as a priority	Registers and using signing in/out sheets for School visitors / Invenry IPad.	<input type="checkbox"/>
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe by undertaking a dynamic risk assessment	<input type="checkbox"/>
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information	<input type="checkbox"/>
8.	Identify School Incident Management Team to undertake specific emergency response roles	<i>Information on roles and responsibilities can be found in Section 3.0</i>	<input type="checkbox"/>
9.	Ensure a log of key decisions and actions is started and maintained throughout the incident	<i>The Log template can be found in Appendix A</i>	<input type="checkbox"/>
10.	Where appropriate, record names and details of any staff, contractors or visitors who may have been injured or affected by the incident as part of your incident record keeping	This information should be held securely as it may be required by Emergency Services or other agencies either during or following the incident	<input type="checkbox"/>

	Action	Further Info/Details	Actioned? (tick/cross as appropriate)
11.	<ul style="list-style-type: none"> ▪ Take further steps to assess the impact of the incident ▪ Agree response / next steps 	<p>Continue to record key decisions and actions in the incident log</p> <p><i>The impact assessment form can be found in Appendix B.</i></p>	<input type="checkbox"/>
12.	Log details of all items lost by Pupils, Staff, Visitors etc. as a result of the incident, if appropriate	<i>A form for recording this information is in Appendix C</i>	<input type="checkbox"/>
13.	Consider the involvement of other Teams, Services or Organisations who may be required to support the management of the incident in terms of providing additional resource, advice and guidance	<p>Depending on the incident, the following Teams in Children's Services may be approached to assist with incident management:</p> <ul style="list-style-type: none"> ▪ Management Support for Schools ▪ Planning and Accommodation Support Service ▪ Critical Incident team – Cheshire East 	<input type="checkbox"/>
14.	If appropriate, arrange contact with the NAS Press Office and Cheshire East Council Press Office via Management Support for Schools.	Establish a media area if necessary.	
15.	Assess the key priorities for the remainder of the working day and take relevant action	<p>Consider actions to ensure the health, safety and well-being of the School community at all times.</p> <p>Consider your business continuity strategies i.e. alternative ways of working, re-location to a recovery site etc. to ensure the impact of the disruption is minimised.</p> <p><i>Business Continuity Strategies are documented in Section 5.3</i></p> <p>Consider the School's legal duty to provide free school meals and how this will be facilitated, even in the event of emergency school closure.</p> <p>Appropriate ASD Specific communication strategies are in place to support students. Visual/Written and social stories are utilised</p>	<input type="checkbox"/>
16.	Ensure Staff are kept informed about what is required of them	<p>Consider:</p> <ul style="list-style-type: none"> ▪ what actions are required ▪ where staff will be located ▪ Notifying Staff who are not currently in work with details of the incident and actions undertaken in response 	<input type="checkbox"/>

	Action	Further Info/Details	Actioned? (tick/cross as appropriate)
17.	Ensure Pupils are kept informed as appropriate to the circumstances of the incident	Consider communication strategies and additional support for pupils with special needs. Consider the notification of pupils not currently in School. Specific communication strategies are employed to update students identified as requiring communication input. Through updates on the school website, use of Parent –mail and radio alerts on local radio	<input type="checkbox"/>
18.	Ensure Parents/Carers are kept informed as appropriate to the circumstances of the incident. Parents/carers of those immediately affected by the incident will require additional considerations to ensure information is accurate and up-to-date.	Agree arrangements for parents/carers collecting pupils at an appropriate time Consider how emergency communication needs will be established e.g. phone lines, answer machine message, website update. Parents with students who have specific communication difficulties are supported with appropriate strategies to aid communication	<input type="checkbox"/>
19.	Ensure Governors are kept informed as appropriate to the circumstances of the incident	Contact the Chair of Governors	<input type="checkbox"/>
20.	Consider the wider notification process and the key messages to communicate	Local radios may be useful in broadcasting key messages	<input type="checkbox"/>
21.	Communicate the interim arrangements for delivery of critical School activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate Through updates on the school website, use of Parent – mail and radio alerts on local radio	<input type="checkbox"/>
22.	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident <i>The Financial Expenditure Log can be found in Appendix D</i>	<input type="checkbox"/>
23.	Seek specific advice/ inform your Insurance Company as appropriate	The Liberty Trust Insurance team to be contacted via Chief Operating Officer Martin Briggs Mobile Number: 07766315698 Email Address: martin.briggs@nasat.org.uk Out of Hours Contact Details: 07766315698	<input type="checkbox"/>
24.	Ensure recording process in place for staff/pupils leaving the site	Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required	<input type="checkbox"/>

5.0 Business Continuity

5.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. This may involve activation one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' activities may need to be suspended at this time.

5.2 Business Continuity Actions

	Action	Further Info/Details	Actioned? (tick/cross as appropriate)
1.	Identify any other stakeholders required to be involved in the Business Continuity response	Depending on the incident, you may need additional/specific input in order to drive the recovery of critical activities, this may require the involvement of external partners	<input type="checkbox"/>
2.	Evaluate the impact of the incident	<p>Take time to understand the impact of the incident on 'business as usual' School activities by communicating with key stakeholders to gather information.</p> <p>Consider the following questions:</p> <ul style="list-style-type: none"> ▪ Which School activities are disrupted? ▪ What is the impact over time if these activities do not continue? ▪ Would the impact be: <ul style="list-style-type: none"> ○ Manageable? <input type="checkbox"/> ○ Disruptive? <input type="checkbox"/> ○ Critical? <input type="checkbox"/> ○ Disastrous? <input type="checkbox"/> ▪ What are current staffing levels? ▪ Are there any key milestones or critical activity deadlines approaching? ▪ What are your recovery time objectives? ▪ What resources are required to recover critical activities? 	<input type="checkbox"/>
3.	Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3)	<p>Consider:</p> <ul style="list-style-type: none"> ▪ Immediate priorities ▪ Communication strategies ▪ Deployment of resources ▪ Finance ▪ Monitoring the situation ▪ Reporting ▪ Stakeholder engagement <p>Produce an action plan for this phase of response.</p>	<input type="checkbox"/>
4.	Log all decisions and actions, including what you decide not to do and include your decision making rationale	<p>Use the Decision and Action Log to do this.</p> <p><i>The log template can be found in Appendix A</i></p>	<input type="checkbox"/>

	Action	Further Info/Details	Actioned? (tick/cross as appropriate)
5.	Log all financial expenditure incurred	<i>The Financial Expenditure Log can be found in Appendix D</i>	<input type="checkbox"/>
6.	Allocate specific roles as necessary	Roles allocated will depend on the nature of the incident and availability of staff	<input type="checkbox"/>
7.	Secure resources to enable critical activities to continue/be recovered	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc	<input type="checkbox"/>
8.	Deliver appropriate communication actions as required	Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders e.g. Staff, Parents/Carers, Students, Governors, Suppliers, Local Authority, Central Government Agencies etc.	<input type="checkbox"/>

5.3 Business Continuity Strategies

	Arrangements to manage a loss or shortage of staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Use of temporary staff e.g. Supply Teachers, Office Staff etc	Helen Davies Area Manager Simply Education Tel: 01270 382101 Mobile: 07721 239797
2.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave	Principal Deputy Principals
3.	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> • Larger class sizes (subject to adult and child ratios) • Use of Teaching Assistants • Virtual Learning Environment opportunities • Pre-prepared educational materials that allow for independent learning • Team activities and sports to accommodate larger numbers of pupils at once 	Principal Deputy Principals
4.	Suspending 'non critical' activities and focusing on your priorities	Principal
5.	Using mutual support agreements with other Schools	Nicola Crossley TLT CEO Jo Galloway Director of Education Thames Valley and Vanguard School to assist with administrative tasks as necessary Tel: 0118 9724750 (TVS) Tel: 0208 0596 310 (Vanguard)
6.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	School Business Leader

	Arrangements to manage denial of access to your premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Using mutual support agreements with other Schools	Nicola Crossley CEO TLT Martin Briggs Chief Operating Officer Thames Valley and Vanguard School to assist as necessary Tel: 0118 9724750 (TVS) Tel: 0208 0596 310 (Vanguard)
2.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises	No appropriate identified premises are available in locality.
3.	Virtual Learning Environment opportunities	Google Classrooms
4.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the School premises portfolio	School Facilities Manager Martin Briggs Acting Chief Operations Officer
5.	Off-site activities e.g. swimming, physical activities, school trips	Principal

Arrangements to manage loss of technology / telephone / data / power		Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Back-ups of key school data	All computer data backed up via cloud based storage - Apple iCloud
2.	Reverting to paper-based systems / virtual learning	Paper based Registers available. Google Classrooms for remote learning
3.	Flexible lesson plans	Planning on Google Classrooms and school server
4.	Emergency lighting	As per fire emergency, lighting is checked each week, reliant on battery charge.
5.	Telephone	Key staff have school mobile phones. Personal phones can be used in an emergency

Arrangements to mitigate the loss of key suppliers, third parties or partners		Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Pre-identified alternative suppliers	Local schools to be contacted for support e.g. school meals
2.	Insurance cover	
3.	Using mutual support agreements with other Schools	Local schools to be contacted for support e.g. admin / school meals Nicola Crossley, CEO TLT David Haydock, Chief Finance Officer Thames Valley and Vanguard School to assist as necessary Tel: 0118 9724750 (TVS) Tel: 0208 0596 310 (Vanguard)
4.	Using alternative ways of working to mitigate the loss e.g. suspending activities, adapting to the situation and working around it	SLT Nicola Crossley, CEO TLT David Haydock, Chief Finance Officer

6. Recovery and Resumption

6.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the School as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

6.2 Recovery and Resumption Actions

	Action	Further Info/Details	Actioned? (tick/cross as appropriate)
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	<input type="checkbox"/>
2.	Respond to any ongoing and long term support needs of Staff and Pupils	Depending on the nature of the incident, the School Incident Management Team may need to consider the use of Counselling Services	<input type="checkbox"/>
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the business continuity plan is no longer in effect. Staff informed by email/phone Parents informed by email/website/Parent – mail/radio	<input type="checkbox"/>
4.	Carry out a 'debrief' of the incident with Staff (and possibly with Pupils). Complete a report to document opportunities for improvement and any lessons identified	The incident de-brief report should be reviewed by all members of the School Incident Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the School.	<input type="checkbox"/>
5.	Review this Continuity Plan in light of lessons learned from incident and the response to it	Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan is read by all members of the Business Continuity Team	<input type="checkbox"/>

Appendix B Impact Assessment File		
Question	Logged Response	
How were you made aware of the incident?		
What is the nature of the incident? (e.g. type, location & severity)		
Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed)		
Have the Emergency Services been called?		
Is the incident currently affecting School activities? If so, which areas?		
What is the estimated duration of the incident?		
What is the actual or threatened loss of workforce?	Over 50%	<input type="checkbox"/>
	20 – 50%	<input type="checkbox"/>
	1 – 20%	<input type="checkbox"/>
Has access to the whole site been denied? If so, for how long? (provide estimate if not known)		
Which work areas have been destroyed, damaged or made unusable?		
Is there evidence of structural damage?		
Which work areas are inaccessible but intact?		
Are systems and other resources unavailable? (include computer systems, telecoms, other assets)		

Appendix B Impact Assessment File	
Question	Logged Response
If so, which staff are affected by the ICT disruption and how?	
Have any utilities (gas, electricity or water) been affected?	
Is there media interest in the incident? (likely or actual)	
Does the incident have the potential to damage the School's reputation?	
Other Relevant Information	

Identifying, Evaluating and Managing Risks

Guidance for Completing the Risk Matrix:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Impact (or Consequence)	
Description	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	▪ Immediate escalation to Principal for risk control activities
20 - 15	High Risk	▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	▪ Take appropriate action to manage the risk
5 and below	Low Risk	▪ Risk to be removed from register with monitoring activity to assess changes in risk rating

School Risk Assessment (partially complete)

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls required (if any)	Lead for Risk
1.	Pandemic or epidemic e.g. influenza virus, meningitis	4	3	12	<ul style="list-style-type: none"> • Use of Supply Teachers • 48-hour sickness agreement • Coronavirus outbreak management plan • Remote Learning 		Principal
2.	Severe weather events e.g. high winds, snow, heat wave, drought	5	3	15	<ul style="list-style-type: none"> • Severe Weather policy • Use of Supply Teachers • Communicate by email/website and local radio • Remote Learning 		Principal
3.	Power outage	5	3	15	<ul style="list-style-type: none"> • Sandwich lunch • Communicate by email/website and local radio 		Principal
4.	Major theft or Vandalism	4	3	12	<ul style="list-style-type: none"> • Burglar alarms throughout the school • Security constantly considered 		Facilities Manager Principal
5.	Utilities disruption e.g. gas, electricity or water supply	4	3	12	<ul style="list-style-type: none"> • Sandwich lunch 		Principal

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls required (if any)	Lead for Risk
					<ul style="list-style-type: none"> Communicate by email/website and local radio 		
6.	Telephone failure	2	3	6	<ul style="list-style-type: none"> Use of mobile phone to make outgoing calls 		Principal
7.	Fire affecting the School premises	5	2	10	<ul style="list-style-type: none"> Fire alarms and extinguishers available Alarms directly linked with the Fire Service Regular fire practices carried out Regularly inspected by Health and Safety advisors 		Principal
8.	Widespread or localised flooding	4	2	8	<ul style="list-style-type: none"> Roof checked regularly 		Principal
9.	Mass staff absence e.g. industrial strikes, sudden sickness bug	5	3	15	<ul style="list-style-type: none"> Staff inform the head of intentions to strike before day of action Illness- supply staff 	Risk assessment completed for absence of significant key roles in school: First Aid, Safeguarding. In relation to Industrial Action school would not use mass agency support for key roles.	Principal
10.	Transport disruption	2	2	4	<ul style="list-style-type: none"> Parents contact school to explain lateness If staff are late Principal covers or join classes 		Principal
11.	Violent extremist activity on School premises	5	2	10	<ul style="list-style-type: none"> All external doors and gates are kept locked 		Principal
12.	Local hazards in the area e.g. School proximity to airport,	3	2	8	<ul style="list-style-type: none"> Lock gates near canal Flooding Risk Assessment 		Principal

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls required (if any)	Lead for Risk
	railway line, tram line, motorways, industrial sites etc						
13.	Loss of Internet connection	2	4	8	<ul style="list-style-type: none"> Report to CSE ICT Helpdesk Check server connections Office business can be transferred to another school or office staff work from home 		IT Technician
14.	Long term sickness of Office staff	3	3	9	<ul style="list-style-type: none"> SBL takes on the role in the short term Thames Valley and Vanguard school to support as necessary Central Liberty Trust teams to support as necessary. 	Payments to suppliers are on 30-days' terms Central Trust team to support with payroll completion Finance reports can wait up to a month Purchasing can be made using school purchase cards	SBL
15.	Kitchen out of use	4	3	12	<ul style="list-style-type: none"> School caterer to be contacted for contingency support Local schools to be contacted for initial support Staff with food hygiene qualifications to assist with food prep Parents to provide sandwiches from home. FSM pupils to be allocated vouchers 		
16.							

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls required (if any)	Lead for Risk
17.							

Appendix E1

Business Continuity Planning for Coronavirus (COVID -19): Educational Settings

The overall purpose of this plan is to provide a structured and informed response to the threat from COVID-19 which is specific to NAS Church Lawton.

The following table provides a FRAMEWORK for developing a school/setting Coronavirus Response Plan as part of the schools Business Continuity Plan.

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
To ensure effective <u>LEADERSHIP</u> of the Coronavirus Plan within CLS	<p>P Scales K Woodall L Clegg S Burton</p> <p>will be named leads for the leadership and management of all aspects of CV Plan and its implementation.</p> <p>Mike Stanton will be Link Governor</p> <p>P Scales will be responsible for updating the CV aspect of the Plan as further advice/guidance becomes available.</p>	<p>If Teachers are working offsite then Mobile communications costs will need to be considered</p> <p>GDPR consultation with NAS DPO James Trethowan</p> <p>School has Bromcom MIS system which can be used to ensure communication with all parents and staff ensuring FULL and REGULAR monitoring of local and national guidance as distributed.</p>	<p>P Scales K Woodall S Burton L Clegg</p>	September 2022	Well-drafted and planned response at a local level which ensures Church Lawton school community are best informed and prepared to meet the demands of this risk.

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
<p>To establish a robust <u>COMMUNICATION strategy</u></p>	<p>School to follow National Guidance as set by DfE and PHE</p> <p>School to use internal email system to update all staff.</p> <p>School has access to Bromcom MIS which can be used to update all parents and staff and LGB (If working offsite) to ensure whole school community communication</p>	<p>Use of existing national PHE resources.</p> <p>Increase displays of posters</p> <p>Links to support approved websites</p> <p>CLS to manage inappropriate communications and maintain focus on factually correct advice from validated sources.</p>	<p>P Scales</p> <p>K Woodall</p> <p>L Clegg</p> <p>S Burton</p>	<p>Ongoing</p>	<p>All stakeholders within community feel well informed, CLS is acting on latest advice and are taking all necessary actions to minimise risks.</p> <p>Stakeholders have appropriate forums to ask questions and receive a timely response to queries.</p>

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
<p>To reinforce existing and emerging <u>PREVENTATIVE strategies</u></p> <p><u>Hand washing and sanitising</u></p>	<p>Reinforce messages Catch it, Bin it, Kill it.</p> <p>Has your setting increased enforcement and monitoring of personal hygiene expectations?</p> <p>Critical times are:</p> <p>Post break and lunchtimes</p> <p>Following use of toilets</p> <p>Before and after practical lessons</p> <p>Teach hand and respiratory hygiene methods with pupils</p>	<p>Provide tissues and bins in key locations</p> <p>Increased availability of sanitisers – for staff and pupils.</p> <p>Use of these resources prior to key events – e.g. Parents meetings</p> <p>Display of posters in critical places around the setting</p>	<p>SLT and admin to coordinate ordering of essential equipment</p>	<p>Immediate and ongoing</p>	<p>All stakeholders at EVERY OPPORTUNITY are reinforcing extremely high levels of personal hygiene for the benefit of the whole community.</p> <p>ADDITIONAL resources and utilised to minimise spread of any potential infections.</p>

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
<p>To reinforce existing and <u>PREVENTATIVE strategies</u></p> <p><u>Educational Visits and Activities</u></p>	<p>Increased risk assessments undertaken</p> <p>Advice taken through EVOLVE process and other national advice for travelling</p>	<p>See latest national and local advice on trips/travelling</p>	<p>SLT Trip Organisers</p>	<p>Ongoing</p>	<p>Minimise spread of infection, both in closed communities and within community as a whole.</p>
<p>To reinforce existing <u>strategies</u></p> <p><u>Cleanliness of the site</u></p>	<p>Ensure hygiene standards are improved and maintained to reduce the spread of infection.</p> <p>increased hours/ resources for site cleaning as necessary</p> <p>Risk assessment of areas where there are gaps in quality of cleaning/sanitation</p> <p>Daily management of cleaning – increased monitoring and QA</p>	<p>Levels of staffing, equipment and materials –</p> <p>Increased costs to manage if increases are required.</p> <p>Deep Cleaning during holiday periods and increased rota'd cleaning in line with current guidance as necessary</p>	<p>SBL Site manager and cleaning contractor/staff</p>	<p>Daily</p>	<p>Minimise spread of infection</p> <p>Reassure staff/pupils /parents that focus is being placed upon site cleanliness</p>

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
<p>To reinforce existing and PREVENTATIVE strategies</p> <p>Staff /Pupil absence</p>	<p>Identify level of service to be offered in the event of;</p> <p>Levels of staff sickness and absence</p> <p>Inability of deliver curriculum</p> <p>Inability to supervise-safeguarding concerns</p> <p>Curriculum management –</p> <p>Prioritisation of key groups – examination demands</p> <p>Off-site /home working – post 16 / KS4</p> <p>Use of video-teaching (Google Classrooms) and support of pupils especially those facing exams.</p>	<p>Potential use of large spaces to bring classes together where there are staff shortages</p> <p>Use/availability of supply staff</p> <p>Cost implications</p> <p>Identify key staff, risks of absence and mitigations e.g. Safeguarding leads, SENco, TA for particular children, caretakers etc.</p> <p>Alternative approaches to learning – use of online T&L resources (Google Classrooms)</p> <p>Joint approaches with neighbouring schools.</p> <p>Requirements on self-isolating staff to prepare work</p> <p>Potential use of volunteers to work in school (management of safeguarding)</p> <p>Access to teleconference facilities</p>	<p>SLT to lead/manage</p>	<p>Ongoing as needs change</p>	<p>Functioning of school continues even with disruption of day to day resources</p> <p>Alternative curriculum delivery allows for core functions to be maintained</p> <p>Differing delivery models allow for learning to be maintained through use of off-site learning</p> <p>Prioritisation to essential groups – examinations especially.</p>

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
<p>Future Planning:</p> <p>Delivery of examinations</p>	<p>Consideration of venues – on school site and or off site</p> <p>Availability of invigilators</p> <p>Arrangements for hygiene on entry to exam</p>	<p>Changing venues on and off site to be able to deliver public exams which minimises risk of infection</p>	<p>P Scales K Woodall L Clegg S Burton</p>	<p>Ongoing as needs change</p>	<p>Ability to deliver essential public examinations in safe but appropriate forum.</p>
<p>Future Planning:</p> <p>Loss of core services due to external staffing shortages</p>	<p>If increased population becomes affected, potential impact on:</p> <p>Food deliveries and contracted deliveries</p> <p>Refuse collections</p>	<p>Can school continue to function? Does school have reduced access to food?</p> <p>Packed lunches to be brought in from home</p> <p>Arrangements for FSM</p>	<p>SLT to lead/manage</p>	<p>Ongoing as needs change</p>	<p>Functioning of school continues even with disruption of day to day resources</p> <p>Minimise spread of infection, both in closed communities and within community as a whole.</p>

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
<p>Future Planning:</p> <p>School Closure/ home working for staff</p>	<p>Determined based upon future national advice based upon population distancing strategy</p>	<ul style="list-style-type: none"> - Alternative approaches to learning use of online T&L resources - Joint approaches with neighbouring schools - Publishing work on website/ Virtual Learning Environment - Arrangements for contacting parents/pupils from off site - Arrangements for safeguarding concerns 	<p>SLT to lead/manage</p>	<p>Ongoing as needs change</p>	<p>Ability to deliver essential public examinations in safe but appropriate forum.</p> <p>Differing delivery models allow for learning to be maintained through use of off-site learning</p> <p>Functioning of school continues even with disruption of day to day resources</p>

Appendix E2

Business Continuity Planning for Industrial Action

The overall purpose of this plan is to provide a structured and informed response to the threat of Industrial Action which is specific to NAS Church Lawton. The following table provides a FRAMEWORK for developing a school/setting Coronavirus Response Plan as part of the schools Business Continuity Plan.

Summary of Browne Jacobson information on industrial action.

- Trusts are encouraged to shift to planning as industrial action is likely for Teaching staff. Support staff actions appears to not be as likely at this point.
- Focus on teaching staff planning, in connection with who is likely to be involved and which action is likely to be enacted from the notice of ballots.
- Following this is it likely to impact the schools ability to meet statutory duties?
- Consider pandemic learning - pooling of resources - remote access?
- Ask staff “do you intend on participating in industrial action?” - need to ensure we have received notice for particular unions. If we have not received notice then action is unlawful.
- H&S, risk assessments need to consider partial opening where needed or closure if H&S compromised
- Cannot ask Teachers directly to plan work for when they are on strike however we can see who might be willing to prepare online learning in readiness for any need to drop to remote learning
- Consider what action is likely - Strike action = stoppage of work - Action short of strike = not participating in extra work, taking all breaks etc
- The Trade dispute, whilst directly with Secretary of State, by de facto becomes dispute with employer
- We cannot require a teacher to cover a striking teacher - suggestions in Browne Jacobsons FAQ’s on how to cover - likely to need to move to enrichment activities
- Notice of intention to ballot should have come to the trust, not the school as Trust is the employer - if we have not received this, it will not be a legal strike
- Trust to Consult lawyers if we have not received notice - it should be served on trust not individual schools
- Timelines in the FAQ’s shows what should have happened and when
- Notice of intention to ballot - should be informed of the category they are in - leadership, teaching, support
- If not been served notice and they take industrial action, then it is not lawful action
- Need to received notice of outcome of ballot

Objective	Task or Action required (incl. Targets/How)	Resource Implications	Who (Lead first)	When	Expected Outcome/Measures
<p>To ensure effective LEADERSHIP of the Plan to deal with Industrial action plan (IAP) within CLS</p>	<p>P Scales K Woodall L Clegg S Burton</p> <p>will be named leads for the leadership and management of all aspects of Action Plan and its implementation.</p> <p>Lisa Thompson will be Link Governor</p> <p>P Scales will be responsible for updating the aspect of the IAP as further advice/guidance becomes available.</p>	<p>If Teachers are working offsite, then Mobile communications costs will need to be considered</p> <p>GDPR consultation with LT DPO Martin Briggs</p> <p>School has Bromcom MIS system which can be used to ensure communication with all parents and staff ensuring FULL and REGULAR monitoring of local and national guidance as distributed.</p>	<p>P Scales K Woodall S Burton L Clegg</p>	<p>Ongoing</p>	<p>Well-drafted and planned response at a local level which ensures Church Lawton school community are best informed and prepared to meet the demands of this risk.</p>

<p>To establish a robust COMMUNICATION strategy</p>	<p>School to follow National Guidance as set by Trust and Trust Legal Team and DfE</p> <p>School to use internal email system to update all staff.</p> <p>School has access to Bromcom MIS which can be used to update all parents and staff and LGB ensure whole school community communication</p>	<p>Use of agreed resources.</p> <p>CLS to manage inappropriate communications and maintain focus on factually correct advice from validated sources.</p>	<p>P Scales K Woodall L Clegg S Burton</p>	<p>Ongoing</p>	<p>All stakeholders within community feel well informed, CLS is acting on latest advice and are taking all necessary actions to minimise risks.</p> <p>Stakeholders have appropriate forums to ask questions and receive a timely response to queries.</p>
<p>To reinforce existing and PREVENTATIVE strategies</p> <p>Educational Visits and Activities</p>	<p>Increased risk assessments undertaken</p> <p>Advice taken through EVOLVE process and other national advice for travelling</p>	<p>See latest national and local advice on trips/travelling</p>	<p>SLT Trip Organisers</p>	<p>Ongoing</p>	<p>All stakeholders within community feel well informed, CLS is acting on latest advice and are taking all necessary actions to minimise risks.</p>

<p>Staff /Pupil absence</p>	<p>Identify level of service to be offered in the event of;</p> <p>Levels of staff sickness and absence</p> <p>Inability of deliver curriculum</p> <p>Inability to supervise- safeguarding concerns</p> <p>Curriculum management –</p> <p>Prioritisation of key groups – examination demands</p>	<p>Potential use of large spaces to bring classes together where there are staff shortages</p> <p>Use/availability of supply staff</p> <p>Cost implications</p> <p>Identify key staff, risks of absence and mitigations e.g. Safeguarding leads, SENDco, TA for specific children, site facilities etc.</p> <p>Staff support for School evacuations in the event of Fire/Emergency Response Situation.</p> <p>Alternative approaches to learning</p> <p>Joint approaches with neighbouring schools .</p> <p>Limited requirements on staff to prepare work</p>	<p>SLT to lead/manage</p>	<p>Ongoing as needs change</p>	<p>Functioning of school continues even with disruption of day-to-day resources</p> <p>Alternative curriculum delivery allows for core functions to be maintained</p> <p>Prioritisation to essential groups – examinations especially.</p>
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Staff Contact List

Name	Role	Contact Details
Mr P Scales	Principal	Mobile Number: 07857 500431 Email Address: paul.scales@churchlawtonschool.org.uk Out of Hours Contact Details:07857 500431
Mrs K Woodall	Deputy Principal	Mobile Number: 07593 435068 Email Address: karen.woodall@churchlawtonschool.org.uk Out of Hours Contact Details: 07709 034901
Lorraine Clegg	Deputy Principal	Mobile Number: 07394 568236 Email Address: lorraine.clegg@churchlawtonschool.org.uk Out of Hours Contact Details: 07708 303671
Mrs S Burton	School Business Leader	Mobile Number: 07857 500432 Email Address: sarah.burton@churchlawtonschool.org.uk Out of Hours Contact Details: 07843 601887
Mrs Lisa Thompson	Chair of TMB Board Church Lawton School	Mobile Number: 07514 728003 Email Address: lisa.thompson@libertytrust.org.uk Out of Hours Contact Details: 07514 728003
Dr Nicola Crossley	TLT CEO	Mobile Number: 07514 315922 Email Address: nicola.crossley@nasat.org.uk Out of hours contact details: 07514 315922
Miss Jo Galloway	TLT Director of Education	Mobile Number: 07551 279024 Email Address: jo.galloway@nasat.org.uk Out of hours contact details: 07551 279024
Mr P Scales	Principal	Mobile Number: 07857 500431 Email Address: paul.scales@churchlawtonschool.org.uk Out of Hours Contact Details:07857 500431

Key Contacts List

Contact	Telephone Number/ Email address
Key Contacts	
Management- Critical Incidents (NAS)	Paul Scales Mobile Number: 07857 500431 Email Address: paul.scales@churchlawtonschool.org.uk Out of Hours Contact Details: 07857 500431
	Karen Woodall Mobile Number: 07593 435068 Email Address: karen.woodall@churchlawtonschool.org.uk Out of Hours Contact Details: 07709 034901
	Lorraine Clegg Mobile Number: 07394 568236 Email Address: lorraine.clegg@churchlawtonschool.org.uk Out of Hours Contact Details: 07708 303671
	Sarah Burton Mobile Number: 07857 500432 Email Address: sarah.burton@churchlawtonschool.org.uk Out of Hours Contact Details: 07843 601887
	Lisa Thompson Mobile Number: 07514 728003 Email Address: lisa.thompson@libertytrust.org.uk Out of Hours Contact Details: 07514 728003
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	Jo Galloway Mobile Number: 07551 279024 Email Address: jo.galloway@nasat.org.uk Out of hours contact details: 07551 279024
Management- Critical Incidents	Children and Families Business Management Support Team Tel: 01606 275863: 01606 271503: 01606 271718: 01606 288075
TLT Media	
TLT Property Services	Martin Briggs Mobile Number: 07766315698 Email Address: martin.briggs@nasat.org.uk Out of Hours Contact Details: 07766315698
Insurance	Martin Briggs

Policy Number	Mobile Number: 07766315698 Email Address: martin.briggs@nasat.org.uk Out of Hours Contact Details: 07766315698
Mellor's Catering Services Ltd www.mellorscatering.co.uk	Susan Welsh (Area Manager): Tel: 01695 737280 Mobile: 07870 554454 Email: susanw@mellors.co.uk Andrew Walker (Operations Manager) Email: Andreww@mellors.co.uk Mobile: 07972 363550
Hi-Spec Cleaning Service Ltd	Mark Hilton (Regional Services Manager): mark.hilton@hispecservices.co.uk Tel: 01332 376190 Mobile: 07800 584518 Sue Goodes (Operations Manager): sue.goodes@hispecservices.co.uk Tel: 01332 376190 Mobile: 07738 800197

Other Local Contacts	
Transco Gas	0800 111 999
Scottish Power (Electricity)	105 or 0800 001 5400
Severn Trent Water	0800 783 4444
Emergency – Police / Fire / Ambulance	Tel: 999
Police – your local station	Tel: 101
Hospital – your nearest A&E	Royal Stoke University Hospital, Newcastle Road, Stoke-on-Trent, ST4 6QG 01782 715444
Local Radio	BBC Radio Stoke Tel: 01782 208080
	Signal 1 Radio Tel: 01782 861026
	Cheshire Radio Silk 01625 268000