

Stocks Green Primary School

School Emergency Management and Business Continuity Plan 2025/26 (SEMBCP)

School Address	Stocks Green Primary School Leigh Road Hildenborough Kent TN11 9AE
School Contact Number	01732 832758

Plan Administration		
Version number		
Date of issue	January 2025	
Electronic copies of this plan are available from	Headteacher / school office	
Hard copies of this plan are available from	Headteacher / school office	
Location of emergency grab bag(s)	1. In a gap between office desks near Headteacher's office 2. Caretakers office	
Date of next review	January 2026	
Person responsible for review	P.Hipkiss	
Plan Distribution		
Name	Role	Issue Date

This plan is protected and confidential. Do not give any contact details or sensitive information to the media, pupils, parents/carers or members of the public.

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SECTION 1 – INTRODUCTION

1.1 Aims and Objectives

To provide a flexible response to an emergency or disruptive incident so that Stocks Green Primary School can:

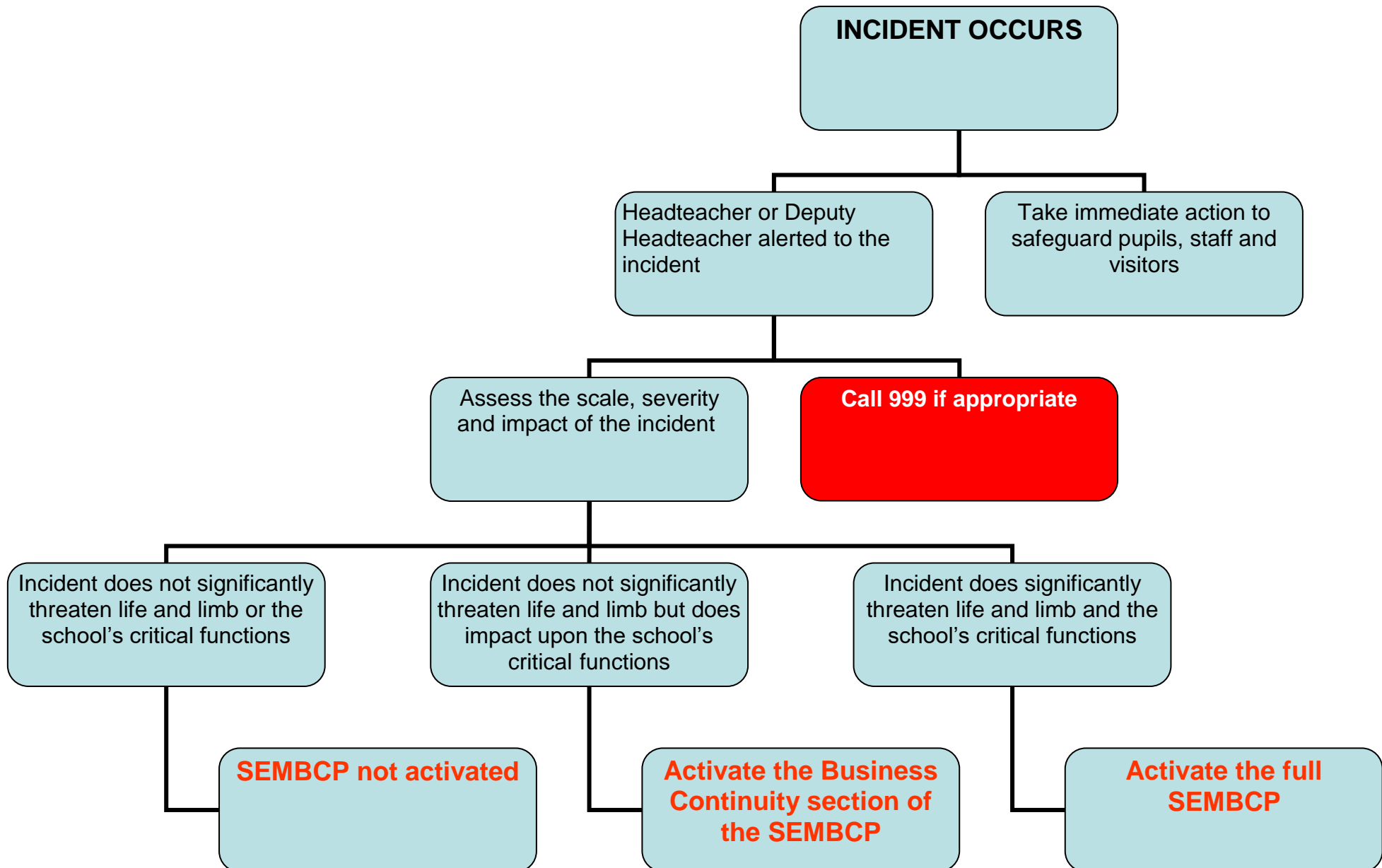
- minimise the impact of an emergency or major incident,
- ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated,
- maintain high standards of welfare and duty of care arrangements for pupils, staff and carers,
- ensure that decision making and actions during the emergency situation are properly recorded,
- to minimise educational and administrative disruption within a school,
- to facilitate the return to normal working arrangements at the earliest time.

1.2 Scope of the Plan

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

- within the school during the school day,
- to the school outside of school hours,
- on school trips and journeys,
- to pupils on the way to or from school,
- from events immediately outside the school gates,
- from events that adversely affect an area wider than the school itself.

SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION



SECTION 3 – CONTACT DETAILS

3.1 School Emergency Management Team			
Name & Title	24hr Telephone Contact	Email	Address
<i>Headteacher</i> Mr Peter Hipkiss	01622 763411 07795264952	headteacher@stocks-green.kent.sch.uk	1 Redstart Avenue Maidstone ME15 6ZY
<i>Deputy Headteacher</i> Mr Joe Endersby	01732 365024 / 07789 558113	j.endersby@stocks-green.kent.sch.uk	48 Douglas Road Tonbridge Kent TN9 2TH
<i>School Business Manager</i> Miss Janet Scott	01892 331934/ 07748 435774	office@stocks-green.kent.sch.uk	35 Dimmock Close Paddock Wood Kent TN12 6HS
<i>Site Manager/Caretaker</i> Mr Ken Till	01732 833560/ 07745 137457	k.till@stocks-green.kent.sch.uk sitemanager@stocks-green.kent.sch.uk	2 Wealden Close Hildenborough Tonbridge Kent TN11 9HB
<i>Chair of Governors</i> Mr Rob Chewter	01732 832591 07836 385189	rjchewter@gmail.com	42 Knowsley Way, Hildenborough Kent TN11 9LQ
<i>Other</i>			

3.2 Local Authority			
Name & Title	24hr Telephone Contact	Email	Address
Assistant Director Education	08458 247 247	Nick Abrahams 03000 410058 Nicholas.abrahams@kent.gov.uk	
Duty Emergency Planning Officer	01622 221 321	emergency.planning@kent.gov.uk	County Emergency Centre, 4 th Floor, Invicta House, Maidstone.
Contact Centre	08458 247 247		
KCC	03000 410195	David Hart schoolemergencyplanning@kent.gov.uk	

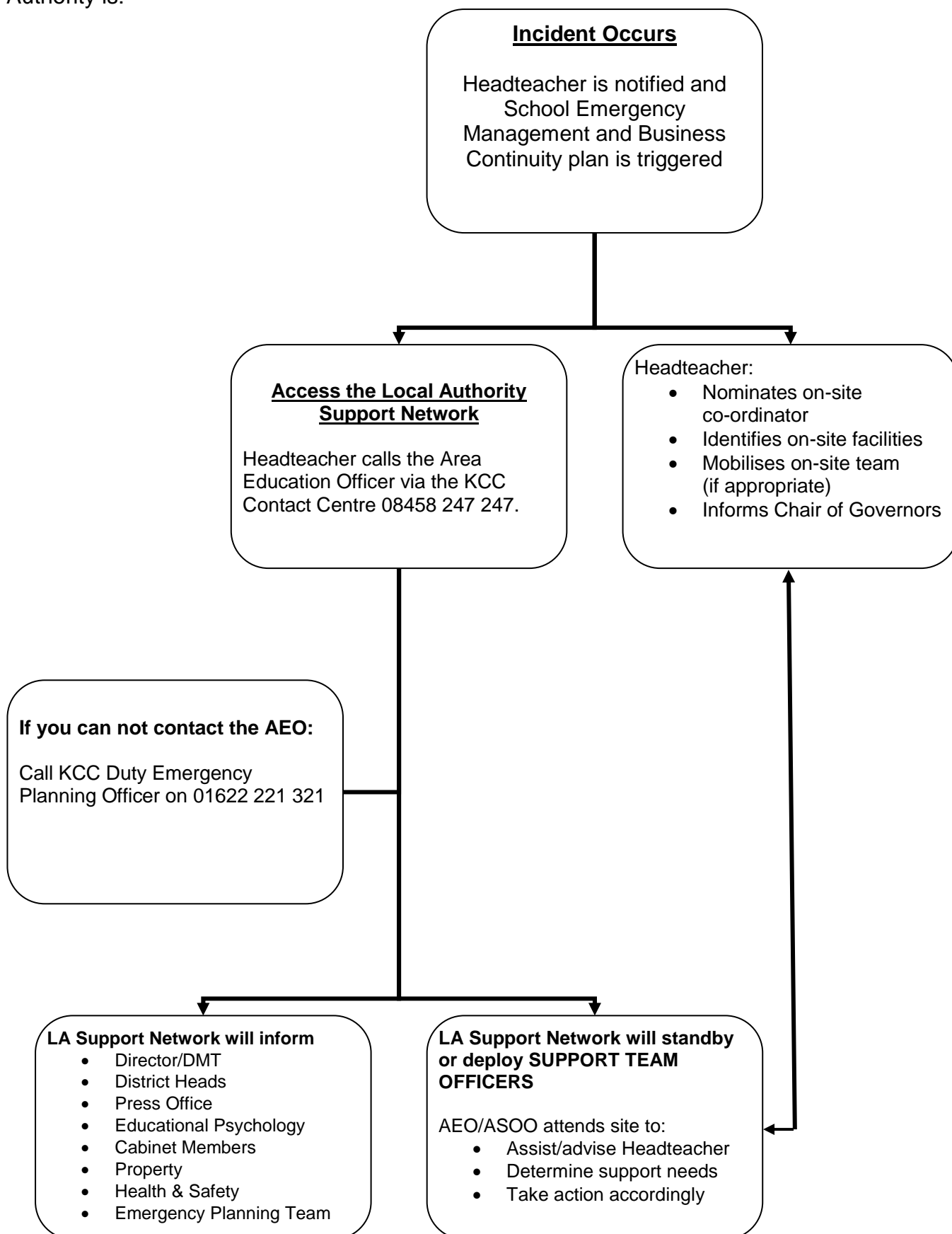
3.3 Stakeholders and Extended Services			
Name & Title	24hr Telephone Contact	Email	Address
Early Morning Club Michelle Ashbrook	01732 834903 or 07968 259301	m.ashbrook@stocks-green.kent.sch.uk	2 Birch Close Hildenborough Kent TN11 9DU
Rainbow after school club Denise Howard	07717 214041	contact@rainbowschoolclubs.com	Lime Tree Workshop 11 Lime Tree Walk Sevenoaks Kent TN13 1YH

3.4 Other School Staff			
Name & Title	24hr Telephone Contact	Email	Address
See staff contact list in grab bag			

3.5 Other Organisations			
Name & Title	24hr Telephone Contact	Email	Address
Stocks Green Pre-School 01732 834115	Mrs Tooth 07792 730515	Info@stocksgreenpreschool.co.uk ajm26@hotmail.co.uk	32 Tainter Road Hadlow TN11 0HL
	Mrs Ovenell 07834 239626		Jackdaw House 6 Leybank Hildenborough TN11 9EH

SECTION 4 – LOCAL AUTHORITY SUPPORT NETWORK

In the event of a school related emergency the proposed arrangement with the Local Authority is:



SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the School Emergency Management Team to carry out their roles and responsibilities once the SEMBCP has been activated. These checklists are a general guide, further actions may be required that are specific to the incident as it occurs.

4.1 Headteacher

Action	Completed by	Time
Activate the School Emergency Management Team.		
Commence a log of all action and decisions (see Appendix 1).		
Ensure safety/welfare of pupils and all adults in the care of the school.		
Identify any vulnerable pupils or adults needing specific support.		
Activate the Local Authority Support Network.		
Decide whether to keep pupils in classrooms and safe areas or consider evacuation (see Appendix 3).		
Consider activating school closure arrangements.		
Ensure that the SEMT are effectively carrying out their designated roles and responsibilities.		
Ensure that the school emergency grab bag has been collected.		
Liaise with the emergency services.		
Keep staff informed of the situation.		
Ensure Chair of Governors is kept informed of the situation and the response arrangements.		
Prepare information and advice to parents.		
Call meetings of the SEMT as required and ensure that the SEMT and LA receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.2 Deputy / Assistant Headteacher

Action	Completed by	Time
In the absence of the Headteacher adopt their roles and responsibilities.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher about the situation.		
Commence a log of all action and decisions.		
Lead arrangements to ensure safety/welfare of pupils and all adults in the care of the school.		
Lead and direct all school staff to support decisions taken by the Headteacher.		
Seek advice from the Headteacher on whether to keep pupils in classrooms and safe areas or consider evacuation.		
If directed by the Headteacher – make arrangements for the evacuation of the school to designated evacuation points or back up location.		
If directed by the Headteacher – make arrangements to activate closure arrangements.		
Keep staff informed.		
Assist the Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.3 Office Manager/Secretary

Action	Completed by	Time
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Support the Headteacher and/or Deputy Headteacher in contacting all members of the SEMT and request they carry out their roles and responsibilities as described in the SEMBCP.		
Advise the Headteacher and/or Deputy Headteacher if any member of the SEMT is unavailable and cannot carry out their roles and responsibilities.		
Ensure copies of the SEMBCP are available for the SEMT.		
Ensure that pupil records and registers are available.		
Ensure that pupil medical records are available.		
Highlight to SEMT any pupils that may need specific support.		
Ensure that parental/carers records and contact numbers are available.(Arbor/ Grab bag)		
Ensure that staff records and contact details are available. (Arbor/ Grab bag)		
Ensure that the visitor and pupil signing in/out book is available. (EntrySign)		
Lead the office staff in assisting the SEMT with information needs and the emergency response.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Where possible cancel any planned visitors to the school.		
Advise service providers of the interruption to the normal arrangement for provision of goods/services to the school (catering/transport etc).		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.4 Site Manager/Caretaker

Action	Completed by	Time
Obtain as much information as possible from the office manager/secretary about the situation.		
Commence a log of all actions and decisions.		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Ensure that emergency services are able to access the incident quickly and without obstruction.		
Ensure all building and gate keys are available.		
If required <ul style="list-style-type: none"> • Immobilise the gas supply, electricity or water supply (see Appendix 2). 		
If required assist with evacuation.		
Where possible assist with ensuring the security of the school site.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

4.5 Chair of Governors

Action	Completed by	Time
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the SEMT.		
Obtain as much information as possible from the Headteacher and/or Deputy Headteacher about the situation.		
Commence log of all actions and decisions.		
Assist the Headteacher and/or Deputy Headteacher in providing consistent advice/information to parents.		
Attend meetings of the SEMT as required, and ensure that you receive regular situation updates.		
Consider business continuity arrangements to assist the school in delivering critical functions to a minimum service level and making a speedy return to normal functions.		

SECTION 6 – BUSINESS CONTINUITY

6.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical functions are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' functions may need to be suspended at this time.

6.2 Critical Function Analysis and Recovery Resources

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 rd Party Dependencies
	<i>Deliver a timetable of education for Year R</i>	<i>7 days</i>	<i>1 day</i>	<i>1 member of qualified staff per 30 pupils with key resources</i>	<i>1 member of staff qualified to TA standard per 30 pupils</i>	<i>N/A</i>	<i>Heated room with access to water and toilet facilities</i>	<i>Tables / chairs / learning resources</i>	<i>N/A</i>
	<i>Deliver a timetable of education for Years 1-2</i>	<i>7 days</i>	<i>1 day</i>	<i>1 member of qualified staff per 30 pupils with key resources</i>	<i>1 member of staff qualified to TA standard per 30 pupils</i>	<i>N/A</i>	<i>Heated room with access to water and toilet facilities</i>	<i>Tables / chairs / learning resources</i>	<i>N/A</i>
	<i>Deliver a timetable of education for Year 3 to 6</i>	<i>7 days</i>	<i>1 day</i>	<i>1 member of qualified staff per 32 pupils with key resources</i>	<i>1 member of staff qualified to TA standard per 32 pupils</i>	<i>N/A</i>	<i>Heated room with access to water and toilet facilities</i>	<i>Tables / chairs / learning resources</i>	<i>N/A</i>
	<i>Maintain Attendance Records</i>	<i>7 Days</i>	<i>1 day</i>	<i>Maintain paper records</i>	<i>1 trained member of staff</i>	<i>N/A</i>	<i>N/A</i>	<i>Paper record sheets</i>	<i>N/A</i>

6.2.1 Strategies for Continuity of Services

	Arrangements to manage a loss or shortage of Staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Use of temporary staff e.g. Supply Teachers, Office Staff etc.	Term Time Teachers – 01892 676076
b.	Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> • Larger class sizes. • Use of Teaching Assistants, Student Teachers, Learning Mentors etc. • Virtual Learning Environment opportunities. • Pre-prepared educational materials that allow for independent learning. • Team activities and sports to accommodate larger numbers of pupils at once. 	Split classes according to staff available On school website Use our field or recreation ground at Hildenborough School
c.	Using mutual support agreements with other Schools: emergency secondments.	Hildenborough CEP School 01732 833394
d.	As a last resort, providing a child-minding (rather than educational) service using the above volunteers and remaining staff (to less impact on local and wider economy).	
	Arrangements to manage loss of technology / communication / data / power	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Back-ups of key school data e.g. CD or Memory Stick back-ups, photocopies stored on and off site, mirrored servers etc.	EIS/ Cantium – remote backup
b.	Reverting to paper-based systems e.g. paper registers, whiteboards etc.	Paper Registers from office
c.	Flexible lesson plans.	

d.	Contact the utility company responsible or appropriate repair contractor.	KCC Laser Emergency No 0800 111 999
e.	Emergency lighting.	Quantec 01634865750
	Arrangements to manage denial of access to your premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Using mutual support agreements with other Schools.	Hildenborough CEP School 01732 833394
b.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises.	Church Hall
c.	Virtual Learning Environment opportunities.	
d.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	Use of school hall/music room if needed /appropriate
e.	Off-site activities e.g. swimming, physical activities, school trips.	.
f.	Stagger lessons across break times and lunch to maximise use of available space, and extend the school day to expand the time available in classrooms.	To be arranged according to space/staff available. Possibly KS1/2 split

	Arrangements for longer term school closure	Further Information (e.g. Key contacts, details of arrangements, checklists)
	Meetings : where face to face meetings cannot happen, meetings will be conducted via Microsoft 'TEAMS' or similar program.	This will apply to Governor meetings and other essential meetings. Key contacts – Chair of Governors /Headteacher /Deputy Headteacher Assistant Head Teacher
	Site Security: site security must continue as a priority. The buildings and site must be checked on a daily basis and alarms set when personnel not on site.	Person responsible – site manager
	Contractors / cleaners etc	Person responsible : admin staff /site manager/headteacher/staff who

	Any regular contractors must be contacted and arrangements made for continuity or cancellation of services.	have organised services – this may be subject leaders as well.
	In situations where infection is the cause of closure: <ul style="list-style-type: none"> • Implement social distancing of staff and pupils where necessary • Sanitise all public areas on a regular basis – including door handles /IT equipment and anything touched by staff/pupils. • Deep clean the school before resumption of normal daily routine when the school reopens. • Restrict certain areas if needed 	Person responsible: school management team/site manager / cleaning contractors
	When school is closed to pupils: <ul style="list-style-type: none"> • Make arrangements for work to be set for home schooling • Liaise with parents where needed via email • Ensure school website is up to date and used as a means of communication • Ensure vulnerable pupils are safe – contact parents/carers on a regular basis. • Arrange for the care of keyworker/vulnerable children at school if possible. • Rota staff to cover the care of pupils if necessary 	Person responsible: Leadership team / all teaching staff/SEN-Inclusion team
	Arrangements to mitigate the loss of key suppliers, third parties or partners	Further Information (e.g. Key contacts, details of arrangements, checklists)
a.	Nourish school dinners	Packed lunches only
b.	Ensuring all external providers have business continuity plans in place as part of contract terms.	
c.	Insurance cover.	KCC

SECTION 7 – RECOVERY AND RESUMPTION

7.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the school as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

7.2 Recovery and Resumption Actions

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	<input type="checkbox"/>
2.	Respond to any ongoing and long term support needs of staff and pupils.	Depending on the nature of the incident, the School Emergency Management Team may need to consider the use of Counselling Services.	<input type="checkbox"/>
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the SEMBCP is no longer in effect. by email/text / Arbor	<input type="checkbox"/>
4.	Carry out a 'debrief' of the incident with staff (and possibly with pupils). Complete a report to document opportunities for improvement and any lessons learnt.	The incident de-brief report should be reviewed by all members of the School Emergency Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	<input type="checkbox"/>
5.	Review this SEMBCP in light of lessons learnt from incident and the response to it.	Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan are read by all members of the SEMT.	<input type="checkbox"/>

APPENDIX 1. SAMPLE LOG SHEET

[illegible]

APPENDIX 2 - SITE INFORMATION

Utility Supplies	Location	Notes/instructions
Gas	Contact Laser Energy group 0800 4840840 Emergency Gas Contact 0800 111 999	
Water (mains)	South East Water (Castle Water) Out of hours 0333 000 0365 8am-7pm contact 0333 000002	
Water (drains)	If problem drains on site contact SKANSKA help Desk 08009012464 If problem drains off site Southern Water 0330 3030368	
Electricity	Contact Laser Energy group 0800 4840840 Emergency Contact 0800 111 999	
Heating	Help desk – Skanska 08009012464	

Internal Hazards	Location	Notes/instructions
Asbestos	See attached register	
Chemical Store	Site manager's room	

Pre-designated areas	Location	Notes/instructions
SEMT briefing area	School hall	
Media briefing area	Scholl hall	

APPENDIX 3 – EVACUATION

Signals

Signal for fire evacuation	Fire bell Red signal 1
Signal for bomb evacuation	Fire bell Red signal 1
Signal for all-clear	Hand bell

Assembly points - fire evacuation

Fire evacuation assembly point A	Playground
Fire evacuation assembly point B	Far end of field
Fire evacuation assembly point C	Westwood

Assembly points - bomb evacuation

Bomb evacuation assembly point A	West Wood
Bomb evacuation assembly point B	Hildenborough School

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school).

Pre-identified buddy school / place of safety / rest centre

Name of premise	Hildenborough CEP School 01732 833394
Type of premise	School
Contact name and details of key holder(s)	Mr Lee Seal (Site Manager)
Address	Hildenborough CEP School ,Riding Lane, Hildenborough
Est. travel time (walking, with pupils)	20 minutes

School Closure	www.kentclosures.co.uk
Email	headteacher@stocks-green.kent.sch.uk
Password	TN119AE2799#

Key Holders – Contact Details

Name & Title	24hr Telephone Contact	Email	Address
Miss Ruth Ardrey Headteacher	01732 833394	headteacher@hildenborough.kent.sch.uk	Riding Lane Hildenborough
Mr Lee Seal Site Manager	01732 833394	office@hildenborough.kent.sch.uk	Riding Lane Hildenborough

APPENDIX 4 – REST CENTRE

Hildenborough School is a designated rest centre.

Activation arrangements

