

EDSTART SCHOOLS

Disaster Recovery Policy (Multi-Site Special School)

HEALTH, SAFETY & OPERATIONS

Policy owner	EdStart Specialist Education Ltd
Applies to	EdStart Schools – All Sites
Category	Health, safety & operations
Approval and validity	September 2026 to September 2027
Review trigger	Annual review, or earlier following statutory, regulatory or operational change

Status: This 2026 version supersedes all previous versions.

Disaster Recovery Policy Multi-Site Small Special SEND School

1. Purpose

To ensure resilience, safety, and operational continuity for pupils and staff across all sites of the special school in the event of a disaster or critical incident. Links with individual risk assessments, school safeguarding, health and safety and relevant school policies.

2. Scope

Applies to all school sites, staff, pupils, and services delivered directly or in partnership (including therapies, transport, and safeguarding).

3. Roles & Responsibilities

Role Responsibilities

Directors /Executive Strategic lead, LA liaison, decision-making and incident command Headteachers Site Leaders Manage incident response on-site, coordinate with central team

DSL/Deputy DSL Safeguarding, vulnerable pupil tracking, EHCP continuity

Operations Manager Premises, transport, HR, finance coordination

IT and Data Lead Backup, recovery of data systems, assistive tech readiness

4. Risk Register (Summary)

Risk Type Likelihood Impact Controls/Response

Evac plans, alternate sites, insurance, remote learning Fire or Flood Medium High packs

ICT/Cyber Daily cloud backups, cybersecurity training, 2FA High High Attack systems

Pandemic/ Remote learning plan, staff rota system, infection Low-Med High Illness control

Transport Medium Medium Taxi re-routing plan, shared location fallback Failure

Agency contacts, redeployment, home learning for Staff Shortages High Medium high needs pupils

5. Communication Plan

Primary Tools: Phone, SMS, school email Secondary Tools: Website, WhatsApp (staff), local LA notification

Communication Flowchart 1. Incident Identified 2. COO / Director of Education Executive Heads Informed 3. Virtual meeting to agree actions 4. Site Leaders and Headteachers + DSL Activated 5. Relevant policies/ risk assessments and sops shared and actions clarified 6. Staff Briefed and Parents Informed 7. Transport and AP Partners Updated 8. Recovery Plan Initiated 9. Plan reviewed and remedial actions taken 10. Daily updates and clear communication ensured.

6. Recovery Actions

Timeframe Action

0–24 hours Safety confirmed, site closure decision, vulnerable pupil contact begun

24–72 hours Remote learning setup, therapy/care adjusted, alternate sites reviewed

3 days – 1 week Relocation if needed, pupil reintegration planning starts

1 week+ Debrief, LA notification, review/update disaster policy

7. Curriculum & Care Continuity

- Printed and digital SEND learning packs
- Assistive tech loan where needed
- Consistent contact with keyworkers
- Phased returns and trauma-informed approach post-disruption

8. Review & Training

- Policy reviewed every 12 months or after any incident
- DSL and site leads trained termly
- Annual drill: site evacuation or remote continuity test
- Feedback logged centrally and used for future plan updates