



Schools for Every Child

Trust HQ Business Continuity Plan

We are an education Trust that is committed to running dynamic, ever-improving schools. We work to make sure that every child feels they belong in their school where they feel safe and inspired by learning. For us, learning is an adventure. It is a privilege and a responsibility for all who work with us to ensure that the journey through school is exciting, challenging, caring and enriching, and that every child experiences joy, wonder, calm and success.

Approval Level	CEO
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Trust/Template/School level	Trust
Review cycle	Annual

“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance”. (DfE)

Approval History

Committee Approval	Status	Next Review Date
	Review in progress Live Policy	February 2025

This procedure works in conjunction with the following SCHOOLS FOR ALL CHILD Policies and procedures that are all available on the SCHOOLS FOR EVERY CHILD website

- **Data protection policy**
- **Health and safety policy**

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1. Aims

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 pupils continue to get the quality of education to which they're entitled.

Each school within our TRUST has a BCP and these are update yearly at LSB meetings. THIS BCP relates to the trust HQ and HQ team (aka central team).

2. Legislation and guidance

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 CEO

- Activating and standing down this plan
- Leading the business continuity team

3.2 Business continuity team

- CEO -Communication, leading group and following checklist/ this policy
- TBFM -Safeguarding and wellbeing of pupils and staff. IT access and remote working
- Estate lead Estate management- H=S and working spaces
- EA - Stakeholder communication (keeping staff and parents/carers informed), Recording decisions and actions (someone needs to keep a detailed written log of all events)

- TQS IT access and remote working

4. Communications

STAKEHOLDER	COMMUNICATION STRATEGY	CONTACT INFORMATION LOCATION	BACK-UP CONTACT INFORMATION
Central Staff	Text/email	Arbor	Access
Trust board	Email	Google drive	Arbor

5. Continuity strategies

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Shortage of staff or skills	In the event of high levels of staff absence due to: <ul style="list-style-type: none"> • Illness • Severe weather • Transport disruption 	<ul style="list-style-type: none"> • Key roles and functions in the central team are shadowed and staff are cross trained to support each other. • Staff from the schools can support if required e.g. (CEO TDSL = HT TDSL) 	CEO
Partial closure of school site	If part or all of the school premises/facilities are considered unsafe or not fit for purpose. Examples include: <ul style="list-style-type: none"> • Damage limited to a specific part of premises. • Loss of utilities (power or water) to specific part of premises 	<ul style="list-style-type: none"> • Each school has a small base that the central team can meet in • Home working is possible in all of the central roles. • Weekly meetings continue face to face at one of the other schools sites • All work is remotely accessible through google drive and this is backed but by TQS 	Estate lead
Loss of IT services/data	If IT services or critical data cannot be accessed. Examples include: <ul style="list-style-type: none"> • Loss of network • Following a cyber attack 	<ul style="list-style-type: none"> • TQS manage our current back up • Key polices and docs are also stored on the trust website • Key docs, contacts and files are kept hard copy at trust HQ • central laptops that can offline? 	TBFM

9. Safeguarding

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

- Keeping Children Safe in Education
- Working together to safeguard children

DSL supervision and reporting will continue through the current systems. If these are down staff will be given the CEO telephone number in order to contact him about a CP issue.

9. Wellbeing and support

To handle the potential emotional impact on pupils due to the disruption of critical activities, the Trust will:

- Aim to follow normal routines as far as possible.
- Set up support systems for staff to talk and share their feelings.
- Signpost staff to MHFA for appropriate support and advice
- Where needed, provide access to counselling services or specialist treatment.

The school will follow the DfE's guidance on promoting and supporting mental health and wellbeing in schools and colleges.

Appendix A: business continuity actions checklist

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident		
Undertake post-incident support activities and evaluate the impact of the incident		
Consider:		
- Immediate priorities		
- Communication strategies		
- Deployment of resources		
- Finance		
- Monitoring the situation		
- Reporting		
- Stakeholder engagement		
Log all decisions and actions, including what you decide not to do and include your decision-making rationale		
Log all financial expenditure incurred		
Complete a lessons-learnt log, what went well? What didn't?		
Complete a post-incident review		
Implement any improvements or findings, such as:		
Do emergency action plans need updating/enhancing?		
Do policies need amending?		
Are building improvements necessary?		
Are there any training and development needs?		

Appendix B: key contact details (Redacted for website- full version on secure staff section)

KEY CONTACT	ROLE/RESPONSIBILITY	CONTACT INFORMATION
LF	CEO	
LS	TBFM	
SO	Estate lead	
KL	EA	
PW	Chair of Trust board	

INSURANCE PROVIDERS	CONTACT INFORMATION
RPA	03300 585566

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Electricity		
Gas		
Water		
Phone lines		
IT support		

OTHER SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Modular buildings / Portable toilets	
Power generators / Lighting	
Boarding / Glazing providers	
Security	
Catering	
Logistics / Transport	

OTHER SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Other	

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Local authority	
Local press and media contacts (e.g. local BBC radio)	
Social services (area team leader)	
Emotional/behavioural support team (e.g. educational psychologist)	
Counselling services	