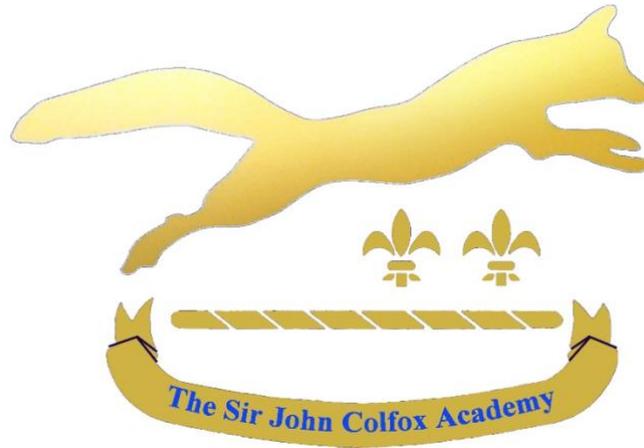


The Sir John Colfox Academy



Business Continuity Plan for Disaster Recovery in the event of a Critical Incident

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Policy Written by

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The Sir John Colfox Academy

Business Continuity Plan for Disaster Recovery in the event of a Critical Incident

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1.0 Introduction

The Sir John Colfox Academy 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 PFI Provider's Business Continuity Plan.
- The Academy's fire evacuation plan (the operation of which does not necessarily activate the BCP).

The primary objective of the plan is to identify risk and outline how the Academy would manage operations under specific adverse circumstances. It will help with the following:

- To minimise interruption of normal operations
- To limit disruption and damage
- To minimise any financial impact
- To establish alternative means of operation
- To train personnel in emergency procedures
- To provide smooth and rapid service restoration

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 Senior Leadership Team together with nominated representatives of the PFI Contractor, and the Academy Trust Board.

3.2 Associated Documents/information

Associated Documents include:

- Academy's Business Continuity Plan
- Bellrock's Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment
- Emergency School Closure Arrangements

3.3 Emergency Contact Information

An emergency information pack is kept at reception in the main Academy office and includes:

- Copies of this document
- Bellrock's Emergency Contact Information
- Emergency School Closure Arrangements

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

4.0 Strategy

If a disaster is declared by the Academy's Headteacher or their deputy and/or the Academy's Business Manager, the 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 Emergency School Closure Arrangements telephone lists.

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 office | 01305 251000 |
| • Bellrock Team | 01234 5678910 |
| • Health and Safety Advisors | 01305 221515 |
| • Health and Safety Executive (HSE) | 03453 009923 |
| • Insurance Advisors | 01252 387002 |
| • Local Police | 01308 422266 |
| • Emergency Services | 999 |
| • Media | |

5.0 Roles and Responsibilities

5.1 *Headteacher, Deputy Head, Executive Principal or Finance Director*

Is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the Bellrock Operations Manager if the disaster relates to the built environment and Systems Manager if it relates to 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 Business Manager for updates.

5.2 *Incident Management Team (IMT)*

Led by the Executive Principal, the Incident Management Team includes all of the Senior Leadership Team /the Operations Manager and 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.

5.3 *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 Academy

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 the Local Authorities On-line website (actioned by Headteacher's PA).
3. Implementing the school staff 'emergency closure chain' (actioned by – Business Manager)
4. Recording the closure on the home page of the school website (actioned by – Systems Manager)
5. Sending out text messages via the 'e-contact' system to all parents (actioned by – Headteacher's PA).

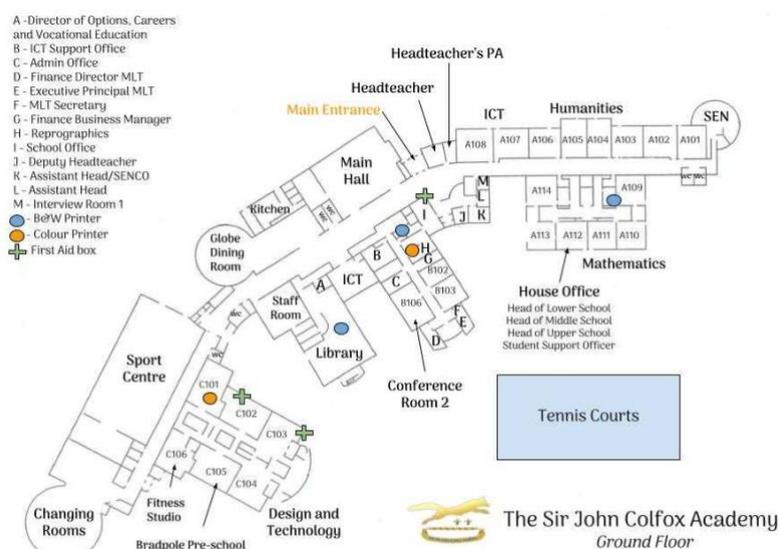
6.2 Closure during a School Day

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 students with parental authorisation may make their way home by themselves. 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 student's phone and seen (and recorded) by a member of staff
 - b. Consider use of Places of Safety (as described below).
2. Director of Children's Services office (actioned by-Business Manager)
3. Recording the closure on the home page of the school website (actioned by – Systems Manager).
4. Sending out text messages via the 'e-contact' system to all parents (actioned by – Headteacher's PA).

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the tennis courts. If these are not useable staff will escort students to the far end of field.



6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the Bridport Primary School Playing field grounds from where they can be collected or from where they can be released to make their own way home.

7.0 Lockdown Procedure

Following guidance from the Department for Education we are advised to have a plan for any occasion where might need to 'lockdown' the school. Lockdown procedures are important and would be used in response to any internal or external incident, which could present a potential threat to the safety of staff and children in the school. Lockdown events are extremely rare in schools in the UK, although it is very important that the following guidance is followed in the event that a lockdown is put in place.

- a) Any member of staff can initiate the lockdown procedure e.g. if somebody was trying to enter the school carrying a weapon, or dog had entered the building and was running around. Any incident which a member of staff believes at the time presents a threat to our students might be appropriate to initiate lockdown procedures.
- b) Reception will sound the lockdown alarm (loud continuous alarm), inform Bellrock and call 999. Bellrock will close all electronically controlled external doors. Reception will then inform the Headteacher or senior member of staff in charge. The alarm will continue until the incident/issue has been resolved. At the end there will be a 10-15 second break and then the Fire Alarm. All should then follow normal Fire Drill Procedures.
- c) **i) If the alarm sounds in lesson time:** Staff and students should go to the nearest classroom and lock the door. Students on the corridor should enter the nearest room, for example classroom, office, the canteen, library or sports-hall if any of these happens to be the nearest lockable room. Teachers should encourage students to remain calm. If the alarm sounds during a PE lesson outside, teachers should take students to the furthest (South East) corner of the field and wait.
ii) If not in lesson time: Students on the corridor at break or lunch time should enter the nearest classroom or use the canteen, library or sports-hall if any of these happen to be the nearest lockable room. Those students outside should not attempt to re-enter the building but move away to the perimeter of the school site.
- d) Once assembled on the field or inside a room, students should be encouraged to remain calm, concealed and silent. Staff should try to reassure the students to help reduce panic and stress.
- e) If necessary please adopt the RUN-HIDE-TELL sequence advised by counter-terrorism agencies. This may mean leaving the building via the fire escapes, if an intruder attempts to gain access to any locked room in which students and staff have congregated. It may mean leaving the school site if the students are outside when the lockdown is initiated.
- f) Nobody should leave safe places or return to the school premises until the police and emergency services have advised that it is safe to do so. If possible and safe do so, use email as a means of communication with the main office or Headteacher, to send or receive information during the lock-down.

- g) **In all cases staff should use their best judgement, risk assess the situation and make decisions aimed at keeping themselves and the students safe.**
- h) When the incident/issue has been resolved there will be a 10-15 second break and then the Fire Alarm Bell will sound. All to follow normal Fire Drill Procedures.

8.0 Business Recovery in the Event of a Loss of Buildings 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 PFI Contractor 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 PFI Provider for which it holds insurance (see below).

8.2 Insurance

The PFI Provider hold insurance to the value of £7,701,800 over a three-year period (maximum) to cover the cost of temporary accommodation.

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 Zurich Insurance on 0134 5678910.

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

- Playing fields
- Bridport Primary School Playing Fields

Erecting additional buildings on our current campus site will always be the preferred solution.

9.0 Pandemic Threat / Snow / 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 or absence, the IMT will close the school to students using the same procedures described above.

10.0 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 – the Academy are unable to provide buildings or ICT support

- Key supplier failure other than the Academy – Catering, transport
- Evacuation due to nearby incident
- Bad weather prolonged
- Strikes
- Terrorist attack or threat

11.0 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	<ol style="list-style-type: none"> 1. ICT – We have service level agreement with DPSN 2. Schedule a daily Bromcom report with parental contact details to an external portable hard drive in A block data cabinet. 3. Phone system – Liaise with Site Manager as Bellrock have contract with Comms UK Ltd to prompt reinstatement of service 	<p>Systems Manager Systems Manager</p> <p>Business Manager</p>	DPSN contact details:01305 221827
Finance Process Breakdown – payments to staff & suppliers fail	<ol style="list-style-type: none"> 1. Liaise with PS Financials to organise prompt restoration of back-up 2. Liaise with DCC Payroll Manager to establish an alternative system is put in place to pay staff 	<p>Systems Manager</p> <p>Business Manager/DCC payroll Manager</p>	
Utilities / Energy Supply failure	<ol style="list-style-type: none"> 1. Liaise with Facilities Manager to ascertain reason for supply failure and DCC Contract Manager if failure due to non-payment of bills 	Business Manager/Bellrock Site Manager	DCC Contract Manager contact details: 01305 221265 Mobile: 07917040508
Building Loss – partial or complete (Fire, Flood etc.)	<ol style="list-style-type: none"> 1. IMT convened to put in place appropriate action plan to respond to the disaster. See 5.2 	Headteacher/Deputy	
Building Denial leading to short term lack of access	<ol style="list-style-type: none"> 1. Staff and students congregate at primary assembly point. Once all clear given Tutors escort students back into the building in an orderly manner, as directed by Headteacher or Deputy. If areas of the school remain un-accessible, students will be directed to appropriate assembly areas. 	Headteacher/Deputy	
Service Delivery Loss of General Nature – Academy are unable to provide buildings or ICT support	<ol style="list-style-type: none"> 1. ICT support – contact RM with who we have secondary support contract. 2. Facilities Management – Liaise with Facilities Management team to identify issues and prompting restoration of service. 	<p>Business Manager</p> <p>Business Manager</p>	
Key Supplier Failure other than the Academy – e.g. Catering, transport	<ol style="list-style-type: none"> 1. Catering – Liaise with Facilities Management Team to ensure their sub-contractor restores service or alternative provision is put in place. 	Business Manager	

	2. Transport – Liaise with DCC school Transport Section to find alternative provision and communicate actions being taken with parents.	Business Manager	Dorset Passenger Transport contact details: 01305 225046
Evacuation due to Nearby Incident	1. IMT convened to closely monitor situation to ascertain when school can safely be reopened. See 5.2	Headteacher/Deputy	
Lockdown due to Nearby Incident	1. IMT convened to closely monitor situation and decide when it is safe to remove lockdown. See 5.2	Headteacher/Deputy	
Fire	1. IMT convened to assess damage and put action plan in place with Facilities Management if alternative accommodation is required. See 5.2	Headteacher/Deputy	
Bad Weather prolonged	1. Liaise with Site Manager to ensure access to site is kept safe and clear	Business Manager	
Strikes	1. Assess impact of strike on staffing levels to decide if school can remain open.	Headteacher/Deputy	
Terrorist Attack or Threat	1. IMT convened to access and monitor situation, liaise with Emergency Services, communicate with parents and stakeholders. The Academy will remain closed until threat removed and facilities declared safe by appropriate authorities. See 5.2	Headteacher/Deputy	