

Falcons Primary School



FALCONS
PRIMARY SCHOOL

Disaster Recovery Policy

June 2025

Approved by GB Date: June 2025

Review Date: June 2027

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

While unforeseen events which effectively prevent normal school operations are rare, hence the term 'disaster', they are not unknown. Our policy will help the school to most rapidly recover operationally and to continue to provide high-quality education for its children. The support of the Akaal Educational Trust & its Governing Body will feature prominently in this preparation and support. Falcons Primary School has a Crisis Management Policy which will help the school to deal effectively with immediate issues. The Disaster Recovery policy will deal with the effects of some crises, such as fire, gas explosion, flooding, terrorist attack, hostage taking, violent intrusion and other unforeseen disasters.

Roles and Responsibilities

Position	Responsibilities
Head Teacher	Strategic management Communications with parents, media and operational control in school Deployment of teaching and support staff to manage pupils and casualties
Head Teacher and Premises officer	Organise support from other services e.g. Clean up resources, security Deployment of admin and site staff. Data recovery
Premises Officer	Under the direction of the HT, this person will ensure the safety of all pupils and staff and protect the security of school building and equipment.
Head teacher, Deputy HT, School Business Manager and Premises officer	Organise recovery of pupil records and programmes of support. Immediate support for casualties
Premises officer	Co-ordinate recovery of IT equipment and ensure its security
EYFS leader	Organise and manage pupils and staff
Deputy HT / Assistant Headteachers	Organise and manage pupils and staff
Head teacher	Organise and manage pupils and staff
Head teacher, Office Manager	Communications with parents

Preparation and training

The Head and other staff will attend training held by appropriate and fully endorsed organisations to prepare for an emergency or disaster. The school already has a critical incident plan which will support the immediate situation and all staff will participate in training to ensure they are familiar with this.

As a part of the school's continuing preparations, resources and further training will be allocated as appropriate to ensure that robust, proportionate systems, services and equipment are procured to most effectively enable the school to prepare for any serious incident.

Document Recovery

While the majority of the school's information will be held digitally, the school will still have important paper documents which must be recovered, if only to prevent them being viewed by unauthorised personnel. Where practical, these documents should be securely stored in strong fire-resistant filing cabinets. The Head teacher will keep staff contact details, at home. The School Business Manager is responsible for ensuring that a back-up copy of all the school's digital information to do with administration and management of the school is updated on a weekly basis and securely accessed, away from the school site.

- Attendance Registers-online through Scholar pack
- Staff papers: references, performance Management, Single Central Register-Scholar pack
- Administration papers: School budget, School Development plans, SEFs
- Children's progress records, Scholar pack records
- Teaching schemes of work, policies and curriculum documents

Note: In the event of a flood where papers are damaged beyond repair, only authorised staff must identify documents which need to be destroyed.

Equipment Recovery

- Portable Hard Drives
- Headteacher Laptop and PC
- School Business Manager Laptop and PC
- Laptops
- Other PCs
- Data Projectors (where easy to remove)
- Flammable liquids/ solvents from Reprographics / cleaning stores

Safety and Security

If the school building is rendered unsafe or unsecure as a result of a disaster: fire or explosion, the school will work with the Akaal Education Trust and Leicester City Council to seek their support and advice. While Falcons Primary School is independent, Leicester City Council still has a strong obligation to protect the health and safety of children and staff at the school.

In the event of the building having been rendered unsafe following a fire, it will be protected during the day by Regent Samsic 0116 235 2730 outside school hrs M: 07739870077

If necessary, arrangements will be made for the building to be boarded up by contacting a chosen contractor on telephone no. Regent Samsic M: 0116 235 2730 0777 5001 438 outside school hrs M: 07739870077

Contacts for checking vital equipment are as follows:

Equipment	Company	Telephone no.
Burglar alarm	ADT	03448001999 (contract 1000763733)
Electricity supply	Total power	0333 003 7874 (Ac no 3004600038)
Gas supply	Total Power	0800111999 (Ac no 1009100)

Fire alarm	ADT	03448001999 (contract 1000763729)
Firefighting equipment	Churchesfire	0870 608 4350
Heating system	AT service	0116 283 5999
Internet connection	Primaryworld	0116 261 3211
Telephone	Primaryworld	0116 261 3211
Water	Water Plus	03450726072 (account no 0274003843)

Other useful telephone numbers:

Leicester City Council Health and Safety Department	Vince Taylor	0116 454 4311
Insurers	DFe-RPA	0113 246 2040 (claim line), 0117 9769 361 (RPA cover queries)– membership no 141011
Legal representative	Flint Bishop	01332 867 766
Local press	Leicester Mercury	0116 2512 512
Removals	Biffa	0116 2161900

In the event of a serious fire and media involvement, any enquiries should be directed to the Headteacher. In the first instance a statement will be released outlining basic details only.

If the telephone system is disabled and it is not possible to plug in the spare telephone or access the school mobile phone, calls will be diverted to: 07540690100

If the premises are rendered unusable, arrangements will be made for mail and other deliveries to be cancelled until notified otherwise.

Data Recovery

Head teacher will keep a back-up copy of the school's data and admin information at home, updated each week. A significant amount of curriculum and learning data will however still be stored on the school's server or individual computers. In order to assist data recovery, if damage to a computer or back up material is suspected staff **must not:**

- Touch or turn off electrical power to any computer
- Try to run any hard drive, back up disc or tape to try to retrieve data
- Tamper with damaged computers, discs or tapes
- Move damaged computers

Salvage and storage of damaged equipment

If damage to the building is such that the interior is exposed to the elements or unsafe, under the terms of the insurance policy, 0113 246 2040 new claim help desk should be contacted to arrange hire of portable buildings. These would be sited **on the playground and if necessary, the car park** with cars having to be parked wherever possible on street. Mobile toilet units could be hired from Euroloo telephone 01245 475 700. All incoming deliveries would be cancelled.

Any salvaged materials or stock will be stored in a portable building or if not appropriate contact Leicester City Council Health and Safety 0116 454 (37) 4300.

Damage limitation

After a flood, drains will be checked for blockages by Dyno drains **Tel:** 01733 808923
Hazardous materials are stored off site.

A copy of the Fire Risk Assessment is held online with the Smart Log.

Duty of care

If the building has been evacuated for structural safety reasons, before reoccupation, the Trust will have arranged for an appropriately qualified professional, accompanied by a Trust member to make an inspection to see if the structure is safe. If unsure, the City Council Building Control Officer should be contacted on 0116 454 3163 or at building.control@Leicester.gov.uk

Advice from the Environment Agency

Following an incident, any spillages, contaminated materials or firefighting water, should be disposed of in the correct manner. Contaminated water should not be disposed of in a drain without prior permission. (Maximum penalty £20,000)

If off-site disposal of solid liquid or waste is required, a registered carrier of waste should be used and the movement documented.

For further advice, the Environment Agency can be contacted on 0800 807060.

Monitoring and Evaluation

The **Head teacher** will monitor the implementation of this policy and prepare a report annually for the Governing Body with regard to number of occurrences and any changes to the policy in the light of changes in legislation or best practice.