



**Medway Anglican
Schools Trust
Business Continuity Plan
For
Disaster Recovery in the event of a Critical Incident**

March 2016

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Chair of Director's Board Signature:	
Review Date:	

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1.1 Introduction

The Medway Anglican Schools Trust (MAST) 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. It should be read in conjunction with:

- The matching individual academy Business Continuity Plan
- The individual Academy fire evacuation plan (the operation of which does not necessarily activate the BCP).

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 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 should be reviewed annually by the Medway Anglican Schools Trust Board. In addition, Leadership Teams and Local Governing Bodies should review their own business continuity and disaster recovery plans annually.

3.2 Associated Documents/information

Associated Documents for each Academy school include:

- School Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment
- Snow Chain

3.3 Emergency Contact Information

An emergency information pack is kept at reception in each Academy school and includes both for MAST central team and individual Academy schools:

- Copies of this document
- The snow chain
- Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS

4.1 Strategy

If a disaster is declared by an individual Headteacher or their deputy and/or the MAST Chief Executive Officer or the MAST Chief Finance Officer then the MAST Business Continuity Plan and the school Academy Business Continuity Plan will be activated.

Staff communication will be via email and the website if this is operable, or by use of the snow plan telephone lists if not.

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

- MAST CEO 01634 338922 (07766143957)
- Director of Medway Children’s Services office 01634 306000
- Director of Rochester Diocesan Board of Education 01634 560017
- Health and Safety Advisors 01634 306000
- Health and Safety Executive (HSE) 0345 300 9923 (or out of hours 01519229235)
- Insurance Advisors 0114 2742631
- Local Police 01622 690690
- Local Fire Service 01622 692121

5.0 Roles and Responsibilities

5.1 Where the BCP has to be implemented at central MAST level then in 5.2 headteacher should be replaced by CEO and school business manager by CFO.

5.2 *Headteacher or their Deputy*

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

- Immediately contacting the MAST CEO or MAST CFO if the disaster 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, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the School Business Manager/Finance Manager for updates.

5.3 *Incident Management Team (IMT)*

Lead by the Headteacher (and/or CEO), the Incident Management Team includes all Assistant and Deputy Headteachers, the Facilities/site 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.

5.4 *Staff*

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 the individual Academy school

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 Headteacher or their Deputy following discussion with and agreement of the CEO
2. Notification of a school closure using the Local Authority On-line website (actioned by headteacher or their representative).
3. Implementing the school staff 'snow chain' (actioned by – Headteacher / deputy in the absence of the headteacher).
4. Recording the closure on the home page of the school website (actioned by – website administrator)
5. Sending out text messages via the schools messaging system to all parents – if this exists - (actioned by -messaging administrator).

6.2 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 following discussion with, and the agreement of the CEO:

1. Closure authorised by the Headteacher or their Deputy on the basis that 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 or email address directly to the school office and seen (and recorded) by a member of staff
 - b. Consider use of Places of Safety (as described below).
2. Notification using the media emergency closures helplines authorized and actioned by the headteacher.
3. Recording the closure on the home page of the school website (actioned by – website manager). If the school website is unavailable, contact the LA to post a message on Medway emergency closure website area.
4. Sending out text messages to all parents via schools messaging system to all parents – if this exists - (actioned by -messaging administrator).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the individual Academy to be closed, pupils will assemble at the primary assembly points. If these are not useable staff will escort students to the secondary assembly points.

See each individual Academy BCP appended to this document.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted to the off site place of safety as detailed in each individual Academy from where they can be collected.

7.1 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The school Academy Site Manager will be advised to implement the lockdown via word-of-mouth or by using schools internal communication system.
- The IMT will communicate via insert
- The school will be advised that it is in 'lockdown' by word-of-mouth.
- All staff will remain in classrooms and keep pupils calm and away from windows
- All students in external PE lessons will be advised to return to the school building.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises,
- The external doors will be locked (see each individual Academy BCP)

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor Academy entrances via CCTV, and discretely from the windows on the first floor (All Saints CE Primary and St John's CE Infants only). The gates should only be opened by the Academy when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 Silent Evacuation

Doors will be released by the Academy following an instruction from IMT. Notification of a silent evacuation would be made by word-of-mouth.

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

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Rochester Diocesan Board of Education and the Local Authority. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the School and Academy Trust for which it holds insurance (see below).

9.2 Insurance

The schools hold insurance through the risk protection arrangements to cover the cost of temporary accommodation.

9.3 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 RPA Insurance on 0114 2742631 .

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

- Playground area at St Margaret's CE Junior and/or All Saints CE Primary
- Negotiation with either St Michael's RCP, St John Fisher RCS or Balfour Junior School to site temporary buildings on their site.
- Discussion with Medway Council on suitable sites close to school premises to site temporary buildings.

Erecting additional buildings on the individual Academy site will always be the preferred solution.

10.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious. In the event of mass staff illness, the IMT will shut the school to students using the same procedures described above.

11.0 Other Threats

The following Other Threats have been considered

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – individual Academy are unable to provide buildings or ICT support
- Key Supplier Failure other than individual Academy – Catering, transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

12.0 Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	Contact contracted support. Use school mobile phone to contact key providers and stakeholders, issue interim contact details for use until system is restored. Arrange remote working at another MAST site for finance personnel if needed.	ICT technician/network manager/finance manager. Office staff Headteacher	
Finance Process Breakdown – payments to staff & suppliers fail	1.Contact suppliers/staff to notify them of loss of service and anticipated date for restoration. 2.Revert to previous “clean/functional” back up of Finance system if failure is caused by system breakdown. Reissue payments. 3. if system failure is at Bank then contact bank to determine next steps to issue payments. 4. review cause for breakdown. Introduce controls to prevent this occurring again.	Finance team	
Utilities / Energy Supply failure	1. Contact supplier. Establish time to effect repair 2. If time for repair is one/two days and it isn’t possible to open, then institute school closure procedures as described in business continuity plan. 3. Send work home with pupils, arrange for work to be posted on website and teachers to communicate with pupils to support them through learning platform/website. 4. Consider use of alternative premises, if necessary.	Site manager Headteacher	Liaise with St Margaret’s Infants if at St Margaret’s CE Junior

Building Loss – partial or complete (Fire, Flood etc.)	<ol style="list-style-type: none"> 1. Determine from emergency services and health and safety which parts of the site are safe to use. 2. Decide whether there is a need to close the school, if so for how long. 3. Institute school closure procedures 4. If for more than a day or two, secure alternative accommodation. Recommence teaching at alternative site. 5. Inform insurers and claim 	Headteacher Headteacher	
Building Denial leading to short term lack of access	<ol style="list-style-type: none"> 1. If known in advance, determine extent of lack of access (i.e. all pupils or specific year groups). 2. Write to parents informing them of arrangements for short term closure. Send home in advance work to complete during home working. 3. If building denial is not pre-planned relocate to evacuation site and notify parents. 	Headteacher	
Service Delivery Loss of General Nature – individual Academy are unable to provide buildings or ICT support	<ol style="list-style-type: none"> 1. If limited to ICT support, use alternative provision at another trust site. 2. Relocate to evacuation site. 3. Seek alternative accommodation at other sites within the trust. 4. Secure and install temporary buildings if extended period. 	ICT team	
Key Supplier Failure other than individual Academy Catering,	<ol style="list-style-type: none"> 1. Inform parents, if catering and known in advance. Arrange for pupils to bring in packed lunches. 2. If catering failure during the school day, arrange emergency meals through use of catering at another trust site and transport food to school. 	Office/school business manager to liaise with contracted supplier.	
Evacuation due to Nearby Incident	<ol style="list-style-type: none"> 1. Institute evacuation to alternative site as detailed in business continuity plan 	Headteacher	
Lockdown due to Nearby	<ol style="list-style-type: none"> 1. Institute lockdown as detailed in business continuity plan 	Headteacher	
Fire	<ol style="list-style-type: none"> 1. Fire alarm activated and school cleared. Emergency services informed. 2. Fire evacuation procedures followed. 3. Notify parents as necessary. 	School office	
Bad Weather prolonged	<ol style="list-style-type: none"> 1. Institute snow chain procedures 		
Strikes	<ol style="list-style-type: none"> 1. If possible, determine number of staff on strike. 2. Where viable, continue to open the school to pupils providing staff:pupil ratio and safety can be maintained. 	Headteacher	

Terrorist Attack or Threat	<ol style="list-style-type: none">1. Follow emergency procedures for terrorist attack or threat as detailed in school office.2. Notify emergency services.3. Act on advice of emergency service.4. Follow lockdown or evacuation procedure as advised.	Headteacher	
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