BUSINESS CONTINUITY PLAN

(for disaster recovery in the event of a critical incident)

TRINITY CHURCH OF ENGLAND HIGH SCHOOL	**Reviewed by:**	Finance and Resources Committee
	Approved by:	Fully Governing Board
	Date approved:	15th May, 2025
	Date adopted:	1st September 2025
	Next review due by:	End of 2027/28 academic year

AIM/PURPOSE

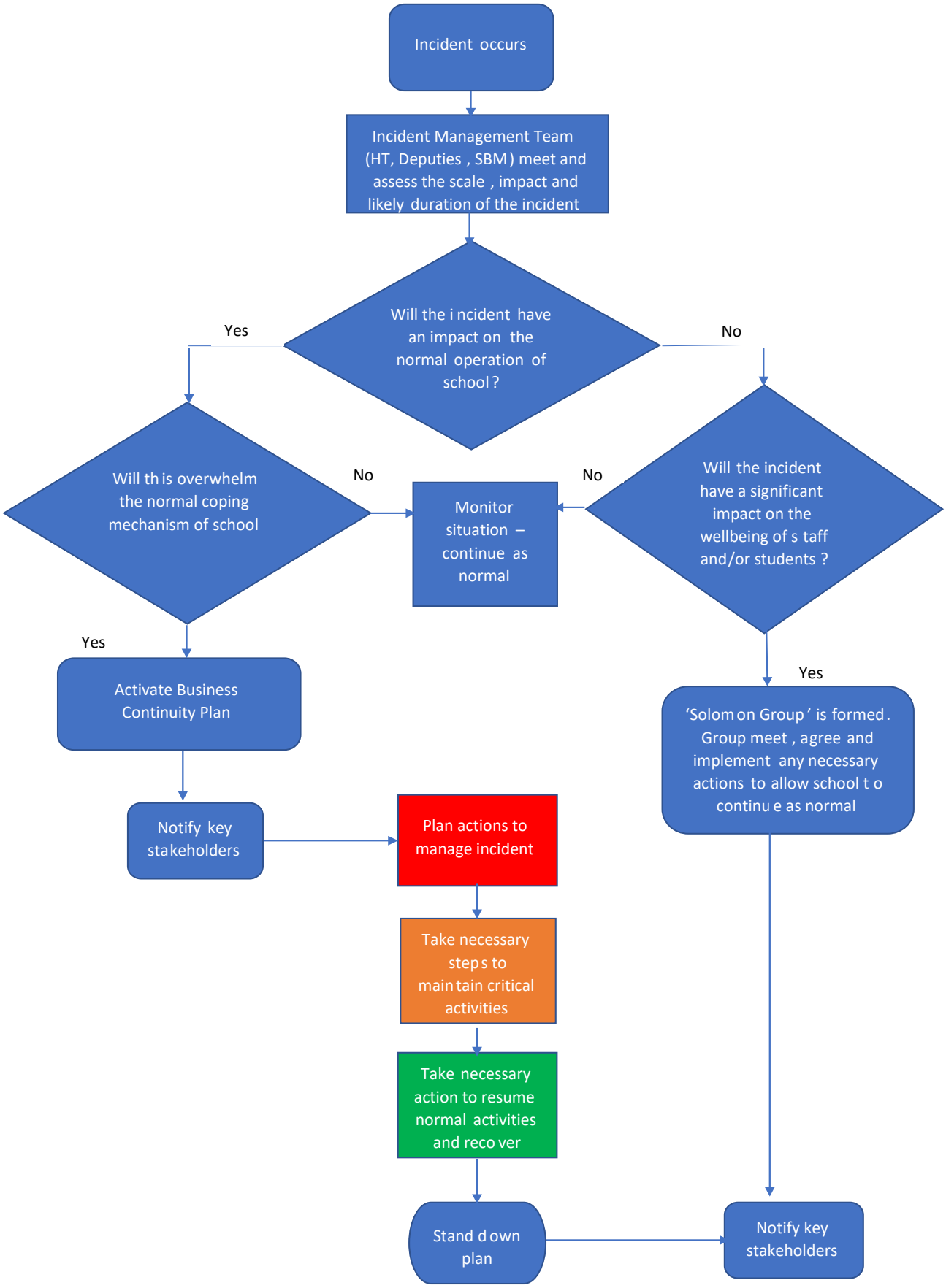
To provide a flexible framework to manage the response to any incident causing school disruption, maintain critical activities and recover from the incident quickly and efficiently.

GENERAL PRINCIPLES

This Business Continuity Plan will be activated if an incident occurs which is likely to significantly impact on the normal operation of the school. Plan activation triggers may include:

- Loss of key people or skills e.g. above normal levels of absenteeism due to illness/injury or other scenarios such as severe weather, major transport disruption or industrial action.
- Loss of critical systems e.g. ICT network disruption, telephony outage, power outage, utilities disruption or third party supplier disruption.
- Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency where emergency service cordon would prevent access for a period of time, utilities failure.
- Loss of a key resource such as an external supplier or partner vital to the delivery of a key service or activity

Plan Activation Process:



Implementation of Business Continuity Plan (BCP)

Roles and Responsibilities

Headteacher

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

- Immediately contacting the emergency services, such as Police and/ or Fire Services, if the incident relates to the school 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, Trustees, Governors, DFE, and press).

Incident Management Team (IMT)

Lead by the Headteacher, the Incident Management Team will be established to include all Deputy Heads and the School Business 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.

All decisions and subsequent actions are to be logged in order to have a record of events and communication made to support services.

Communication

Staff communication may be via email, phone, the website if this is operable and other media such as text messaging if necessary.

The following organisations, are examples of others who **may** need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Local Radio Stations
- MCC Press Office
- Health and Safety Executive (HSE)
- RPA
- Local Police
- Local Fire Service
- Public Health England
- Service Suppliers (Gas, Electricity and Water)
- Extended Services Providers or Lettings

Staff

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

If staff are sent home, they should remain available during normal working hours to assist with necessary tasks and to continue to teach remotely if required. Staff should refrain from using social media to report or discuss any incident where the BCP has been activated

Procedure for Closing the School

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 Headteacher and all staff advised
2. Recording the closure on the home page of the school website (actioned by Headteacher or delegated school staff)
4. Sending out messages via PS Connect or Class Charts or other parent communication system to all parents (actioned by Headteacher or delegated school staff).
5. Notification to the Chair of Governors

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 Headteacher on the basis that students with parental authorisation may make their way home by themselves. Students 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. 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).

Immediate Places of Safety

In the event of a major incident, students may need to assemble at agreed assembly points on site

Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to an offsite assembly point from where they can be collected or from where they can be released to make their own way home when it is safe to do so and if there is approval in place

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

General

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

Insurance

The school is 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.

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 location of any necessary temporary accommodation will be determined based on the space required and circumstances of the incident.

Paper Based Records

Important paper-based records, such as exam papers and pupil coursework should be kept in a secure location (e.g. a fire-proof cabinet or safe).

Remote Learning

IMT to initiate and make arrangements for pupils to access remote learning where appropriate

Pandemic Threat / Mass Staff Unavailability

In the event of mass staff illness, the IMT will consider safe staffing ratios, and may reduce the number of year groups able to be taught, prioritising key year groups or pupils to be in school. If insufficient staff are available, school may look at employing agency staff, offering overtime or be forced to shut the school to students using the same procedures described above.

Other Threats

The following are examples of other threats to be considered, and a brief description of possible scenarios and possible action to be taken are documented below:

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

The IMT will always use this policy alongside the DFE guide – Managing Critical Incidents in Schools:-

https://www.education-ni.gov.uk/sites/default/files/publications/de/guide-to-managing-critical-incidents-in-schools.pdf

Example Recovery Action Plans

Operational Threat	Suggested steps to restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	Contact phone/ communication providers. ICT Manager has access to Curriculum Server and other server's or server back ups	ICT Manager SBM	Keep Head teacher updated Headteacher decides what communication is sent via School to parents
Cyber Attack	Immediately contact RPA to report the attack. Implement Cyber Response Plan Possible school closure	SBM ICT Manager and Director of Studies Headteacher and Deputies	Headteacher to decide on necessary communication, when and to whom
Finance Process Breakdown – payments to staff & suppliers fail	SBM investigates issue with School finance staff. Extent of situation is fully assessed. Available bank balances verified from online banking. Staff and suppliers formally contacted with timescales/updates	SBM/Finance Team	Chair of Finance Audit and Risk Committee kept updated
Utilities / Energy Supply failure	Providers called to ascertain issue. School may have to close temporarily. Consider suitability of accessing a generator	Site Manager/ SBM/Headteacher	Keep Chair of Governors updated

Building Loss – partial or complete (Fire, Flood etc.)	Immediately notify RPA Short-term – initiate remote learning Medium Term - erect Porta Cabins on site or identify temporary accommodation Long term - rebuild / refurbish	Site Manager/SBM/Headteacher	RPA will assign a designated Loss Adjuster. Keep Chair of Governors updated
Building Denial leading to short term lack of access	Identify how many year groups (if any) can be in school. Remote learning for some groups	Headteacher and Deputies	Keep Chair of Governors updated

Service Delivery Loss of General Nature – School are unable to provide buildings or ICT support	As above	As above	Keep Chair of Governors updated
Key Supplier Failure other than school – e.g. Catering suppliers	Buy in food from local supermarket/cafes. Arrange for vouchers to be delivered by email to parents for packed lunch purchases	Headteacher/Catering Manager/SBM	Liaise with External Providers to establish their continuity plan
Evacuation due to Nearby Incident	Evacuate immediately to IMT agreed assembly points. Take register on arrival and inform of any children or members of staff that are unaccounted for	Headteacher/Deputies/SBM	Keep Chair of Governors updated

Lockdown due to Nearby Incident	Follow instructions from IMT to: stay inside the building, well away from the windows and do not leave until instructed to do so by a member of IMT or the police/bomb squad	Headteacher and SLT	Keep Chair of Governors updated
Fire	Exit the school following Fire Evacuation plan Call Emergency services. Call RPA regarding any damage Review what happened and capture any lessons learnt	Site Manager/Headteacher/SBM	Keep Chair of Governors updated
Bad Weather prolonged	School to follow bad weather procedures. Consider remote learning offer	Headteacher	Keep Chair of Governors updated
Strikes	Headteacher/IMT to establish likely impact of strike and decide if school will have to close for pupils or some classes - staff not striking may be deployed with suitable work and come to work as usual.	Headteacher co- ordinates the communication brief to parents and staff	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 that they can take home or may need to deploy them to teach remotely

Terrorist Attack or Threat	Follow instructions from Headteacher either to: Evacuate immediately to designated assembly points Take register on arrival and inform of an any children or members of staff that are unaccounted for OR 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	Headteacher/SLT	