

The Skylark Partnership
Business Continuity Plan (BCP)

For

Disaster Recovery in the event of a Critical Incident

Version and Date		Action/Notes
1. 0	03.09.2019	Reviewed by Trust board Approved by Trustees at Full meeting 18.09 2019.

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1.0 Introduction

The Skylark Partnership 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. It should be read in conjunction with:

- The individual academies Business Continuity Plans
- The individual academy's fire evacuation plans (the operation of which does not necessarily activate the BCP).

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 will be reviewed annually by the CEO and the Academy Trust Board.

3.2 Associated Documents/information

Associated Documents include:

- Individual academy Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment
- Individual academy snow procedures

3.3 Emergency Contact Information

An emergency information pack is kept at reception in the main Academy office and includes:

- Copies of this document
- The snow procedures

The information is also stored in the cloud in a secure area.

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

4.0 Strategy

If a disaster is declared by the Executive Headteacher of The Skylark Partnership (TSP), of an individual academy within TSP, the individual academy BCP and this Business Continuity Plan will be activated.

Staff communication will be via email, mobile phone and the website (if operable).

5.0 Roles and Responsibilities

5.1 Executive Headteacher (EHT)

The EHT is responsible for the implementation and coordination of the BCP, including:

- Immediately contacting the Chief Financial Officer (CFO) 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
- Coordination 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 CFO and individual academy business managers.

5.2 Incident Management Team (IMT)

Lead by the EHT, the Incident Management Team includes all Heads and business managers of individual academies, and CFO. The IMT will act to restore normal conditions as soon as possible.

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 and keep their work phones switched on.

6.0 Procedure for Closing the Trust

Please note, as our academies are geographically distant, it may be that one of the academies in the trust is open, whilst another will be closed. The Trust will remain open whilst there are any of the individual academies open, the Trust will remain open.

6.1 Closure in advance of a School day

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

1. Closure authorised by the EHT
2. Sending out text messages to all staff and visitors due that day.
3. Notification of a school closure using the individual academy websites, and the individual Local Authority .
4. Implementing the school staff 'snow procedures' (actioned by – individual head teachers)
5. Recording the closures on the home page of the Trust website (actioned by IT technician)
6. Sending out text messages to all parents (actioned by attendance officers at the individual academies).

6.2 Closure during a School Day

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

1. Closure authorised by the EHT and head teacher of the individual academy 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. Depending on the circumstances, use of Places of Safety (as described below) will be considered.
2. Notification of the school closure using the trust website (actioned by ICT technician). If technician is unavailable please contact Blue Apple web services.
3. Recording the closure on the home page of the individual academy website
4. Sending out text messages to all parents (actioned by attendance officers).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the trust 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.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the sites completely, students will be escorted to a 'place of safety' (see individual academy BCPs) from where they can be collected or from where they can be released to make their own way home.

7.0 Lockdown Procedure

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

If a lockdown is declared at any sites, the individual academies will follow their own procedures and inform the EHT by the most appropriate and safest method.

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 Trustees and Local Authority. In the event of the trust building unavailability, the staff solely employed by the Trust, and not allocated to an individual academy, will work from another site.

Temporary working facilities are the responsibility of the Trustees.

8.2 Replacement Site Facilities

The size and scope of facilities required for the is defined on the plans of Middleton Building.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. The Trustees will make the final decision.

Erecting additional buildings on our current Delapre site will always be the preferred solution.

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 at any of the individual academies, the head teacher, in association with the IMT, will shut the individual school to students using the same procedures described above.

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 – Hospital and Outreach Education AP Academy are unable to provide buildings or ICT support
- Evacuation due to nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

12.0 Draft Recovery Action Plans (see separate document)