

# Business Continuity and Emergency Planning Strategy

**Every child matters and no child is ever left behind..."**

"Let the little children come to me, and do not stop them;  
for it is to such as these that the kingdom of God belongs."  
Luke 18:15-17

Policy Reviewed and Adopted by Board of Directors: 20 March 2024

Version:3

Date of Next Review: 3 years

Responsible Officer: CEO

## 1. Vision Statement:

At the heart of our vision is our commitment to ensure all of our schools are places where children and young people develop and thrive academically, socially, culturally and spiritually. The drive for excellence and effectiveness in our schools is paramount, but not merely because the Government says so. The enabling of every child to flourish in their potential as a child of God is a sign and expression of the Kingdom and is at the heart of the Trust's distinctive mission. This vision statement will be taken into account in all of our policies and their implementation.

## 2. Introduction

- 1.1 This strategy sets out the Trust's overall policy for planning and responding to major incidents which affect the continuity of its business and the safety of its staff, pupils and stakeholders. The Academy Trust Handbook states that Trust's must recognise and manage present and future risks, including contingency and business continuity planning, to ensure continued and effective operations.
- 1.2 The Trust will ensure that business continuity management is embedded within its culture and that all those connected with the delivery of services, including partners and key suppliers are fully aware of their roles and responsibilities in ensuring business continuity.
- 1.3 Whilst no amount of planning can totally prevent accidents and problems occurring, it is recognised that some can be prevented and the effects of others minimised by taking sensible precautionary measures. The Trust expects that all staff will be familiar with the routines and procedures for dealing with emergencies. It is not possible, or desirable, to write a plan for every possible disruption. No matter what the cause of the incident, the effect can generally be summarised as:
- An inability to carry out daily and/or critical activities
  - Loss of life or serious injury to Trust staff and students/pupils or members of the public
  - Loss of buildings, or part of or access to them
  - Loss or failure of ICT systems
  - Loss/shortage of staff
  - Loss of critical suppliers or partners
  - Adverse publicity and/or reputational impact
- 1.4 In the event of a critical incident the priorities of those in charge of the academy or trip will be to:
- Preserve life
  - Minimise personal injury

- Safeguard the interests of all pupils and staff
- Minimise any loss to property and to return to normal working as quickly as possible.

## 2. Planning for and Managing Emergencies or Critical Incidents

2.1 Each academy will carry out an assessment to identify key risks to its operations and the safety of its pupils, staff and stakeholders. This assessment will be led by the respective Head Teacher and will inform the risk management business continuity planning process.

2.2 Each academy will maintain its own Business Continuity/ Disaster Recovery plan as well as an Emergency Plan in line with DfE Emergency Planning Guidance to address and respond to the key risks identified. Business continuity plans should set out how the school will cope going forwards if a critical incident happens whereas Emergency Plans will be focussed on the immediate actions and decisions to be taken arising from an incident.

2.3 These plans will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impacts on the delivery of our critical activities or the safety and well-being of our pupils, staff and other stakeholders; and when normal responses, procedures and coping strategies are deemed insufficient to deal with the circumstances.

2.4 Planning should be based on the principle that in the first instance and where possible other staff, sites and premises within the Trust should be utilised to support immediate responses and the return to normal operations.

2.5 As a minimum Emergency plans will include details of:

- Key contacts
- Relevant policies, procedures and risk assessments
- Immediate actions in a 'level 1' emergency
- Immediate actions in a 'level 2' emergency
- Next steps in an emergency
- School closure
- How continuity of education will be maintained and safeguarding and SEN obligations met
- Communication and media management
- Insurance

2.6 As a minimum the business continuity plans will include:

- Stakeholder information and key contact details

- Business continuity response team membership and their responsibilities.
- Business impact analysis on essential services and the impact of disruption.
- Communications plan (Where an incident involves the closure of an academy then the Chair of the Trust's Board should be informed as part of this response)
- Contingency plans and strategies for possible risk scenarios such as a loss of site or loss of staff.
- Alternative premises plans if access to the school site is prevented focused on both the short and medium term
- Any documents that will assist in dealing with the situation, such as media advice, IT recovery plans, location of emergency shut-off valves etc.
- Somewhere to record all decisions and actions (to protect against litigation post-incident).

2.7 A copy of the respective plans for each academy should be maintained by the Head Teacher on an encrypted USB storage device to allow access out of normal working hours. The latest version of each **business continuity plan** should be forwarded to the Central MAT team who will maintain a central record of all plans.

### **3. ICT Disaster Recovery**

3.1 Each School Business Manager in each academy will be responsible for establishing an ICT Disaster Recovery Procedure for inclusion in each respective plan.

3.2 This plan will identify actions to take in the event of loss of ICT hardware, software, infrastructure or connectivity; or the loss of key ICT related staff.

### **4. Testing and Review**

4.1 It is the responsibility of each academy's Head Teacher to ensure that plans are reviewed on a regular basis and always reviewed and appraised upon the conclusion of an incident. As a minimum all plans must be subject to some form of testing at least once in every 12 month period.

### **5. Risk Management**

5.1 The approach to business continuity **and emergency planning** recognises the links with the Trust's Risk Management Strategy and the risks arising from critical incidents will be included when developing and monitoring both the Strategic Risk Register and individual operational risk registers.

