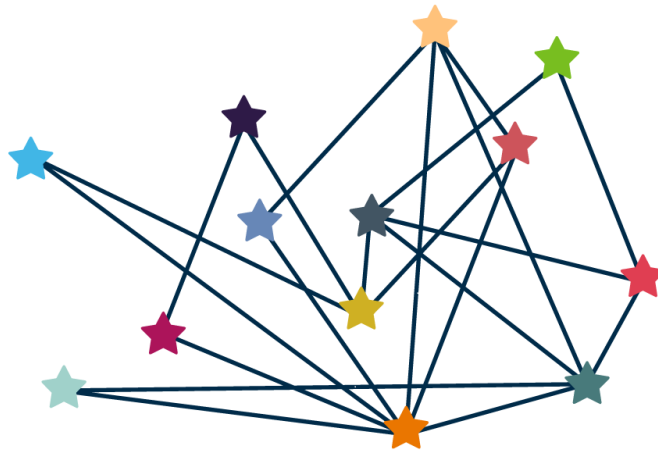


ULT Business Continuity Plan



UTTOXETER
LEARNING TRUST
INSPIRED TEACHING
INSPIRING CHILDREN

Approved: Autumn 2022
Due for review: Autumn 2023

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1.0 Introduction

The 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. This policy does not supersede or replace individual school Business Continuity plans and therefore should be read in conjunction with:

- Each individual school's Business Continuity Plans within the Trust including ICT Disaster Recovery Plan and Cyber Incident Response Plan
- Each school's fire evacuation plan (the operation of which does not necessarily activate the BCP).

This document sets out the Trust's approach for planning and responding to major incidents which affect the continuity of the Trust's business and the safety of its staff, pupils and others. The Trust expects that:

- staff must be aware that they are obliged to take care of their own safety and health whilst at work, along with that of others who may be affected by their actions, and follow the guidance on reporting health and safety concerns;
- staff and pupils will be familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm;
- staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in their individual schools plans);
- staff and pupils will be familiar with the school's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to the school entrance area;
- staff organising school trips and visits follow the guidelines and write a risk assessment to be signed off by the headteacher;
- staff will advise the school office if they leave the site for any reason and again on their return;
- staff are aware of pupils with medical needs or health problems;
- staff are aware of school policy in dealing with violence at work;
- staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity;
- staff are aware that they are responsible for assessing risks to themselves before undertaking an activity.

2.0 Definitions

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 building, or part of building or access to the building;

- loss of ICT;
- loss/shortage of staff;
- loss of critical supplier or partner;
- adverse publicity and/or reputational impacts.

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 Trust Board.

3.2 Associated Documents/information

Associated Documents include each school's:

- Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment
- ULT Cyber Incident Response Plan
- ULT Procurement and Tendering Policy
- ULT Financial Policy and Procedures

3.3 Emergency Contact Information

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

- copies of this document;
- copies of the relevant school's Business Continuity Plans;
- site plans

Staff communication will be via email and the website if this is operable, or by use of the snow plan telephone lists if not. Access to staff and student data with home phone numbers can be accessed on-line by the Headteacher or other delegated school staff. An emergency information pack is kept at the main/reception office at each school within the MAT and includes:

- Copies of this document
- All associated documents (listed above)
- Site Plans

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

- Local radio stations
- Health and Safety Executive (HSE) (injuries only)
- RPA
- Local Police
- Local Fire Service
- ULT PR support

4.0 Strategy

If an incident is declared that is localised to within one school, then this can be declared by the school's headteacher or their deputy. Any incident declared must be immediately notified to the CEO. This notification process must be embedded within each school's Business Continuity Plan, with the contact details referenced from this document. If a Trust wide incident is declared, then both the individual school Business Continuity Plan and The Uttoxeter Learning Trust Business Continuity Plan will be activated.

5.0 Severity of incidents

5.1 Minor Incidents

These are events or circumstances that the local school can deal with using its built in procedures which does not affect the school or the Trust adversely or prevent it from carrying out its day to day activities.

5.2 Major Incidents

These are events or circumstances that cause or threaten death or injury, and or disruption to the school on such a scale that it prevents the school from carrying out its day to day activities. These incidents typically would require another organisation and or central team to help assist the school. All of these types of incidents would be handled by the local school's Business Continuity Plan and must be notified immediately to the CEO.

An Incident Management Team (IMT) would be established to support the headteacher of the school to implement all the actions.

5.3 Trust Wide Incident

Unless the incident is minor, it will be impossible for the headteacher (or a deputy) to implement all the actions required on behalf of the school and across the Trust. Therefore, an initial assessment of the incident by the headteacher and CEO will establish if the incident should be handled as a major Incident or whether a Trust wide incident should be declared.

A Trust wide incident would typically be an event that impacts multiple schools within the Trust or has the potential to threaten the future operation of the Trust. A Trust Management Team (TMT) will be established at the declaration of a Trust wide incident to assist the Trust in managing the response. The membership of the TMT may vary slightly depending on the nature of the incident and different skills will be required depending on the nature of the incident, but will always be chaired by the CEO or their designated deputy.

6.0 Roles and Responsibilities

6.1 *Headteacher or their Deputy*

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

- immediately contacting the CEO if the incident is unable to be handled using local procedures and/or 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, governors/trustees/members, Academies Team at DFE, press);
- maintaining the school BCP in an up-to-date format by delegating responsibility to the school business manager for updates.

6.2 Incident Management Team (IMT)

Led by the Headteacher, the Incident Management Team includes the Deputy, local governing board representatives, the facilities manager and/or the site manager/janitor and the Business Manager/Finance support. Additional members of the team will be recruited to match the specific needs of the incident. Church schools will also need to inform a representative from the Diocese.

The IMT is responsible for acting under the direction of the headteacher (or their deputy) to restore normal conditions as soon as possible. The IMT will report to the CEO who will evaluate if the status of the incident needs to be escalated to the TMT.

6.3 Trust Management Team (TMT)

Led by the CEO, the Trust Management Team includes the CFO, Trust IT lead, and at least two other trustees. Additional members of the team will be recruited to match the specific needs of the incident. These include headteachers and local governing board representatives from each school affected and premises/H&S/finance staff as appropriate.

The TMT is responsible for acting under the direction of the CEO to restore normal conditions as soon as possible and minimise any potential impact to the Trust and other schools within the Trust.

6.4 Staff

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

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

7.0 School Business Continuity Plans

All schools should follow the template used for the creation of the Business Continuity Plan to make it easier to identify gaps or common approaches across each school within the Trust. This will also make the review of the BCP's for all schools much easier. Each school must ensure that their business continuity planning is informed by an assessment of the critical activities in order to identify key risks specific to its operation and the safety of its pupils, staff and others. This assessment will be led by the headteacher.

As a minimum, there must be specific plans in place for ICT disaster recovery & alternative temporary premises.

Each school will maintain its own emergency management Instructions; including emergency contact details, call cascade plan and the action plan. The cascade plan must be tested on an annual basis.

This plan 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 others; and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

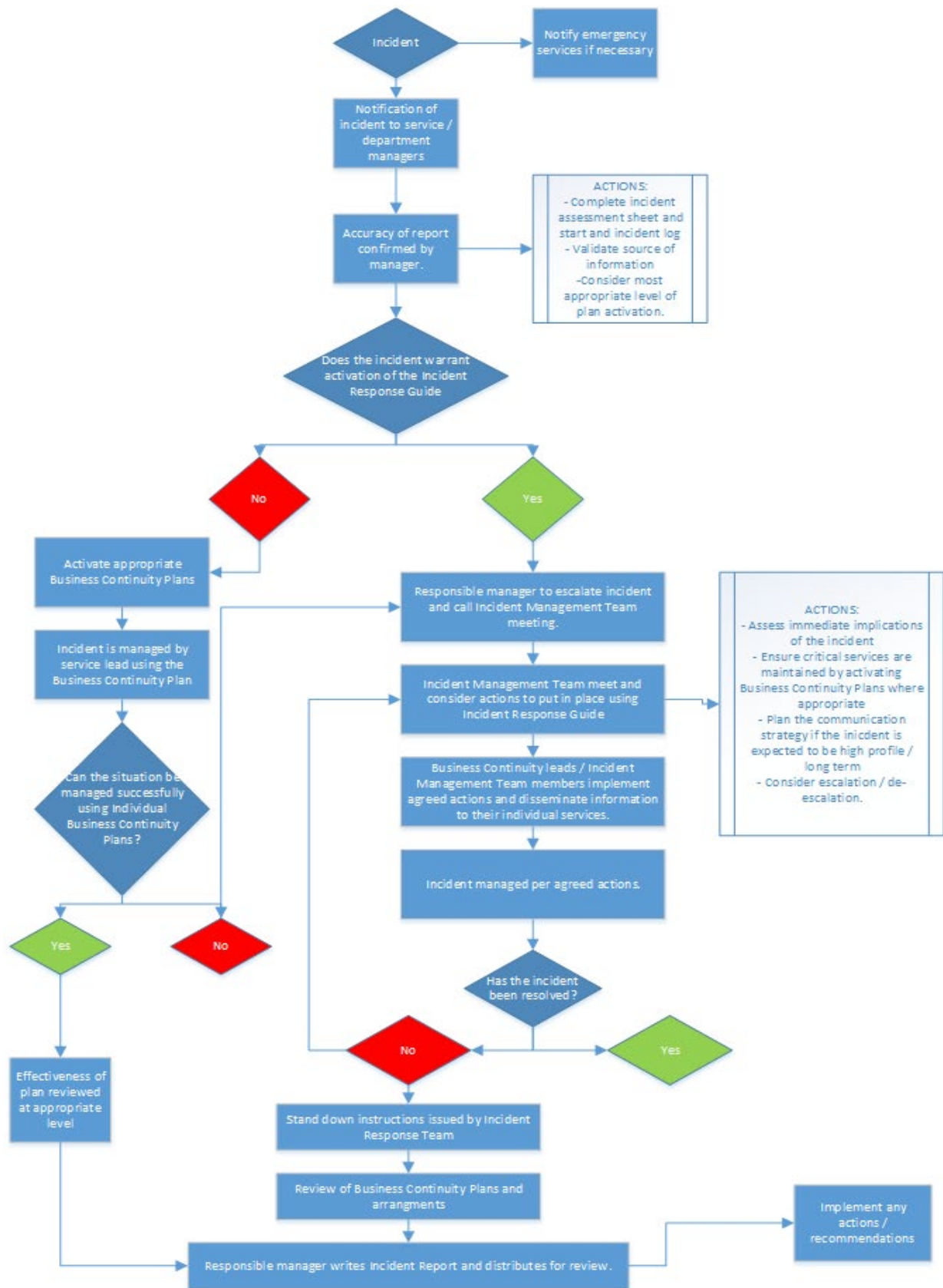
8.0 TMT Contact Details

If a Trust Wide incident is declared by the CEO (or their Deputy) the Trust Management Team will be established meeting in an identified school in the Trust or remotely, and the Business Continuity Plan will be activated.

Name	Role	Telephone	Email
Sarah Clark	CEO		ceo@uttlt.com
Andrew Storer	CFO		storer@tahs.org.uk
Jim McKenna	ULT Technical Support Manager		systemadmin@tahs.org.uk
Sidney Slater	Chair of the Trust		s.slater@uttlt.com
Pauline Livesey	Vice Chair of the Trust		p.livesey@uttlt.com
	Headteachers, Chairs of Governors, Link Trustees and Business Managers of affected schools		

The CEO or their deputy is responsible for the implementation and coordination of the BCP, including:

- Immediately contacting the emergency services, such as Police and/ or Fire Services, 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, pupils, parents, LA, DFE, and press).
- Follow the incident management flow chart below evaluating whether the IMT becomes TMT
- Maintaining the BCP in an up-to-date format



9. Procedure for Closing an Academy within the Trust

9.1 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 or school's Headteacher
2. Implementing the school staff 'snow procedure' (actioned by Leadership Team)
3. Recording the closure on the home page of the school website (actioned by Headteacher or delegated school staff)
4. Sending out messages via parent mail or other parent communication system to all parents (actioned by Headteacher or delegated school staff).
5. Notification to the chair of LGB, and (if not already in discussion) the CEO who will inform Trustees

9.2 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:

1. Closure authorised by the CEO or Headteacher on the basis that pupils with parental authorisation may make their way home by themselves. Pupils 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 which is already held on record
 - b. Consider use of Places of Safety (as described below).
2. Notification of the school closure using the website (actioned by the Headteacher or other delegated school staff).
3. Recording the closure on the home page of the school website (actioned by the Headteacher or other delegated school staff).
4. Contact local media and local authority to ensure that messages are posted/broadcast.
5. Sending out text messages to all parents (actioned by the Headteacher or other delegated school staff).

9.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, pupils will initially assemble at identified assembly points. If these are not useable, or if the incident has made the school grounds unsafe, staff will escort pupils to the secondary assembly points.

These will be identified in each School.

9.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to the off-site assembly point from where they can be collected or from where they can be released to make their own way home if there is approval in place to walk home alone.

10 Business Recovery in the Event of a Loss of Buildings or Site Space

10.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the MAT. Temporary working facilities are the responsibility of the School and Multi Academy Trust for which it holds insurance (see below).

10.2 Insurance

The schools are insured through the Risk Protection Arrangement (RPA) scheme set up by the Department for Education for academies which covers the reinstatement value of the property.

10.3 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 DFE RPA underwriters. The Trust and the IMT will always support this process.

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

10.4 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 follow DfE and Public Health England guidance and shut the school to pupils using the same procedures described above if applicable.

10.5 Other Threats

The following “Other Threats” have been considered

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff and suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – Academy is unable to provide buildings or ICT support
- Key Supplier Failure – Catering
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat
- Biological or environmental hazard

11. Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	Contact phone/ communication providers/ ICT Manager for Curriculum Server/ICT Services for Admin Server	Office Managers/ ICT Manager/ School Business Manager	Keep CEO, Head teacher, CFO updated CEO decides what communication is sent via School Comms to Parents
Finance Process Breakdown – payments to staff and suppliers fail	CFO/ SBM investigates issue with School office Extent of situation is fully assessed Bank balances verified from online banking Staff and suppliers formally contacted with timescales / update	CFO/CEO	Chair of Finance Audit and Risk Committee kept updated
Utilities / Energy Supply failure	Providers called to ascertain issue School may have to close Consider suitability of accessing a Generator	CEO/ CFO/ Head Teacher	Keep Chair of Board of Trustees updated

<p>Building Loss – partial or complete (Fire, Flood etc.)</p>	<p>Buildings services notified immediately</p> <p>Short-term - share pupils between other schools in the MAT and provide coach service / Mini Bus transport in the mornings and afternoons</p> <p>Medium Term - erect Porta Cabins on site</p> <p>Long term - rebuild / refurbish</p>	<p>CEO/ CFO/ Head Teacher</p>	<p>Buildings services will assign a designated Loss Adjuster</p> <p>Keep Chair of Board of Trustees updated</p>
<p>Building Denial leading to short term lack of access. Service Delivery Loss of General Nature – Academy are unable to provide buildings or ICT support</p>	<p>Relocate to the other schools within the MAT providing transport morning & afternoons</p>	<p>CEO/ CFO/ Head Teacher</p>	<p>Keep Chair of Board of Trustees updated</p>
<p>Key Supplier Failure other than MAT – e.g. Catering</p>	<p>Cook food off site and deliver to school</p> <p>Feed pupils at one of the other schools within the MAT</p> <p>Buy in pre packed lunches</p>	<p>CFO/ Headteachers/ School Business Managers</p>	<p>Liaise with External Providers to establish their continuity plan</p>

Evacuation due to Nearby Incident	<p>1. Follow instructions from CEO/HT/DH to:</p> <p>Evacuate immediately to designated assembly points</p> <p>Take register on arrival and inform Admin of any children or members of staff that are unaccounted for.</p>	Headteacher or nominated deputy	CEO notified as soon as possible
Lockdown due to Nearby Incident	<p>Follow instructions from CEO/HT/DH to:</p> <p>stay inside the building, well away from the windows and do not leave until instructed to do so by a member of SLT or the police/bomb squad</p>		
Fire	<p>Exit the school following Fire Evacuation plan</p> <p>Call Emergency services</p> <p>Call Buildings services regarding any damage</p> <p>Review what happened and capture any lessons learnt</p>	Head teacher/Business Manager	Headteacher keep CEO updated
Bad Weather	School to follow Snow procedure		

prolonged			
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Strikes	<p>Headteacher to establish which staff will be on strike</p> <p>CEO/HT decides if school has to close for pupils or which classes - staff not striking are deployed with suitable work and come to work as usual.</p>	<p>CEO/HT co- ordinates the communication brief to parents and staff</p>	<p>If there are a minimum amount of staff, there may be a decision to allow staff to work from home if there is suitable work they can take home or deploy them to one of the other schools within the MAT (rather than heating school and incurring costs). CEO/ updates Chair of Trustees</p>
Terrorist Attack or Threat	<p>Follow instructions from HT/DH either to:</p> <p>Evacuate immediately to designated assembly points</p> <p>Take register on arrival and inform admin of an any children or members of staff that are unaccounted for.</p> <p>OR</p> <p>Stay inside the building, well away from the windows and do not leave until instructed to do so by a member of SLT or the police/bomb squad</p>		

<p>Biological or Environmental hazard</p>	<p>Follow instructions from HT/DH either to:</p> <p>Evacuate immediately to designated assembly points</p> <p>Take register on arrival and inform Admin of any children or members of staff that are unaccounted for.</p> <p>OR</p> <p>Trigger TMT team & follow plan</p>	<p>CEO</p>
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