



St Andrew's
C O L L E G E

Education Continuity Plan

31ST May 2024

NEXT REVIEW DUE BY: SEPTEMBER 2025

Every emergency is different. In all cases, educational and wellbeing impacts will be considered before taking any action. St Andrew’s College will do their best to minimise the amount and length of any disruption to education.

1. Aims

This plan aims to:

- Outline potential risks and issues that could cause disruption to the delivery of critical activities
- Mitigate the impact of disruptions to critical activities by providing actions or procedures to follow, to make sure all learners continue to receive the quality of education to which they're entitled

2. Legislation and guidance

This document is based on guidance from the Department for Education (DfE) on [emergency planning and response for schools](#) and [school security](#). It also complies with the following statutory guidance and legislation:

- [Keeping Children Safe in Education](#)
- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)

3. Roles and Responsibilities

Headteacher

- Activating and standing down this plan
- Leading the business continuity team

Business continuity team (College SLT and key members of wider charity staff i.e. communications, HSE and estates and facilities)

This team of staff will ensure:

- Safeguarding and wellbeing of learners is paramount and statutory guidance will continue to be followed throughout
- A detailed written log of all events, decisions and actions is kept
- Stakeholders are informed of the events via email
- Communication with the media takes place where necessary
- Estate management is maintained

4. Communications

Any plans or changes to working conditions will be communicated to the college staff via the emergency WhatsApp group and followed up with an email to the whole college staff via their charity email addresses. The email will also be sent to the college governing body.

If the changes mean moving to an alternative location, the Headteacher or a member of the SLT will base themselves outside of the usual building and direct college staff to the alternative location.

Learners will be informed initially by ward staff and then by a member of the college team. Additional stakeholders will be informed of the plans/changes as soon as reasonably possible via an email from the Headteacher.

Stakeholder	Communication Strategy	Contact information location	Backup contact information
Staff	Text/email		
Governors	email		

5. Continuity Strategies

The table below sets out examples of some scenarios where a continuity plan may be needed to maintain critical activities

Scenario	When to implement	Actions	Person(s) responsible
Shortage of staff or skills	In the event of high levels of staff absence due to: <ul style="list-style-type: none"> • Illness • Severe weather • Transport disruption • Industrial action • Pandemic 	Different ways of working to be implemented: <ul style="list-style-type: none"> • Larger class sizes • Use of corridors or ward space • Rescheduling of timetable 	Headteacher & SLT
Partial closure of school site	In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include: <ul style="list-style-type: none"> • Damage limited to a specific part of premises • Loss of utilities (power or water) to specific part of premises 	<ul style="list-style-type: none"> • Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs • Consider different ways of working (as listed above) • Consider sourcing additional facilities such as heaters or fans etc. 	SAH Estates & Facilities Headteacher & SLT
Full closure of school site	In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include: <ul style="list-style-type: none"> • Extensive damage caused by fire or flooding • Loss of utilities (power or water) to whole premises 	<ul style="list-style-type: none"> • Secure premises to prevent unauthorised access and display relevant warning signs • Display details of where people can find information about the closure, advice and contact information • Move learners and learning to a different part of St Andrew's Healthcare site 	SAH Estates & Facilities SAH Security Headteacher & SLT
Loss of IT services/data	In the event that IT services or critical data cannot be accessed. Examples include: <ul style="list-style-type: none"> • Loss of network • Following a cyber attack 	<ul style="list-style-type: none"> • St Andrew's Healthcare IT services department to be made aware if they are not already • IT services to recover all information and make college SLT aware when this has been completed • College staff to keep paper records of attendance in the interim • Paper based activities to be completed with learners where required 	SAH IT Services College Team

6. Attendance

The school will continue to record outcomes in the normal way if possible, or they will be recorded on paper if IT systems have failed.

Where learners are unable to attend the college lessons will be delivered on the ward in the normal manner or in an appropriate area of the hospital if the ward environment is compromised.

7. Safeguarding

Safeguarding and promoting the welfare of children and young people remains of paramount importance. The school will continue to have regard to relevant statutory safeguarding guidance. This includes:

[Keeping Children Safe in Education](#)

[Working together to safeguard children](#)

7.1 Wellbeing and support

To handle the potential emotional impact on learners due to the disruption of critical activities, the college will:

- Aim to follow normal college routines as far as possible
- Allow students time to talk and share their feelings
- Make the MDT aware of any students who are impacted by the disruption

The college will follow the DfE's guidance on [promoting and supporting mental health and wellbeing in schools and colleges](#).

8. Links with other policies

This plan is linked to our:

- Health and safety policy
- Emergency/critical incident plan
- Examinations contingency plan
- Safeguarding policy
- Attendance policy
- Risk assessments