WIMBORNE
Academy Trust

Business Continuity Plan (BCP)

For

Recovery of Educational & Operational Services in the event of a Major Incident

March 2022

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1.0   Introduction

The Wimborne Academy Trust Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the delivery of educational & operational services following a major incident within the trust.

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 major incident 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
This document should be reviewed every three years. A more frequent review is necessary if there is a significant change in status of the trust's operations.

3.2   Documents and Important information

The BCP should be read in conjunction with:
- Evacuation plans for all sites
- Trust Cyber response plan
- The school's local operational business continuity plans

3.3   Emergency Contact Information
An emergency information pack shall be kept at reception of all trust sites and contain hard copy versions of:
- Trust Business Continuity Plan
- Trust Cyber response plan
- The school's local operational business continuity plans
- The school's evacuation plan

    Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS independent of the trust's ICT infrastructure.

    The Trust's SLT have shared mobile phone numbers and can communicate using a range of platforms in the event of an emergency, including phone, SMS, Google Chat and Whatsapp.

4.0   Strategy

If a major incident is declared by a Headteacher or other member of the Trust SLT, the Business Continuity Plan will be activated.

Staff communication will be via email and/or phone calls and messages.
Members of the Trust SLT should retain an offsite hard copy of the BCP for use in an emergency.

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

- ESFA: Academy.QUESTIONS@education.gov.uk
- Chair of Trustees – John Kingston
- Health and Safety Advisor Judicium , Isthar Pearce: 07852 844095
- Insurance Advisors- RPA:
  - https://www.rpaclaimforms.co.uk/
  - Email: rpa@topmarkcms.com
  - Telephone: 03300 585 566
- Local Police   101
- Local Fire Service   101

5.0   Roles and Responsibilities

5.1.1 Incident Management Team (IMT) - Trust

In the event of a Trust-wide or multi-school major incident, an IMT will be formed by the CEO or delegate.

Members of the team will be recruited to match the specific needs of the incident, and all Trust-wide staff should be made available to support the recovery.

The IMT is responsible for acting under the direction of the CEO or their delegate to restore normal conditions as soon as possible.

5.2   Incident Management Team (IMT) - School

In the event of a single school major incident, an IMT will be formed by the Headteacher or if necessary another member of the Trust's Senior Leadership Team.

Members of the team will be recruited to match the specific needs of the incident, and all Trust-wide staff should be made available to support the recovery.

The IMT is responsible for acting under the direction of the designated leader to restore normal conditions as soon as possible.

5.3   Staff

All Staff are required to co-operate 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.

6.0   Procedure for Closing one or more of the trust sites

6.1   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 Headteacher
2. Sending out communication by push message (phone where appropriate) to all parent/carers
3. Notification of the school closure using local authority protocol
4. Implementing the school staff school closure plan
5. Recording the closure on the home page of the school website

6.2   Closure during a School Day

The school can be closed during a school day using the following system:
1. Closure authorised by the CEO or Headteacher
2. Sending out communication by push message (phone where appropriate) to all parent/carers
3. Pupils will continue to be supervised by staff until age and child appropriate arrangements are made for leaving the site and returning home safely.
4. Notification of the school closure using local authority protocol
5. Recording the closure on the home page of the school website

6.3   Emergency Arrangements - Immediate Places of Safety

Primary Arrangement: As per fire evacuation arrangements.

6.4   Secondary Assembly Point and Off-Site Place of Safety

The Headteacher for each school should determine a secondary assembly point off the school site in case the Primary Assembly point is not appropriate.

7.0   Silent Evacuation

The Headteacher for each school should consider whether a silent evacuation/lockdown procedure is necessary for the school and if so include the details in the local operational business continuity plan.

8.0 Business Recovery in the Event of a Loss of Buildings or site Space

8.1 Insurance-RPA

The Trust will continue to hold insurance through the Department for Education's Risk Protection Arrangement to cover material damage, business interruption and cyber cover.

8.2 Replacement Site Facilities

Temporary and permanent replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Director of Resources working closely with the affected headteacher(s).

8.3 Remote delivery
Wherever possible and following risk assessment, Trust schools will seek to continue delivering education to pupils whether on school sites or remotely.

9.0 Pandemic Threat / Mass Staff Unavailability

9.1 Response
In the event of a pandemic or other mass staff illness, the Trust will form an IMT made up of the Trust's SLT and will in all circumstances follow statutory guidance from the government and will additionally seek guidance and direction from national or local public health authorities and the Trust's competent advisor for health and safety.

9.2 Remote delivery
Wherever possible and following risk assessment, Trust schools will seek to continue delivering education to pupils whether on school sites or remotely.