



## CRITICAL INCIDENT AND BUSINESS CONTINUITY POLICY STATEMENT

Issue No	Author/Owner	Date Written/Revised	Approved by Governors on	Comments
1	WF	January 2015	16 September 2015	
2	WF	January 2017	22 February 2017	Reviewed
3	KL/MM	September 2019	9 October 2019	Reviewed
4	KL	November 2021	8 December 2021	Reviewed

It is the policy of Backwell School to conduct its operations in such a manner as to ensure, in so far as reasonably practicable, the health, safety and welfare of all its employees, students, contractors, clients, general public and others while on its premises and outside the school on associated activities. However there are emergencies that may occur which could put individuals at risk of harm.

The school will ensure, so far as is reasonably practicable, that emergencies are handled in such a way as not to disorientate and overwhelm those involved or expose staff, young people and parents to periods of prolonged stress. Each crisis/emergency is unique in its range and complexity, and there is no rigid formula for managing the consequences, but, by their very nature, the journey through this sort of event is always going to be difficult. Planning ahead, therefore, is a necessary precaution, and will greatly reduce the pressure on those managing the incident. Backwell School recognises the need for information, instruction, training and rehearsing plans to ensure all are competent to deal with an emergency should it arise.

Backwell School recognises the need to prepare clearly communicated emergency plans to deal with crises/ emergencies and the business continuity of the establishment. It is self-evident that where a major emergency has been anticipated and plans made for managing a response, it is likely to be handled more effectively and confidently. To this end, Backwell School has drawn up a Critical Incident and Business Continuity Plan to detail:

- who will assume key roles,
- that checklists and procedures are in place,
- that contact lists are accurate,
- that there is a tested framework for communications,
- that the appropriate training has been undertaken,

the response to a crisis will therefore be more assured than that based on improvisation.

All governors and staff must familiarise themselves with the contents of this statement and the Critical Incident and Business Continuity Plan, as a source of information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions.

This policy and our Critical Incident and Business Continuity Plan will be kept under continual review in the interests of improvement. Formal review of this policy will be conducted annually or as necessary to reflect changes in the school's strategy, UK or EU law, and any changes will be brought to the attention of all staff.

Chair of Governors

Headteacher