

**The Skylark Partnership Recovery Action Plans (see also individual academy recovery action plans)**

Version and Date		Action/Notes
1.0	03.09.2019	Reviewed by Trust board Approved by Trustees at Full meeting 18.9 2019.

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	<ol style="list-style-type: none"> <li>Contact phone and IT company</li> <li>Use mobile phones</li> <li>Use mobile phone to tether chromebooks to access cloud documents</li> <li>Staff to consider remote working/working from home</li> </ol>	Individual academy business manager (BM) to make contacts Individual heads to instruct staff and make decision about home working	Ensure all academy staff have work mobile phones
Finance Process Breakdown – payments to staff & suppliers fail	<ol style="list-style-type: none"> <li>Contact bank to see if it can be rectified</li> <li>Arrange with bank for emergency payments to staff</li> <li>Make direct payments to staff via BACS from bank account</li> </ol>	Accounting officer and CFO to carry out actions	
Utilities / Energy Supply failure	<ol style="list-style-type: none"> <li>Contact utilities company</li> <li>Consider if can continue without any of the utilities</li> <li>Arrange for students to go home and to log into Google Classroom from home to access lessons</li> <li>Staff to consider remote working/working from home</li> </ol>	Individual BM to contact Individual HT to risk assess and make other decisions	

Building Loss – partial or complete (Fire, Flood etc.)	<ol style="list-style-type: none"> <li>1. Investigate to see if part of the buildings can be used</li> <li>2. Liaise with Southern Quarter and local library to see if their facilities can be used</li> <li>3. Arrange for students to go home and to log into Google Classroom from home to access lessons</li> <li>4. Staff to consider remote working/working from home</li> </ol>	<p>HOE BM in association with EHT to risk assess and make decisions</p> <p>Individual teachers to instruct st</p>	
Building Denial leading to short term lack of access	<ol style="list-style-type: none"> <li>1. Investigate to see if part of the buildings can be used</li> <li>2. Liaise with Southern Quarter and local library to see if their facilities can be used</li> <li>3. Arrange for students to go home and to log into Google Classroom from home to access lessons</li> <li>4. Staff to consider remote working/working from home</li> </ol>	As above	
Evacuation due to Nearby Incident	<ol style="list-style-type: none"> <li>1. Risk assess the risk association with remaining secure on site</li> <li>2. Arrange to transport students to a nearby place of safety</li> <li>3. Parents to be contacted and asked to collect students.</li> <li>4. Taxi transport to be arranged where necessary</li> <li>5. Staff to transport students home when safe to do so.</li> </ol>	<p>EHT to undertake risk assessment and coordinate moving students</p> <p>Business staff to contact parents and arrange taxis</p>	All staff have business insurance so can carry pupils in their car
Lockdown due to Nearby Incident	<ol style="list-style-type: none"> <li>1. Risk assess the risk association with remaining secure on site</li> <li>2. Move all staff and pupils to either buildings and lock down</li> <li>3. Use critical incident mobile phone to contact local authority/police.</li> <li>4. Await 'all clear' before releasing students and staff</li> </ol>	<p>EHT to undertake risk assessment and procedures for securing staff and students in designated building</p> <p>EHT to contact police and make decision on releasing students and staff</p>	Critical incident mobile phone to be kept charged by BM

Fire	1. Follow fire evacuation procedures for the site	Fire Warden for site to lead the procedures	
Bad Weather prolonged	1. Staff to teach students via a google hangout (staff working from home) 2. Students to access Google Classroom	Staff to instruct students on how to use a hangout or access the google classroom.	
Strikes	1. Risk assess the staff:student ratio on site when HT is aware of who staff will be available 2. If no risk, lessons to go ahead as usual using available staff 3. Resume as normal after the strike	EHT to undertake risk assessment and make decision on safety for opening and staff cover	
Terrorist Attack or Threat	1. Risk assess the risk association with remaining secure on site 2. Move all staff and pupils to either buildings and lock down 3. Use critical incident mobile phone to contact local authority/police. 4. Await 'all clear' before releasing students and staff	EHT to undertake risk assessment and procedures for securing staff and students in designated building EHT to contact police and make decision on releasing students and staff	