Business Continuity Planning / Emergency Contacts via Local Authority

The following points of contact are provided to Cheshire East schools for urgent/critical incidents. Where necessary, liaison will take place with our media/communications leads following discussion with the school around the incident and if required, liaison with elected members.

Support will be available during office hours unless stated otherwise below.

Pupil / Staff Death

Staff member/pupil critical incident impacting the wider school.

Contact:

ChECS: 0300 1235012 option 3
checs@cheshireeast.gov.uk

Out of Hours: 0300 123 5022

Emergency Duty Team

Ofsted / School Improvement

Support for all schools relating to Ofsted Inspections.

Contact:

Laura Rogerson: 07971 063606
Laura.Rogerson@cheshireeast.gov.uk

Fiona Burke-Jackson:
Fiona.Burke-Jackson@cheshireeast.gov.uk

HR / Staffing Issues

Level of support will depend on ChESS buyback.

Contact:

Katie Dean: 07786 686716
Nuala Hadden: 07885 189279
deanhadden@cheshireeast.gov.uk

Potential School Closure: Public Health

Ongoing support for health concerns /infection outbreaks.

Contact:

Nicola Axford: 07798 925902 or
Educationreferencegroup@cheshireeast.gov.uk

Potential School Closure: Buildings: heating/leaks etc

Levels of support will be determined by school status.

Contact: Facilities Management

Helpdesk: 01270 686888
24 hour/365 days via EQUANs
property@cheshireeast.gov.uk

Also inform School Governance

Potential School Closure: Bad Weather

Potential /actual closure due to bad weather.

Contact:

School Governance & Liaison: 0300 1235036
school.governance@cheshireeast.gov.uk

Potential School Closure: Site intrusion/Terrorist threat

Potential threats will follow Police advice. Contact Police direct and local authority via:

Contact:

Laura Rogerson: 07971 063606
Laura.Rogerson@cheshireeast.gov.uk

Critical Systems: GDPR and Cyber Security

Schools should liaise through their DPO, but general advice available via CHESS buy-back.

Contact:

ChessDPandFOIsupport@cheshireeast.gov.uk

Critical Systems: ICT

Schools will need to contact their ICT Support Provider and/or their Internet Service Provider (ISP) for any broadband related issues.

CEC Digital Services (ICT) no longer provide any ICT buyback services to schools

Media / Communications support / advice
This will be determined by level of buyback via CHESS.
Education point of contact: **media@cheshireeast.gov.uk**

Senior Staff Absence:
There are times when school leaders are absent from school and interim arrangements need to be put in place. In such situations, it is important that the Local Authority is aware of any changes so that they have up-to-date points of contact. For any interim changes of two weeks or more, please contact **school.governance@cheshireeast.gov.uk** in the first instance.