Policy Title:	**Business Continuity Plan**
Date of Approval:	**Dec 2020**
Approved by:	**BBCET Trust Board**
Date of next review:	**Dec 2021**

Bishop Bewick Catholic Education Trust

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1) Introduction

The Bishop Bewick Catholic 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. It should be read in conjunction with:

- Each individual Academy's Business Continuity Plan within the MAT
- Each Academy's fire evacuation plan
- Each individual Academy's Disaster Recovery Plan, where appropriate.

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 and pupils will be familiar with an individual 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 academy plans)
- Staff and pupils will be familiar with the school's security procedures, in particular that all visitors not wearing a visitors badge should be questioned and escorted to the school entrance area
- Staff organising school trips and visits follow the appropriate school guidelines and write a risk assessment to be signed off by the Headteacher
- Staff leaving a school site will advise the admin office they are leaving 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) 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 Academy 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) General Information

Review and Training

This document should be reviewed annually by the Directors' of the Trust Board.

Associated Documents/information

Associated documents include each Academy's:

- Business Continuity/Disaster recovery Plan
- Fire Evacuation Plans
- Fire risk assessment
- Snow Procedures
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Emergency Contact Information

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

- Copies of this document
- Copies of the relevant Academy's Business Continuity/Disaster recovery Plan
- The snow procedures

Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS and/or from encrypted data on removeable Hard drive devices.

4) Strategy

If a disaster is declared that is localised to within one Academy, then this can be declared by the Academy's Headteacher or their deputy. Any disaster declared must be immediately notified to the Trust's CEO. This notification process must be embedded within each Academy's Business Continuity Plan, with the contact details referenced from this document. If a disaster is declared then both the individual Academy's Business Continuity Plan and the BBCET's Business Continuity Plan will be activated.

5) Severity of incidents

Minor Incidents

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

Major Incidents

These are events or circumstances that cause or threaten death or injury, disruption to the academy and is on such a scale that it prevents the academy from carrying out its day-to-day activities. These incidents typically would require another organisation to help assist the academy. These types of incidents would be handled by the local Academy's Business Continuity Plan and must be notified immediately to the CEO.
An Incident Management team would be established to support the Headteacher of the Academy to implement all the actions.

Crisis Management

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 Academy and across the Trust. Therefore, an initial assessment of the incident by the Academy Headteacher and CEO will establish if the incident should be handled as a Major Incident or whether a Crisis should be declared.
A crisis would typically be an event that impacts multiple academies within the Trust or has the potential to threaten the future operation of the Trust. A Crisis Management Team (CMT) will be established at the declaration of a crisis to assist the Trust in managing the response. The membership of the CMT 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 Chair of the Trust Board.

6) Roles and Responsibilities

Headteacher or their Deputy

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

- Immediately contacting the CEO if the disaster 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, Directors, Academies Team at DfE, Press)
- Maintaining the Academy BCP in an up-to-date format by delegating responsibility to the Academy Business Manager for updates.

Incident Management Team (IMT)

Lead by the Headteacher, the Incident Management Team includes a representative from the academy's Senior Team, Local governing Committee representative, the Facilities Manager and/or 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.

Crisis Management Team (CMT)

Lead by the CEO, the Crisis Management Team includes at least two other Trust Directors and a Local Governing Committee representative from each academy affected, Headteachers from other academies where appropriate and the COO for the Trust. Additional members of the team will be recruited to match the specific needs of the incident.

The CMT 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 academies within the Trust.

Staff

Staff are required to co-operate with the IMT & CMT 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.

7) Academy Business Continuity Plans

Wherever possible, all academies should use the template used for the creation of the Trust's Business Continuity Plan to make it easier to identify gaps or common approaches across each Academy within the Trust. This will also make the review of the BCPs for all Academies much easier. Each academy must ensure that their business continuity planning is informed by an assessment of the Critical Activities 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 academy will maintain its own Emergency Management Instructions; including emergency contact details, call cascade plan and the action plan. The cascade plan must be reviewed (and tested where deemed necessary) 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) Emergency Contact Details

Name	Role	Telephone	Email
Anita Bath	CEO	07846185337	Anita.bath@bbcet.org
Dave Douglass	COO	07725202470	Dave.douglass@bbcet.org