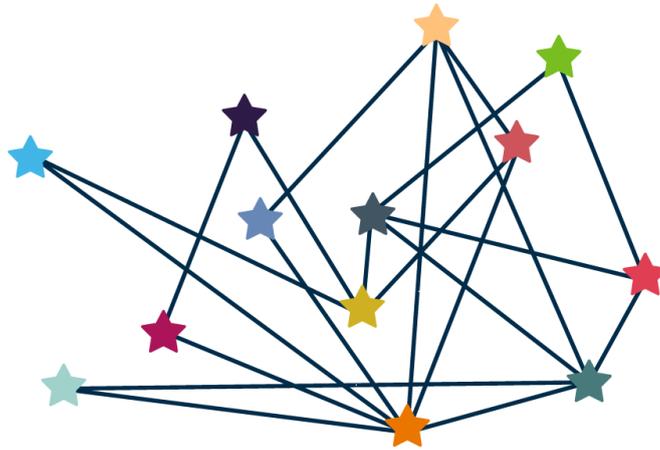


ULT Business Continuity Plan



UTTOXETER
LEARNING TRUST
INSPIRED TEACHING
INSPIRING CHILDREN

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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
- 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
- Snow 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;
- the snow procedures.

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

4.0 Strategy

If a disaster is declared that is localised to within one school, then this can be declared by the school's headteacher or their deputy. Any disaster 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 disaster is declared, then both the individual school's 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, disruption to the school and is on such a scale that it prevents the school from carrying out its day to day activities. These incidents typically would require another organisation 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 *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 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 crisis should be declared.

A crisis 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 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.

6.0 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 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, 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 a, link trustee, local governing board representative, the facilities manager and/or the site manager/janitor. 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.

6.3 *Crisis Management Team (CMT)*

Led by the CEO, the Crisis Management Team includes at least two other trustees and a local governing board representative from each school affected, Headteachers from other schools where appropriate and the Hub manager 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 schools within the Trust.

6.4 *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.

7.0 School Business Continuity Plans

Wherever possible, all schools should unify 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 CMT Contact Details

| Name | Role | Telephone | Email |
|----------------------|-------------------------------|--------------|-------------------------|
| Sarah Clark | CEO | 01889 561820 | ceo@uttl.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@uttl.com |
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