



# Trust Business Continuity Plan

(to be used in conjunction with each Academy Emergency Plan)

## Introduction

### What is Business Continuity?

Business Continuity is a management process that provides a framework to ensure the resilience of your organisation, in this case a school, in the event of an incident or business disruption. It ensures the continuation of services while protecting your reputation – a failure to deliver services could potentially put vulnerable children at risk. Business Continuity Plans need to be clear, concise and tailored to the needs of the organisation – no ‘one size fits all’ solution exists.

The causes of service disruptions that may have a significant impact include:

- Loss of premises
- IT failure
- Loss of utility supply (e.g. electricity, gas, water)
- Loss of personnel
- Loss of telecommunications
- Loss of supplier

### Business Continuity Plan

A Business Continuity Plan is simply the documentation of agreed procedures and information that is developed, and maintained in readiness for use in an incident or service disruption to enable a service or organisation to continue delivering its critical activities. It is important to note that the plan should be accessible given a range of scenarios and stored both in hard copy and electronically, with at least one copy held off site for added resilience. Non-critical activities may need to be suspended.

	Action	Further Info/Details	Date Actioned
1	Identify any other stakeholders required to be involved in the business continuity response.	Depending on the incident, you may need additional/specific input in order to facilitate the recovery of critical activities. This may require the involvement of external partners.	
2	Evaluate the impact of the incident.	Take time to understand the impact of the incident on the normal operations of the school.	
3	Log all decisions and actions, including what you decide not to do and include your decision making rationale.	Activity log.	
4	Log all financial expenditure incurred.	Financial expenditure log.	
5	Allocate specific roles as necessary.	Roles allocated will depend on the nature of the incident and the availability of staff members.	
6	Secure resources to enable critical activities to continue or be recovered.	Emergency ‘grab’ box to be available in each school office. SIMs systems available at all sites so could be accessed at unaffected site.	

7	Deliver appropriate communication actions as required.	Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders.	
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## Recovery and Resumption

### Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the Academy as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

### Recovery and Resumption Actions

	Action	Further Info/Details	Date Actioned
1	Agree and plan the actions required to enable recovery of normal school operations.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	
2	Respond to any ongoing and long-term support needs of staff members and pupils.	Depending on the nature of the incident, there may be a need to consider the use of counselling services.	
3	Once recovery actions are complete, communicate the return to normal school operations.	Ensure all staff members are aware that the business continuity plan is no longer in effect via briefing.	
4	Debrief staff members (possibly with pupils) about the incident		
5	Complete a report to document opportunities for improvement and any lessons identified.	The incident report should be reviewed by all members of the management team. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	
6	Review this continuity plan in light of lessons learnt from the incident and the response to it.	Implement recommendations for improvement and update this plan. Ensure any revised versions of the plan are read by all members of the management team.	