BUSINESS CONTINUITY PLAN

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Contents

1. AIMS

1.1 This plan aims to:
- Outline potential risks and issues that could cause disruption to the delivery of critical activities;
- Mitigate the impact of disruptions to critical activities by providing actions or procedures to follow, to make sure all students continue to get the quality of education to which they are entitled.

2. LEGISLATION AND GUIDANCE

2.1 This document is based on guidance from the Department for Education (DfE) on emergency planning and response for schools and school security. It also complies with the following statutory guidance and legislation:
- Keeping Children Safe in Education
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

3. ROLES AND RESPONSIBILITIES

3.1 Functional roles include, but are not limited to the following (dependant on resources available, individuals may be called upon to fulfil more than one role):

3.1.1 Incident Officer: Executive Principal/Head of School

- Safeguarding and wellbeing of students.
- Stakeholder communication.
- Liaise with chair of trustees.
- Allocate resources.
- Communication with the media.
- Estate management.
- Responsible for deciding whether or not staff should be sent home.

3.1.2 Chief Finance Officer (CFO)

- Meet and greet emergency services as they arrive, with a floor plan of the building if possible.
- Ensure all significant occurrences and decisions are recorded, together with reasons for decisions made.
- Provide clerical and practical assistance to the Incident Officer.
- Arrange for opening up of alternative premises.
- Coordinate fitting out with furniture and equipment.
- Liaise with school insurance companies.
- Liaise with Department for Education as necessary.

3.1.3 Welfare: Vice Principals/Head of School

- Safeguarding and wellbeing of students.
- Ensure all students, staff and visitors are safe and accounted for.
- Marshalling of students, staff and visitors at the evacuation rendezvous point.
- Arranging for transfer of everyone to place of safety.
- Arrange for warm, dry shelter for everyone in the short term.
- Deal with immediate welfare matters: distress, injuries, domestic responsibilities, etc.
- Liaise with Department for Education/LADO (Local Authority Designated Officer).
- Coordinate the sending home of students and immediate care of those whose parents cannot be readily notified.
- Instruct staff not to leave the rendezvous point until told to do so.
- Liaison between emergency team and staff.
- Imparting factual information to staff.
- Agree key information to be given to students by class teachers.

3.1.4 Site: Operations Director

- Building security.
- Turn off gas, electricity etc., if this can be done safely.
- Salvage of critical documents/equipment if this can be done safely. The nominated person should be in possession of a list of critical items.
- Signs and notices for doors/boundaries.
- Liaison with neighbours.

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- Identification/transfer to alternative premises.

3.1.5 Data Recovery: Technology Director

- Organise the retrieval and restore of data from back-up tapes/systems.

4. CONTINUITY STRATEGIES

4.1 There is an internal risk register which is updated on a regular basis as new risks emerge and old ones are deleted.

5. REMOTE EDUCATION

5.1 Where possible, the Academy will provide remote education when attendance in school is either not possible or contrary to government guidance. The Academy will implement an appropriate curriculum, teaching and support that will enable students to continue learning effectively and in accordance with Department for Education guidance.

5.2 Where students with special educational needs and disabilities (SEND) are not able to access remote education without adult support, the school will work with families to put in place reasonable adjustments.

6. ATTENDANCE

6.1 The Academy will continue to record absence in the attendance register if it remains open, using the most appropriate code. The codes used will be in line with the [Education (Pupil Registration) (England) Regulations 2006 as amended ('the Pupil Registration Regulations')](#), and [working together to improve school attendance guidance](#).

6.2 Where students are unable to attend school:

- In some exceptional circumstances, this will be recorded as code Y (unable to attend in exceptional circumstances) unless a more appropriate code applies. The Academy will also record the nature of the circumstances in which a student is unable to attend school.
- Because they are ill or have an infectious illness, this will be recorded as code I (illness).
- The Academy will also continue to record and monitor students' engagement where the provision of remote education is made, although we will not formally track this in the attendance register.

7. SAFEGUARDING

7.1 Safeguarding and promoting the welfare of children and young people remains of paramount importance. The Academy will continue to have regard to relevant statutory safeguarding guidance. This includes:

- [Keeping Children Safe in Education](#)

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- [Working together to safeguard children](#)

7.2 Vulnerable Students
In all circumstances, the Academy will prioritise vulnerable students for face-to-face education. We will try to support any children who we believe may have challenging circumstances at home.

We will:
- Notify their social worker (if they have one), and, for looked-after children, the local authority virtual school head.
- Agree with the social worker on the best way to maintain contact and offer support to students.
- Keep in contact to check their wellbeing and refer on to other services if they need more support.

7.3 Wellbeing and Support
To handle the potential emotional impact on students due to the disruption of critical activities, we will:
- Aim to follow normal school routines as far as possible.
- Set up support systems for students to talk and share their feelings.
- Signpost students to appropriate support and advice.
- Where needed, provide access to counselling services or specialist treatment.

8. MONITORING ARRANGEMENTS

8.1 This policy will be reviewed by the senior leadership team annually. At every review, the policy will be shared with the Trust.

9. LINKS WITH OTHER POLICIES

9.1 This policy is linked to:
- Health and safety policy
- Emergency/critical incident plan (google doc)
- Examinations Policy
- Child protection policy
- Attendance Policy
- Behaviour Policy
- Risk assessments
- Premises Management Policy