



Business Continuity Plan (BCP)

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1.0 Introduction

The Inclusive Education 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 for the Trust or any of its academies. It should be read in conjunction with:

- Each individual Academy's fire evacuation plan (the operation of which does not necessarily activate the BCP).
- Each individual Academy's School Emergency Plan

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 MAT Executive Team and at least every three years by the Trust Board.

3.2 Associated Documents/information

Associated Documents include:

- Academy Fire Evacuation Plans
- Academy Fire risk assessments
- Academy School Emergency Plan (Includes Business Continuity Strategy)

3.3 Emergency Contact Information

An emergency information pack is kept at reception of all Trust academies and includes copies of this document.

Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from Arbor.

4.0 Strategy

If a disaster is declared by the CEO of the Trust or the Director of Education, the Trust's Business Continuity Plan will be activated.

- Call 999 for Emergency Services.
- Staff communication will be via email and the website if this is operable, or by use of the staff telephone lists if not. The parent communication software can also be utilised for mass message distribution.

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

- Local Authority Area Education Officer in each quadrant of SurreyProperty Management(DCC) 01305 225271
- Health and Safety Advisors, SCC
- Health and Safety Executive (HSE) 0845 300 9923
- RSC / DfE

5.0 Roles and Responsibilities

5.1 CEO and/or Director of Education

The CEO is responsible for the implementation and coordination of the BCP at Trust level, including:

- Coordination of status reports/communication for the benefit of all audiences (including Trust Board, staff, students, parents, LA, Academies Team at DfE, press)
- Maintaining the BCP in an up-to-date format
- Ensuring Heads of Centre are informed and actions delegated at each academy

The Head of Centre / Deputy is responsible for the implementation and coordination of the BCP at academy level, including:

- Coordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DfE, press)

5.2 Incident Management Team (IMT)

At Trust level, the IMT will be led by the CEO and will include all academy Heads of Centre . Additional members of the team will be recruited to match the specific needs of the incident.

At academy level, the IMT will be led by the CEO / DoE who will delegate to the Heads of centre and will include all Assistant and Deputy Heads, the CEO of the Trust.

The IMT is responsible for acting under the direction of the CEO / DoE depending on the level of incident and/or availability of staff, to restore normal conditions as soon as possible.

The IMT may require a central location to coordinate and manage an incident. Where this is the case, such a facility will be prepared with telephone communications and IT. This control room will be off limits to all except the IMT.

The MAT office and main reception office would be used unless that area was directly affected by the major incident, requiring an alternative area with similar facilities to be used.

5.3 Staff

Staff are required to cooperate 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 an 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

1. Closure authorised by the CEO / DoE
2. Notification of a school closure using the Local Authority On-line website or direct telephone number - actioned by the Senior Administrator in the main office.
3. Recording the closure on the home page of the school website - actioned by the Head of the alternative college
4. Sending out text messages via the parent communication software to all parents – actioned by the staff member responsible for parental communication.

4. 6.2 Closure during a School Day

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

1. Closure authorised by the CEO / DoE 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.
 - a. 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
 - b. Consider the use of Places of Safety (as described below).
2. Sending out text messages to all parents via the parent communication software - actioned by the staff member responsible for parental communication.
3. Information posted on the academy website

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the academy to be closed, students will assemble at the primary assembly points, i.e. as in fire drill. If these are not useable staff will escort students to another safe place as outlined in each academy emergency plans

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted to another safe place as outlined in each academy emergency plan from where they can be collected or from where they can be released to make their own way home. If appropriate taxis will collect pupils as soon as possible once parental contact has been made.

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

7.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Trust Board and the Executive Team.

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

7.2 Insurance

The Trust is a member of the RPA (The MAT insurers) who will cover all aspects of this BCP [https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-](https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools)

[schools](#) **8.0 Pandemic Threat / Mass Staff Unavailability**

In the event of mass staff illness, the IMT will shut the academy to students using the same procedures described above.

9.0 Other Operational Threats and Recovery Action Plans

The following other threats have been considered, and the persons named below will give a lead in taking appropriate restorative action, dependant on the circumstances, drawing on their relevant experience and expertise as advise by the CEO:

Operational Threat	Action by Whom
ICT Communications Loss	Senior School Business Manager
Phone Communications Loss	Senior School Business Manager
Finance Process Breakdown - payments to staff & suppliers fail	CFO
Utilities / Energy Supply failure	Senior School Business Manager
Building Loss – partial or complete (Fire, Flood etc.)	Senior School Business Manager Senior School Business Manager
Key Supplier Failure - Catering	Senior School Business Manager
Evacuation due to Nearby Incident	CEO / DoE Head of Centre
Fire	CEO / DoE Head of Centre
Bad Weather prolonged	CEO / DoE Head of Centre
Strikes	CEO / DoE
Terrorist Attack or Threat	CEO / DoE

