



**Bronte Academy Trust
Business Continuity Plan
For
Disaster Recovery in the event of a
Critical Incident**

07 February 2024

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1.0 INTRODUCTION

Bronte Academy Trust Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services in the individual schools of Bronte Academy Trust (BAT) following a major incident, giving rise to an emergency or a disaster.

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 to one or more of the schools in BAT.

“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 Leadership Teams and the BAT Board of Trustees.

3.2 Associated Documents / Information

Associated Documents Include:

- Individual Schools Continuity Plans
- Individual Schools Evacuation Plans
- Individual Schools Snow Chain

3.3 EMERGENCY CONTACT INFORMATION

An emergency information pack is kept in the BAT office at Tree Tops and includes:

- Copies of this document
- Snow Chain
- Additional documents referred to in 3.2

Access to staff and student data (those on roll) with home phone numbers can be accessed from Arbor.

4.0 STRATEGY

If a disaster or emergency is declared by any of the School's Headteacher or their deputy and / or BAT Chief Executive Officer (CEO), both the BAT Business Continuity Plan and the individual school's 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 or access to Teachers2Parents.

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

- Director of Children's Services 01274 431266
- Health and Safety Advisors 01274 431007
- Insurance Advisors (RPA support) 01179 769361
- Local Police 01535 617119
- Local Fire Service 01535 607401

5.0 ROLES AND RESPONSIBILITIES

5.1 Headteacher or their Deputy

In each school, the Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the CEO
- Co-ordination of status reports / communication for the benefit of all audiences (including staff, students and parents)
- Maintaining the BCP in an up-to-date format

5.2 Incident Management Team (IMT)

Lead by the Headteacher, the incident Management Team includes all Assistant Heads or Deputy Heads of all the schools, Site Managers or Caretakers. Additional members of the team will be recruited to match the specific needs of the incident. Lead shall be by the CEO if appropriate and if more than one school is involved in the emergency or disaster.

The IMT is responsible for acting under the direction of the Head or their deputy to restore normal conditions as soon as possible.

5.3 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 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
2. Notification of a school closure using Bradford Schools Online (BSO)
3. Notify the Chair of Trustees
4. Implementing the school staff 'snow chain'
5. Recording the closure on the homepage of the school website
6. Sending out text messages via the schools text service to all parents

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:

1. Closure authorised by the Headteacher or their Deputy on the basis that pupils with parental authorisation may make their way home by themselves. Pupils 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 pupil's phone and seen (and recorded) by a member of staff
 - b. Consider use of Places of Safety (as described below)
2. Notification of the school closure using BSO
3. Recording the closure on the homepage of the school website.
4. Sending out text messages to all parents via the schools text service

6.3 Immediate Places of Safety

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

6.4 Off-Site Places of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted into the off-site place of safety which is in the individual schools BCP. From here they can be collected or from where they can be released to make their own way home.

7.0 LOCK DOWN 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 will follow their individual lock down procedures
- All staff will remain calm
- Staff will keep endeavour to keep pupils calm

8.0 BUSINESS RECOVERY IN THE EVENT OF A LOSS OF BUILDING OR SITE SPACE

8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Local Authority.

Temporary working facilities are the responsibility of the individual school and BAT for which it holds insurance.

8.2 Insurance

Each school holds insurance via the Risk Protection Agency (RPA)

8.3 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.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Possibilities around being temporarily based at one of the other schools must be exhausted.

Erecting additional buildings on current sites will always be the preferred solution.

9.0 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 pupils using the same procedures described above.

10 OTHER THREATS

The following Other Threats have been considered

- Phone and ICT communications loss
- Finance and process breakdown - payments to staff and suppliers fail
- Utilities / energy supply failure
- Service delivery loss of general nature - academies are unable to provide buildings or ICT support
- Key supplier failure - catering, transport etc
- Evacuation due to a nearby incident
- Bad weather prolonged
- Strikes
- Terrorist attack or threat

Declaration of Responsibility

This Business Continuity Plan was reviewed and formally adopted by Bronte Academy Trust on

.....7 Feb 2024.....Date



.....Signed Chair of Trustees



.....Signed Chief Executive Officer