



1. Introduction

The Trust Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident.

2. Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

3. General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Teams and the Trust Board.

3.2 Associated Documents/information include:

- Individual School Emergency Response Plan
- Fire Evacuation Plans (the operation of which does not necessarily activate the BCP).
- Fire risk assessment

3.3 Emergency Contact Information

An emergency plan is kept at reception in the Academy offices and includes:

- Copies of this document
- Emergency closure plans
- Access to staff and student data (those on roll) with home phone numbers can be accessed online.

4.0 Strategy

If a disaster is declared by an academy's Head of School/Headteacher or their deputy/assistant and/or The Trust, both Trust's Business Continuity Plan and the individual School Emergency Response Plan will be activated.

Parent communication will be via email / text message and the website if this is operable.

Staff communication will be by telephone, email or text message as appropriate.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Chair of Trust Board
- Chair of LGB
- LA
- Academy Trust Insurers contacts: Topmark Claims Management Ltd 0330 058 5566
rpa.cm@davies-group.com
- Health and Safety Executive (HSE) (fatal or major incidents) 0345 300 9923
- Local Police: 101/999
- Local Fire Service: 999

5.0 Roles and Responsibilities

5.1 CEO:

The Executive Headteacher is responsible for the implementation and co-ordination of the Business Continuity Plan, including:

- Co-ordination of external response
- Co-ordination of communication for the benefit of all audiences (including Trustees/Directors, Staff, Academies Teams at the DfE, press)
- Maintaining and Reviewing the Business Continuity Plan and reviewing individual School Emergency Response Plan which will form part of this Plan and response.

5.1 Headteacher/ Head of School

The Headteacher/ Head of School is responsible for the implementation and co-ordination of the Emergency Plan, including:

- Immediately contact the Trust Executive Headteacher / CEO if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated.
- Co-ordination of status reports/communication for the benefit of all audiences (including Trust, staff, students, parents, Academies Team at DFE, press)
- Maintaining the School Emergency Response Plan in an up-to-date format.

5.2 Emergency Management Team (EMT)

Lead by the CEO, the Emergency Management Team includes the Trust Finance Officer & Operations Officer, Headteachers & their Deputies/Assistants, Premises/Site Managers of the schools, and the School Finance Officers. Additional members of the team will be recruited to match the specific needs of the incident.

The EMT is responsible for acting under the direction of the CEO to restore normal conditions as soon as possible.

5.3 Staff

Staff are required to co-operate with the EMT. If staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.0 Procedure for Closing an Academy

Before a decision is taken to close a school as a result of an emergency or weather event, schools should if at all possible, discuss and agree the closure of the school with the CEO.

However, schools should not delay a response in the event of an emergency if they cannot contact the CEO.

6.1 Closure in advance of a School day

Subject to 6 above, schools should follow their emergency plan procedure

6.2 Closure during a School Day

Subject to 6 above, schools should follow their emergency plan procedure.

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, children will assemble at the primary assembly points or will be escorted to a pre-agreed off-site place of safety as per the School Emergency Response Plan.

7.0 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to protect staff and children from an outside threat. This circumstance is described as a 'lockdown'.

Each school can action a lockdown procedure. As soon as it is reasonably possible the school should contact the CEO to inform them of the nature of the threat.

8.0 Business Recovery in the Event of a Loss of Buildings or site Space

8.1 General replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Academy Trust and its insurers. Temporary working facilities are the responsibility of the School and Trust for which it holds insurance (see below).

8.2 Insurance

The schools hold insurance under the DfE Risk Protection Arrangements to cover the reinstatement of Buildings and Temporary Accommodation.

8.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstances. In the first instance contact should be made with the Insurers (RPA scheme insurers Top Mark) may be contacted on 0330 058 5566, or by e-mailing: rpa.cm@davies-group.com

9.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the Trust will initially shut the school to children using the same procedures as described in the School Emergency Response Plan.

If this emergency lasted for more than 5 working days, the Trust would seek to provide alternative education for those pupils.

10.0 Other Threats

The following Other Threats have been considered:

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – An Academy are unable to provide buildings or ICT support
- Key Supplier Failure i.e. Catering
- Evacuation due to Nearby Incident
- Bad Weather
- Strikes
- Terrorist Attack or Threat