

## School Disaster Recovery Policy

Date	Review Date	Coordinator	Nominated Governor
14/05/2014	14/05/2015	Daniel Duncalf / Andy Povey ICT	Paul Mokwenye

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Civil Contingencies Act 2004
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

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.

## **Our Lady and St Joseph**

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.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **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 ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority 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 (DRT) to deal with all emergency situations;
- appointed the Headteacher to act as the director of the DRT;
- delegated powers and responsibilities to the Headteacher 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;
- make effective use of relevant research and information to improve this policy;
- 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 Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **Role of the Headteacher and Disaster Recovery Team**

## Our Lady and St Joseph

The Headteacher 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;

Emergency /disaster	Action
Fire	
Flood	
Theft of major equipment	
Hardware / software failure	
Accidents	
Explosions	
Pandemics	
Bomb threats	
Violent situations	
Other emergency situations	

- train and practice for all emergency situations;
- ensure all members of the Disaster Recovery Team are aware of their roles and responsibilities such as:

Area of Responsibility	Team Leader	Role
Liaison with the Emergency Services	Headteacher	
Liaison with the Local Authority	Headteacher	
Accommodation		
School security		
Utilities – electricity, water, gas, heating, telephones, fire alarm		
IT hardware and software		
Data recovery		
Supplies and replacement of valuable equipment		
Communications and public relationships		
Local health authority		
Catering		

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Insurance		
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- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- 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 Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to 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;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values.

### 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;

## **Our Lady and St Joseph**

- reviewing the effectiveness of this policy with the Governing Body

### **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
- the Staff Handbook
- meetings with parents 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**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Management of Health and Safety Regulations
  - Risk Assessment
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **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.

### Our Lady and St Joseph

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

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

#### Linked Policies

▪ Health and Safety	▪ Health and Safety - Responsibilities
▪ Management of Health and Safety Regulations	▪ Risk Assessment
▪ Workplace Environment	▪ Premises Manager
▪ Accidents and Emergencies	▪ Medical and First Aid
▪ Reporting of Injuries, Diseases and Dangerous Occurrences	

Headteacher:		Date:	
Chair of Governing Body:		Date:	