

CARE TEMPLATES

Disruptive Event Plan

Business continuity, emergency response and recovery framework

PURPOSE

A professional, editable master template for registered children's homes in England. Replace all square-bracketed prompts and adapt the document to the home, children, locality and provider arrangements.

Document reference	CT-DEP-01
Home / service	[INSERT HOME NAME]
Registered provider	[INSERT PROVIDER]
Registered manager	[INSERT NAME]
Responsible individual	[INSERT NAME]
Version	1.0
Effective date	[DD/MM/YYYY]
Review date	[DD/MM/YYYY]
Approved by	[NAME / ROLE]

IMPORTANT USE NOTE

This template supports professional practice but does not replace individual assessment, legal advice or management judgement. The registered person remains responsible for accuracy, consultation, implementation and review.

Local major incident or community threat

Follow emergency service/local authority advice; choose shelter or evacuation based on current risk; restrict unnecessary travel; monitor official information; reassure children and coordinate with placing authorities.

Home-specific arrangements *Contacts, equipment, thresholds, child-specific factors, alternative method and decision authority.*

[ENTER DETAILS HERE]

8. Evacuation and alternative accommodation

Evacuation point / alternative site	Address	Contact / access	Capacity / suitability	Authorised by
Immediate assembly point				
Short-term safe location				
Alternative registered service / agreed provision				
Commercial emergency accommodation				
Secondary option				
• Confirm the location is safe, lawful, suitable and able to meet each child's assessed needs; hotel accommodation is not automatically appropriate. • Maintain required supervision, sleeping arrangements, privacy, medication security, food, hygiene and access to professional support. • Keep children together or separate only where assessed needs, safeguarding and placing-authority decisions support this. • Record transport, funding, consent/authority, notifications and review arrangements.				
Evacuation item	Location / owner		Checked	
Emergency contact list and current placement summaries				

Document control and revision history

Version	Date	Change made	Author / approver
1.0	[DD/MM/YYYY]	Initial issue	[NAME / ROLE]

Reference framework

- Children's Homes (England) Regulations 2015, including the protection of children, leadership and management, policies, records and notification requirements relevant to the event.
- Guide to the Children's Homes Regulations, including the quality standards.
- Ofsted Social Care Common Inspection Framework: children's homes (current published version).
- Current local safeguarding, fire, health and safety, public-health, emergency-planning and information-governance procedures.
- The home's fire risk assessment, evacuation plans, individual risk assessments, placement plans and provider business-continuity arrangements.

REVIEW REMINDER

Check legislation, statutory guidance, local safeguarding arrangements and provider policies whenever this document is reviewed. Update local contacts and external data sources before approval.