# BUSINESS CONTINUITY PLAN

Lead                                             COO

Reviewed by The Trust Board          08/09/2020

Full Review                                    September 2022

**1.0     Introduction**
This 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.  It should be read in conjunction with:
- The Trust's Health & Safety Policy
- Individual Academy fire evacuation plan (the operation of which does not necessarily activate the BCP)
- The ICT Disaster Recovery Plan
- Associated individual Academy plans
- Academy specific business continuity appendix

**1.1**     The plan sets out the Trust's approach for planning to and responding to major incidents which affect the continuity of the Trust's business and safety of staff, students and pupils.

**2.0     Definitions**
**2.1**     It is not desirable to write a plan for every possible disruption that the Trust may face, however an incident will generally lead to one or more of the following:
- Inability to carry out daily / critical activities
- Loss of life or serious injury to Academy staff, student / pupil or a visitor to and academy
- Loss of to the whole or part of the academies buildings
- Loss of IT systems
- Loss of staff
- Loss of a critical supplier

**3.0     General Information**
**3.1**     Review and Training
This document should be reviewed annually by Leadership Teams and the Academy Trust Board.

Training on evacuation procedures should be carried out in each Academy termly including fire drill and mustering.

*3.2     Associated Documents/information*
Associated Documents include:
- Fire Evacuation Plans
- Fire Risk Assessment
- Unavoidable Academy Closure guidelines
- Severe Weather Guidance
- Bomb Threat Guidance
- Health and Safety, including Asbestos Management
- COSHH Register, where applicable

These documents should be backed up electronically and be accessible in hard format.

*3.4     Emergency Contact Information*
An emergency information pack is kept at reception and includes:
- Copies of this document
- Contact phone numbers for local radio stations, details of access to communication media by Academy (for example, Facebook accounts, Text Messaging)
- Local Services - Medical Centre/Hospital/GP surgery, Local Police Station, Local Fire Station
- Contact number for list of organisations in section 4

Access to staff and student data (those on roll) with home phone numbers can be accessed by printed copy / online / Cloud.
A facility is to be put in place for this data to be held and accessed remotely.

**4.0     Strategy**

If a disaster is declared by Principal or their designated deputy, the Business Continuity Plan will be activated and the CEO / COO informed immediately.

Staff communication will be via email and the website if this is operable, or by use of the Trust's 3CX phone system. Other media such as text messaging may also be utilised.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:
- Director of Children's Services office
- Health and Safety Advisors
- Health and Safety Executive (HSE)
- Insurance Advisors
- Local Police
- Local Fire Service
- Public Health England
- Academy Catering Supplier
- Service Suppliers (Gas, Electricity and Water)

**5.0     Roles and Responsibilities**

5.1     Principal or their Deputy

The Principal is responsible for the implementation and co-ordination of the BCP, including:
- Immediately contacting the appropriate people if the disaster relates to the built environment or the ICT infrastructure to establish if/when the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format for review after the incident has ended.

*5.2     Incident Management Team (IMT)*

Led by the Principal, the Incident Management Team will include all members of the SLT, the Facilities / Site Manager and either the COO or CEO.  Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Principal (or their Deputy) to restore normal conditions as soon as possible.

All decisions and subsequent actions are to be logged in order to have a record of events and communication made to support services.

*5.3     Staff*

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

**6.0     Procedure for Closing the Academy**

6.1     Closure in advance of an academy day

The academy can be closed in advance of a normal academy day using the following system:
- Closure authorised by the Principal or their Deputy in liaison with the CEO
- Notification of an academy closure using text messaging and email to parents
- Recording the closure on the home page of the academy website, along with information on re-opening

*6.2     Closure during an academy day*

It is never a preferred option to close the academy during an academy day but it can be done using the following procedures:

- Closure authorised by the Principal or their Deputy
- Primary pupils will continue to be supervised by staff until they are collected by an adult with parental permission to do so.
- Secondary school students with parental authorisation may make their way home by themselves. Parental authorisation can be provided by text message or email from a parental phone number or email address directly to the student's phone and seen (and recorded) by a member of staff
- Notification of the academy closure using the website
- Sending out text messages to all parents

*6.3    Immediate Places of Safety*
In the event of a major incident on site requiring the academy to be closed, children will assemble at the primary assembly points. If these are not usable staff will escort children to the secondary assembly points. These assembly points will be names in the academy specific appendix.

*6.4    Off-Site Place of Safety*
If it becomes necessary to evacuate the site completely, children will be escorted into the grounds from where they can be collected or from where they can be released to make their own way home.

**7.0    Lockdown Procedure**
There may be circumstances where the academy may wish to lock itself in, to secure staff and children from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared, it will be authorised by the Principal or their Deputy:

- Each academy will have an agreed, local signal for 'lockdown'
- Messages will be displayed on all staff computer screens
- The IMT will communicate via walkie talkie
- All staff will remain in classrooms and keep children calm and away from windows and doors
- All children in external PE lessons will be advised to return to an agreed location in the main building

Detailed individual Academy lockdown procedures are included in the academy specific appendix.

**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 ESFA and/or the Local Authority. In the event of building unavailability, the academy should be covered under their insurance policy for reinstatement costs and temporary accommodation costs.

Temporary working facilities are the responsibility of the Academy Trust for which it holds insurance (see below).

*8.2    Insurance*
All academies are insured through the Risk Protection Arrangement co-ordinated through the ESFA. Insurance claims/renewal arrangements will be overseen by the COO.

*8.3    Replacement Site Facilities*
The size and scope of facilities required for the academy will vary according to circumstance. The location of the temporary accommodation will be determined based on the space required and circumstances at the time.

Erecting additional buildings on current sites will usually be the preferred solution.

*8.4     Paper Based Records*
Important paper-based records should be kept in a secure location (e.g. a fire-proof safe) such as exam papers and student/ pupil coursework

*8.5     Remote Learning*
Arrangements for pupils to access remote learning should be initiated and made.

**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.  Where applicable advice will be sought from central government.

In the event of mass staff illness, the IMT will consider safe staffing ratios, and may reduce the number of year groups able to be taught, prioritising key year groups e.g. Year 11, or if insufficient staff are available, it may be forced to shut the academy to children using the same procedures described above.

**10.0     Flooding**
Follow BCP procedures in the event of flooding on the academy grounds, in the academy premises or within the local area which may affect the normal running of the academy.

Notification of actual or potential flooding could come from a variety of sources, such as:
- Environment Agency Flood Alert / Flood Warning / Severe Flood Warning
- A local trigger, such as river/pond levels
- Reports of actual flooding
- Met Office weather reports

**11.0    Draft Recovery Action Plans**

The following Other Threats may need to be considered, and a brief description of possible scenario and action to be taken documented.

| Operational Threat | Steps to Restore Normal Working | Action by Whom | Comments/Notes |
|---|---|---|---|
| Phone and ICT Communications Loss | 1. Restore backup where required.<br>2. Contact supplier to obtain replacement equipment where needed.<br>3. Use of mobile phones if required. | Director of IT | |
| Finance Process Breakdown – payments to staff & suppliers fail | 1. Contact software supplier.<br>2. Contact bank re payments.<br>3. Advise staff & suppliers. | Chief Finance Officer | |
| Utilities / Energy Supply failure | 1. Contact energy supplier / national energy | Chief Operating Officer | |
| Building Loss – partial or complete (Fire, Flood etc.) | 1. Inform RPA / ESFA / Local Authority.<br>2. Arrange alternative accommodation if required. | Chief Operating Officer | |
| Building Denial leading to short term lack of access | 1. Arrange to send pupils / students home if required.<br>2. Contact insurance if temporary classrooms required. | Chief Operating Officer / Principal | |
| Key Supplier Failure other than Academy – e.g. Catering, transport | 1. Arrange to send pupils / students home if required.<br>2. Contact alternative suppliers if required. | Academy Principal / Chief Operating Officer | |
| Evacuation due to Nearby Incident | 1. Evacuate all staff / students and pupils.<br>2. Contact emergency services. | Academy Principal | |
| Lockdown due to Nearby Incident | 1. Initiate academy lockdown<br>2. Contact emergency services | Academy Principal | |
| Fire | 1. Safe evacuation of the site / contact of emergency services.<br>2. Assess damage and viability of a return to the site. | Academy Principal | |
| Bad Weather prolonged | 1. Arrange to send pupils / students home if required and inform all relevant parties.<br>2. Secure academy site. | Academy Principal | |
| Strikes | 1. Decide on academy closure/partial closure.<br>2. Inform parents / all stakeholders | CEO /Academy Principal | |
| Pandemic outbreak | 1. Decide on academy closure/partial closure.<br>2. Inform parents / all stakeholders | CEO / Academy Principal | |
| Terrorist Attack or External Threat | 1. Activate lockdown.<br>2. Inform emergency services. | Academy Principal | |