

Business Continuity Plan



BUSINESS CONTINUITY PLAN FOR DISASTER RECOVERY IN THE EVENT OF A CRITICAL INCIDENT

Presented to Local Finance Committees:	September 2019
Presented to OLOG Audit & Risk Committee	09/10/19
Presented and Approved by OLOG Board of Trustees	09/10/19
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Name of Chair of Board	John Anthony
Date	09/10/19
Version	5
Next review date	October 2020

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Business Continuity Plan

1.0 Introduction

Our Lady of Grace Catholic Academy Trust's 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 schools' Critical Incident Plan
- The schools' fire evacuation plan (the operation of which does not necessarily activate the BCP).
- The line management lines of communication

2.0 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.

3.0 General Information

3.1 Review and Training

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

3.2 Associated Documents/information

Associated Documents include:

- Schools' Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment
- Line management lines of communication

3.3 Emergency Contact Information

An emergency information pack is kept at reception in the each school's office and includes:

- Copies of this document
- Contact details for the Chair of Trustees and of the Local Governing Body

Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS and paper copies are held in the school offices in the event of a computer network or power failure.

4.0 Strategy

If a disaster is declared by Our Lady of Grace Catholic Academy Trust Headteachers or their deputies / assistant heads and/or Our Lady of Grace Catholic Academy Trust Academy's Chief Accounting Officer or Chair of Trustees, this Business Continuity Plan and the will be activated. Staff communication will be via text / email and the website if this is operable, or by the line management plan of communication.

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

- | | |
|--|--------------------------------|
| • Director of Children's Services office | 020 8430 2000 |
| • Buildings Team (Munday & Cramer) | 01245 326200 |
| • IT support (Atomwide) | 01689 814777 |
| • Press Office | 020 3373 2755 |
| • Solicitors (Winckworth Sherwood) | 020 7593 5000 |
| • Health and Safety Advisors (Geetha Unnithan) | 020 8249 6973 |
| • Health and Safety Executive (HSE) | 0345 300 9923 |
| • Academic Risk Protection | 03300 585566 |
| • Local Police | 020 8534 1212 |
| • Local Fire Service | 020 8555 1200 |
| • Diocesan Education office | 01277 265284 |
| • Chair of Trustees | Contact details held by school |
| • Chair of Local Governing Body | Contact details held by school |

5.0 Roles and Responsibilities

5.1 Headteacher or their Deputy

The Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the Our Lady of Grace Catholic Academy Trust Accounting Officer / Headteacher Finance Officer 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 staff, students, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Finance Director for updates.

5.2 Incident Management Team (IMT)

Lead by the Headteacher, the Incident Management Team includes all Assistant and Deputy Headteachers / the School Business Manager (SBM) and the Site Manager. 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 Headteacher (or their Deputy) to restore normal conditions as soon as possible.

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 a School day

The school can be closed in advance of a normal school day using the following system:

- Closure authorised by the Headteacher or their Deputy
- Implementing the school staff texting service or line management communication structure (actioned by – Senior / Decision Leadership Team)
- Recording the closure on the home page of the school website (actioned by – SBM)
- Sending out text messages via the school texting service system to all parents (actioned by –SBM)
- Notifying NPW / Munday and Cramer for further health & safety advice

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6.2 Closure during a School Day

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

- Closure authorised by the Headteacher or their Deputy on the basis that students with parental authorisation may make their way home by themselves. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - 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
 - Consider use of Places of Safety (as described below).
- Notification of the school closure using the website (actioned by – SBM). If SBM is unavailable please contact NPW for further advice.
- Recording the closure on the home page of the school website (actioned by – SBM). If the school website is unavailable, contact the IT support at NPW to post a message online
- Sending out text messages to all parents via school texting service (actioned by – SBM / Admin Assistant).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly points. If these are not useable staff will escort students to the secondary assembly points. Primary and secondary assembly points are identified within each schools' fire evaluation plan.

Appendix for each Our Lady of Grace Academy Trust School to be attached

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of schools / public parks indicated in the individual schools' evacuation plans, from where they can be collected or from where they can be released to make their own way home, once parents have been contacted to confirm this is acceptable.

7.0 Lockdown Procedure

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

If a lockdown is declared:

- A member of SLT will be advised to implement the lockdown via word-of-mouth.
- The IMT will communicate via messaging when they are unable to meet
- The school will be advised that it is in 'lockdown' by word-of-mouth
- All staff will remain in classrooms and keep students calm and away from windows /closing blinds if necessary
- All students in external PE lessons will be advised to return to their classrooms.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises
The following doors will then be locked:
- Main building front entrances

Note: the rear entrance to some schools can be accessed via car parks, controlled through the school offices.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor Academy entrances via CCTV (if installed), and discretely from the side windows in the school offices. The gates should only be opened by senior staff when visual confirmation of the presence of the Emergency Services can be confirmed.

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8.0 Silent Evacuation

Notification of a silent evacuation would be made by word-of-mouth and would follow the fire evacuation procedure.

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

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the DfE / through the Education Funding Agency's Risk Protection Arrangements (RPA) scheme. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

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

9.2 Insurance

The schools hold insurance in line with the RPA to cover the cost of temporary accommodation.

9.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the ESFA and the RPA administration 03300 585566

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Two possible locations that have been identified for consideration should temporary accommodation / buildings need to be sited are:

- TBC for St Edward's
- TBC for St Francis'
- Fields / Pitches on the St Helen's Site
- Playground for St Joachim's Site

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

10.0 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 IMT will shut the school to students using the same procedures described above.

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11.0 Other Threats

The following other threats have been considered:

- Phone and IT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – Our Lady of Grace Catholic Academy Trust are unable to provide buildings or ICT support
- Key Supplier failure other than Our Lady of Grace Catholic Academy Trust Academy – Catering, transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

Links with other policies

Data Protection	Health & Safety	Fire Risk Assessment / Evacuation
Staff Handbooks	Whistle Blowing Policy	Conflict of Interest Policy
Anti-theft and Fraud	Confidentiality	Data Protection
Generic Risk Assessments	Critical Incident Plan	Risk Management Policy
Financial Regulations	Risk Management Register	Risk Protection Arrangements
Grievance Discipline & Capability Procedures		Generic Risk Assessments