Our Lady and St Chad Catholic Academy

School Business Continuity

Management Plan

Contents:

Statement of intent

This document sets out the framework for our school's business continuity management and emergency response arrangements.

A business impact assessment has been undertaken to identify our critical activities and the measures we have put in place to mitigate the effects of disruptions.

This plan will be activated in the event of an incident or an emergency which impacts upon the delivery of our critical activities and where normal responses and procedures are deemed insufficient to deal with the effects.

The plan should be read in conjunction with:

The procedures and critical activities have been discussed and agreed by the school's Senior Management Team.

A log book must be kept with this plan at all times.

Signed by

TE	**Principal**	**Date: Sept 2017**
IM	**Chair of Governors**	**Date: Sept 2017**

Next review date: Sept 2018

1. Plan Control

1.1.   Plan Remit

The following Academy functions are covered by this plan:

The following school premises are covered by this plan:

1.2.   Plan Owner

The Principal is this plan's owner and responsible for ensuring that it is maintained and updated in accordance with School Policy for reviewing business continuity response plans.

1.3.   Plan Distribution

This Business Continuity Management Plan is distributed as follows:

Name	Role	Issue Date	Plan Ref No.
Toni Ellis	Principal		
Louisa Craig	Deputy Principal		
Ian Middleton	Chair of Governors		
Richard Morgan	Vice Chair of Governors		
Simon Williams	School Business Manager		

1.4.   Plan Storage

All parties on the distribution list are required to safely and confidentially store a copy of this plan at their regular place of work and off-site.

1.5.   Plan Review

This Plan will be updated as required and formally reviewed in line with the school's timetable.
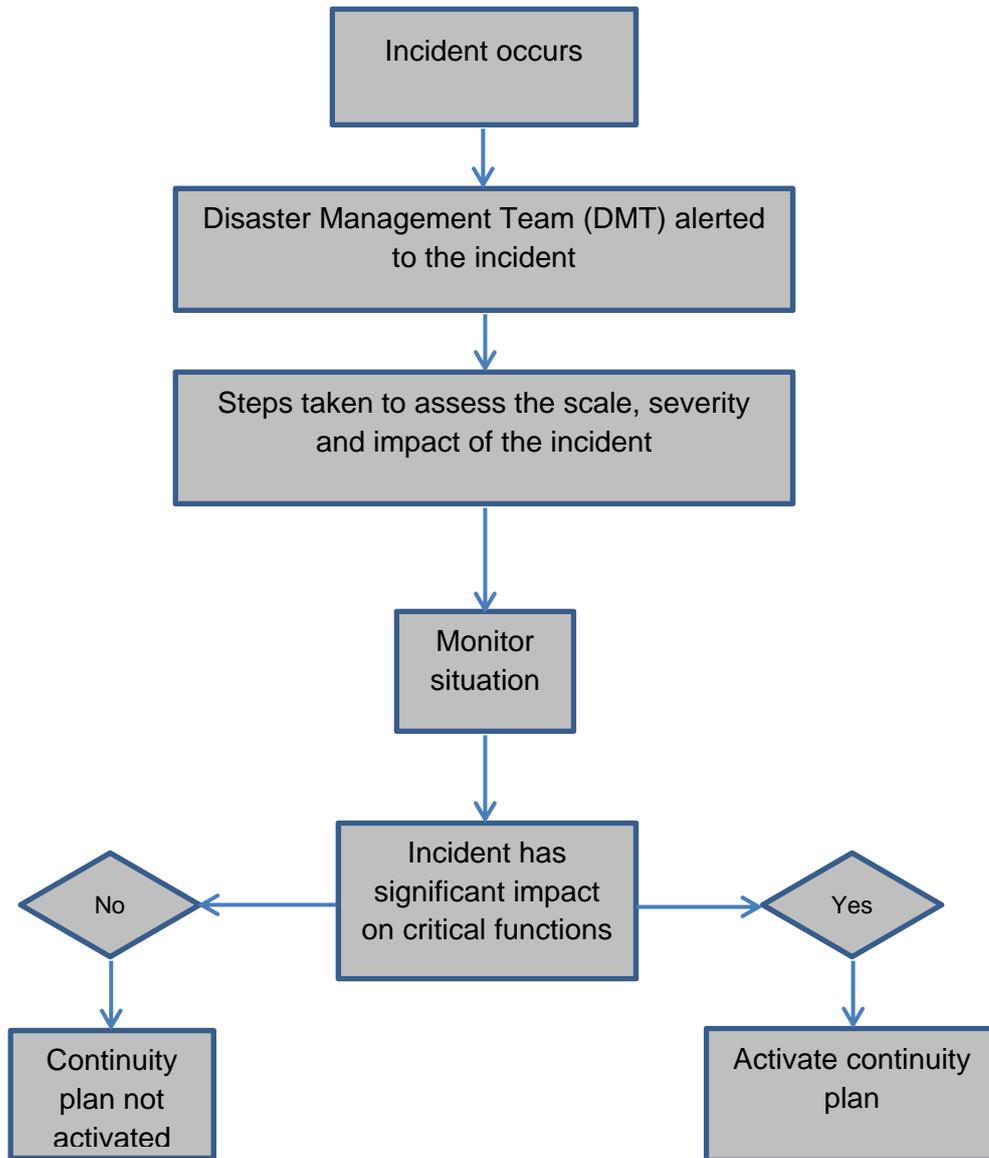
2. Critical Activities

This list can be used during an emergency to assist your decision making when compiling an Action Plan as to which functions need to be reinstated first.

No.	CRITICAL School Activity	Relevant statutory duties	Existing measures	Implications / Impact	Resource requirements for the critical activity				When required					
					Staff	Equipment			4hrs.	24hrs.	48 hrs.	1 week	2 weeks	1 month
1.	Safeguarding staff members and pupils		Annual risk assessments	Injury or death										
2.	Teaching		{Insert alternative site}	Pupils not able to learn										
3.	Catering	Provision of free school meals		Children go hungry										
4.	Access to ICT		Daily back up of data off-site											
5.	Examination centre													
6.	Finance													

Our I.T systems are backed up off-site and are accessible by Matt Ash.

3. Plan Activation

Use this flowchart to help ascertain whether or not to activate the school business continuity plan.

```
                    ┌─────────────────────┐
                    │   Incident occurs   │
                    └──────────┬──────────┘
                               │
                               ▼
              ┌────────────────────────────────┐
              │ Disaster Management Team (DMT)  │
              │     alerted to the incident     │
              └────────────────┬───────────────┘
                               │
                               ▼
              ┌────────────────────────────────┐
              │ Steps taken to assess the scale,│
              │  severity and impact of the     │
              │            incident             │
              └────────────────┬───────────────┘
                               │
                               ▼
                      ┌─────────────┐
                      │   Monitor   │
                      │  situation  │
                      └──────┬──────┘
                             │
                             ▼
         ◇◇◇◇◇        ┌──────────────┐        ◇◇◇◇◇
   ◇    No    ◇ ◄─────│ Incident has │─────►  ◇   Yes   ◇
         ◇◇◇          │  significant │           ◇◇◇
           │          │   impact on  │            │
           │          │   critical   │            │
           ▼          │   functions  │            ▼
    ┌────────────┐    └──────────────┘     ┌────────────────┐
    │ Continuity │                         │    Activate    │
    │  plan not  │                         │ continuity plan│
    │ activated  │                         │                │
    └────────────┘                         └────────────────┘
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Responsibility for Plan Activation

A member of the Disaster Management Team will activate and stand down this Plan.

4. Incident Management Structure

```
                    ┌──────────────────┐
                    │    Disaster      │
                    │   Management     │
                    │     Team         │
                    └────────┬─────────┘
          ┌──────────────┐   │
          │ Tactical Team│───┤
          └──────────────┘   │
        ┌──────────────┬─────┴──────┬──────────────┐
  ┌──────────┐   ┌──────────┐   ┌──────────┐
  │Operations│   │Operations│   │Operations│
  └──────────┘   └──────────┘   └──────────┘
```
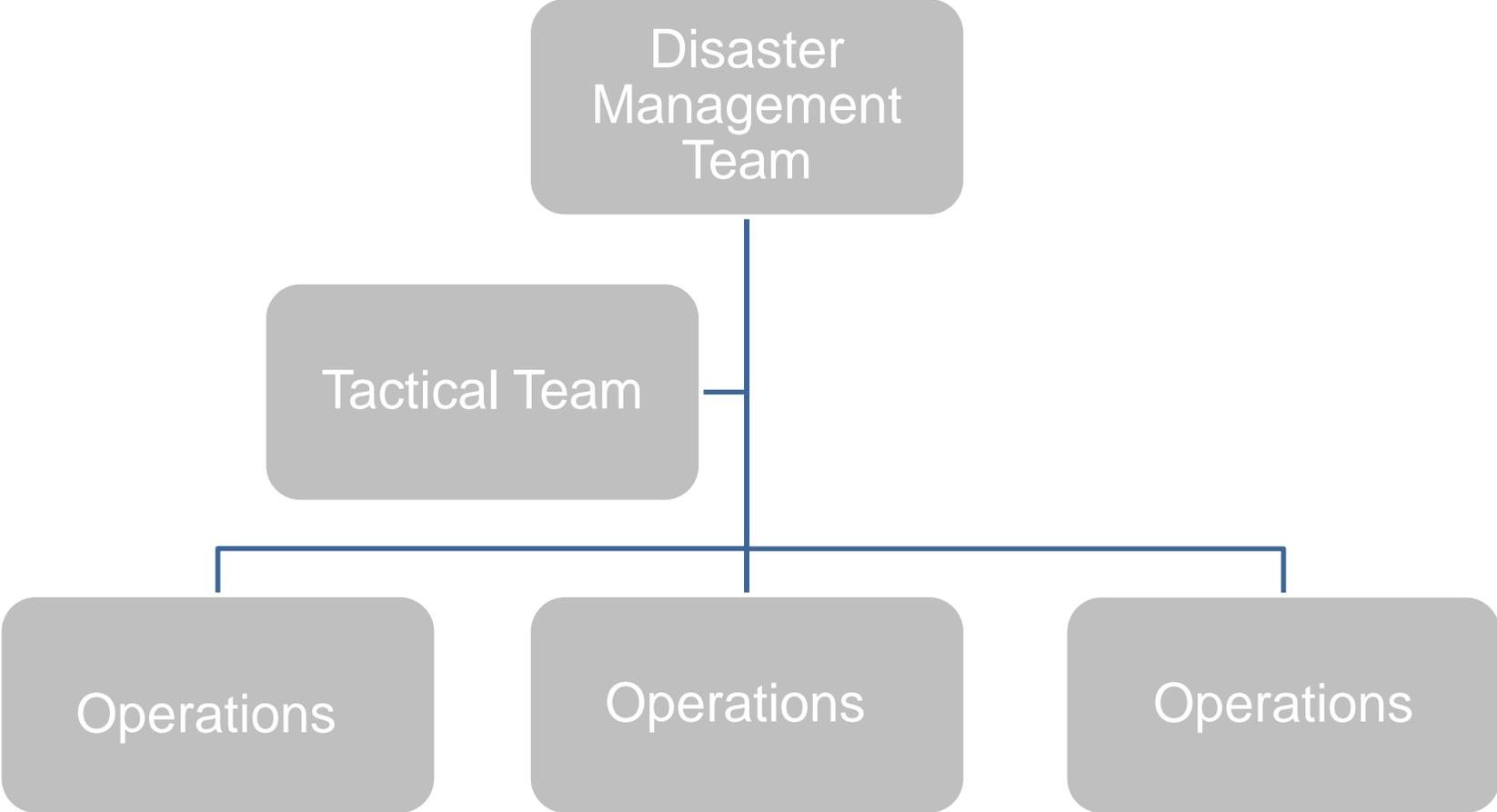
4.1. Strategic

A Disaster Management Team will be established at the onset of an incident to assist the Principal in managing the response.

Disaster Management Team		
Name	**Position**	**Responsibilities**
Toni Ellis	Principal	• Overall responsibility for the day-to-day management of the School, including principal decision-maker in times of crisis. • Ensuring that the school has sufficient capacity to respond to crisis. • Determining the School's overall response and recovery strategy.
Louisa Craig	Vice Principal	• Supports the Principal in the day-to-day management of the school, including in times of crisis.
Ian Middleton	Chair of Academy Committee	• Liaises with the Principal in response to a crisis • Coordinates with the Principal to provide strategic direction in planning for and responding to a crisis. • Supports the school's crisis response and subsequent recovery. • Ensures that the School Business Continuity Plan remains fit-for-purpose. • Reporting to parents on the resilience of the School Business Continuity Plan.
Richard Morgan	Vice Chair of Academy Commitee	• Liaises with the Principal in response to a crisis • Coordinates with the Principal to provide strategic direction in planning for and responding to a crisis. • Supports the school's crisis response and subsequent recovery. • Ensures that the School Business Continuity Plan remains fit-for-purpose. Reporting to parents on the resilience of the School Business Continuity Plan.
Simon Williams	School Business Manager	• Liaises with the Principal in response to a crisis • Coordinates with the Principal to provide strategic direction in planning for and responding to a crisis. • Supports the school's crisis response and subsequent recovery.

		• Ensures that the School Business Continuity Plan remains fit-for-purpose. Reporting to parents on the resilience of the School Business Continuity Plan.

4.2. Tactical

The DMT will create a tactical group to help coordinate the crisis response.

Tactical Team		
Name	**Position**	**Responsibilities**
TE	Principal	**Manage**
Diocese	Trust	**Trust**
GW	Chair	**Report**
AW	Board	**Manage the media**

4.3. Operational Support

Other teachers, staff members and grounds workers may be utilised to support the tactical team with the response. Lead by the Principal, the Incident Management Team includes Deputy Principal, Assistant Principal, the Office Manager and Site Managers. 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 Principal (or their Deputy) to restore normal conditions as soon as possible.

5. Incident Management

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended.

		Action	Details	Responsibility	Actioned?
1.		• Initial assessment	• Survey the incident scene and disseminate information.	TE	☒
2.		• Call the emergency services (as appropriate)	• Provide as much information about the incident as possible.	LC	☒
3.		• Evacuate the school building if necessary. • Ascertain whether pupils should remain within the school grounds at a relative place of safety indoors. • If it is safe, consider the recovery of vital assets to sustain critical school activities. • Inform relevant stakeholders of site evacuation.	• Use standard fire evacuation procedures. • Consider staff members and pupils with special needs and/or disabilities. • If remaining within the school grounds, ensure that the assembly point is safe • Take advice from emergency services as appropriate.	Fire Team	☒
4.		• Ensure that all pupils, staff members and school visitors report to the identified assembly point.	• The normal assembly point is: PA1 • The alternative assembly point is: Sports Hall	As per Handbook	☒
5.		• Check that all pupils, staff members and visitors have been evacuated. • Consider the safety of all pupils, staff members and visitors as a priority.	• Undertake a roll call using the pupil attendance register, staff lists and the visitors signing in book.	As per handbook	☒
6.		• Ensure that the emergency service vehicles have access to the incident site.	• Ensure any required actions are safe by undertaking a risk assessment.	MB	☒
7.		• Establish a contact point for all supporting personnel.	• Consider the availability of staff members and who may be best placed to communicate information.	MB	☒
9.		• Ensure a log of key decisions and actions is	• Use the template in the appendix.	TE	☒

	started and maintained throughout the incident.			
10.	• Where appropriate, record names and details of any staff members or visitors who may have been injured or affected by the incident.	This information should be held securely as it may be required by emergency services or other agencies either during or following the incident.	GW	☐
11.	• Assess the impact of the incident. • Identify and agree next steps.	• Continue to record key decisions and actions in the incident log.	TE	☐
12.	• Log details of all items lost by pupils, staff members and visitors as a result of the incident, if appropriate,		SW	☐
13.	• Consider the involvement of other teams, services or organisations that may be required to support the management of the incident.	• See attached key contacts list	PS	☐
15.	• Assess the key priorities for the remainder of the working day and take relevant action.	• Consider actions to ensure the health, safety and well-being of the school community at all times. • Consider your business continuity strategies to ensure that the impact of the disruption is minimised. • Consider the school's legal duty to provide free school meals and how this will be facilitated.	LC	☐
16.	• Ensure staff members are kept informed about what is required of them.		LC	☐
17.	• Ensure parents and pupils are kept informed as appropriate to the circumstances of the incident.	• Consider communication strategies and additional support for pupils with special needs. • Agree arrangements for parents collecting pupils at an appropriate time. • Consider the notification of pupils not currently in school.	TE	☐
19.	• Ensure Governors are kept informed as	• School Cal Reports	LC	☐

	appropriate to the circumstances of the incident.			
20.	• Consider the wider notification process and the key messages to communicate.	• Local radios may be useful in broadcasting key messages.	BOARD	☐
21.	• Communicate the interim arrangements for delivery of critical school activities.	• Ensure all stakeholders are kept informed of any contingency arrangements. School Cal	LC	☐
22.	• Log all expenditure incurred as a result of the incident	• Record all incident-related costs incurred in the attached financial expenditure log.	SW	☐
23.	• Seek specific advice/inform your insurance company.	• Insurance policy details can be found in the Fteam	SW	☐
24.	• Ensure recording process is in place for staff members and pupils leaving the site.	• Ensure the safety of staff members and pupils before they leave site and identify suitable support and risk control measures.	PS	☐

6. Continuity

The purpose of the continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. Non-critical activities may need to be suspended.

No.	Action	Details	Responsibility	Actioned?
1.	Identify any other stakeholders required to be involved in the business continuity response.	• Depending on the incident, you may need additional/specific input in order to facilitate the recovery of critical activities. This may require the involvement of external partners.	SW	☐
2.	Evaluate the impact of the incident	• Take time to understand the impact of the incident on the normal operations of the school.	SW TE	☐
3.	Log all decisions and actions, including what you decide not to do and include your decision making rationale.	• See the attached activity log.	SW TE	☐
4.	Log all financial expenditure incurred.	• See the attached financial expenditure log.	SW	☐
5.	Allocate specific roles as necessary.	• Roles allocated will depend on the nature of the incident and the availability of staff members.	LC	☐
6.	Secure resources to enable critical activities to continue or be recovered.		Team	☐
7.	Deliver appropriate communication actions as required.	• Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders	Board	☐

7. Recovery

The purpose of the recovery phase is to resume normal school operations as soon as possible.

No.	Action	Details	Responsibility	Actioned?
1.	Agree and plan the actions required to enable recovery of normal school operations.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	LC TE	☐
2.	Respond to any ongoing and long-term support needs of staff members and pupils.	Depending on the nature of the incident, the disaster management team may need to consider the use of counselling services.	BOARD	☐
3.	Once recovery actions are complete, communicate the return to normal school operations.	Ensure all staff members are aware that the business continuity plan is no longer in effect.	TE LC	☐
4.	Debrief staff members (possibly with pupils) about the incident.		TE LC	☐
5.	Complete a report to document opportunities for improvement and any lessons identified.	- The incident report should be reviewed by all members of the disaster management team. - Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	SW TE LC	
6.	Review this continuity plan in light of lessons learnt from the incident and the response to it.	- Implement recommendations for improvement and update this plan. - Ensure any revised versions of the plan are read by all members of the business continuity team.	SW TE LC	☐

4

8.1 Procedure for Closing the Academy

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 Principal teacher or Deputy Principal
2. Notification of a school closure using the Local Authority On-line website (actioned by Principal).
 TEXT 07880175075.
3. Implementing the school staff 'snow chain' (actioned by – SLT)
4. Recording the closure on the home page of the school website (actioned by – IT Manager)
5. Sending out text messages to all parents (actioned by – Matt Ash).

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 Principal or Deputy on the basis that children continue to be supervised by staff until they are collected.
2. Notification of the school closure using the school website (actioned by – IT Manager).
3. Sending out text messages to all parents (actioned by – Matt Ash).

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 Zurich Insurance on 08702418050.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Two possible locations that have been identified for consideration should temporary accommodation / buildings need to be sited are:

• School car parks
• Hard Court

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

8.2. Activity Log

Completed by:		Sheet number	
Incident		Date	

Time	Log details

8.3. Financial Expenditure Log

Completed by:		Incident	
Date		Time	

Details	Cost (£)	Transaction Method

8.4. Contents of Emergency Box

Section	Details	Checklist
Business continuity	• Business Continuity Plan	☐
		☐
Organisational	• Staff handbook (policies and procedures)	☐
	• School branding material	☐
	• School logo	☐
	• Other key documents	☐
Financial	• Bank, insurance details, payroll	☐
	• Invoices, purchase orders	☐
	• Financial procedures	☐
	• Assets register and insurance policy	☐
Staff	• Staff contact details	☐
	• Staff emergency contact details	☐
Equipment	• Laptop with wireless connection	☐
	• Internet Dongle	☐
	• Pre-paid pay as you go mobile phone and battery powered charger	☐
	• Wind up radio	☐
	• Wind up torch	☐
	• Emergency shelter	☐
	• Disposable camera with film	☐
	• Data restoration routine	☐
Other items	• First aid box	☐
	• {Insert area} A-Z map	☐
	• Stationary	☐
	• Hazard barrier tape	☐
	• Emergency cash, cheque book or credit card	☐
	• Contact details for taxi / transport providers	☐
	• School floor plans	☐
	• Spare keys	☐
	• Whistle / megaphones	☐
	• High visibility jacket	☐

8.5. Academy Information

School details	
Name of school / academy	Our lady and St Chad Catholic Academy
Type of school / academy	Secondary
School / Academy address	Old Fallings Lane WV10 8BL
School / Academy operating hours	7AM -11PM
Approximate number of staff	110
Approximate number of pupils	840
Age range of pupils	11-19

8.6. Key Contacts

Contact	Telephone No.	Fax No.	Email address
School contacts			
Principal	**01902 558242**		
Deputy Principal	**01902 558261**		
School Business Manager	**01902 558250**		
Chair of Governors	**01902 733058**		
Vice Chair of Governors	**07876565061**		
Key local authority contacts			
Emergency number	**999**		
Children's services	01902 555392		
Other local authority contacts	**101**		
Police	08451135000		
Media contacts			
Local BBC radio station	**Signal FM**		
Other local radio station	**Free Radio**		
Local newspaper	**Express and Star**		
Other useful contacts			
Department for Education	0370 000 2288		
Foreign and Commonwealth Office	03700 00 22 44		
Environment Agency	03708 506 506		
Met Office	0370 900 0100		
Health and Safety Executive	hse.gov.uk		
Insurance Company	08702418050		

8.7. Lockdown

Management and Control	
Nominated person	**Responsibility**
Principal	Initial contact with the emergency services
Deputy Principal	Liaison with parents
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Red Flag
Signal for all-clear	White Flag

Lockdown	
Specified assembly room	Sports Hall
Entrance points	Side Entrance
Communication arrangements	• Two-way radios • Mobile phones • Instant messaging / email
Notes	

Lockdown Procedure					
Step	**Initial response**	**Check**	**Time**	**Signed**	
1.	Ensure all pupils are inside the specified assembly room.	☐			
2.	Secure all entrance points to the specified assembly room.	☐			
3.	Dial 999 for each emergency service that the incident requires.	☐			
4.	Ensure that staff members take action to increase protection from further danger: • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw curtains to avoid detection. • Turn off lights. • Stay away from windows and doors	☐			
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	☐			
6.	Check for missing or injured staff members and pupils if it is safe to do so.	☐			
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	☐			