



Business Continuity Plan

2022/23

Introduction

The Lodestar Academy Business Continuity Plan (BCP) has been written for those team members who will be involved in re-establishing the operational delivery of services following a major incident.

Reputation

The reputation of the academy is of critical importance. As such, any decision to implement the BCP, to close the school, or other actions taken to protect pupils and staff will always be made with welfare and safety as the foremost consideration.

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.

Associated Documents/Information

- Emergency Plans
- Fire Evacuation Plans
- Fire Risk Assessment
- Lockdown Procedures

Emergency Contact Information

An emergency information pack is kept at the main/reception office of the academy and includes:

- A copy of this document
- All associated documents (listed above)
- Site Plans

Access to staff and student data with home telephone numbers can be accessed online by the Headteacher, or other delegated staff.

Strategy

If a disaster is declared by the CEO, Director of Education or Headteacher, the Business Continuity Plan will be activated.

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

The following organisations *may* need to be advised of the implementation of the BCP as soon as possible:

- MAT CEO/Estates Director
- Local radio stations
- Health and Safety Executive (HSE) (Injuries only)
- Devon and Cornwall Police
- Local fire service
- Ambulance service

Roles and Responsibilities

The Headteacher is responsible for the implementation and coordination of the BCP, including:

- Immediately contacting the emergency services if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be reoccupied and/or service delivery reinstated.
- Coordination of status reports/communication for the benefit of all audiences (including staff, pupils, parents, LA, DfE and press)
- Maintaining the BCP in an up-to-date format

Incident Management Team (IMT)

The Incident Management Team may include the Director of Education, Headteacher, Trust CEO and the Trust Estates Director. 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 CEO (or Deputy) to restore normal conditions, as soon as possible.

Class teachers should ensure that all medical equipment for the children in their class (if applicable) is taken to an appropriate place of safety.

If the school site is inaccessible, the Headteacher and CEO will determine which nearby school or building to meet in.

Staff

Staff are required to cooperate 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. In this event, the Trust will implement the appropriate remote working policies with these teams. Staff should refrain from using social media to report or discuss any incident where the BCP has been activated.

Procedure for Closing the Academy

Closure in advance of a school day

The academy can be closed in advance of a normal school day using the following system:

1. Closure authorised by the CEO, Director of Education or academy Headteacher
2. Implementing the academy's "Staff Snow Procedure" (actioned by Leadership Team)
3. Recording the closure on the home page of the academy's website (actioned by Headteacher or delegated school staff)
4. Sending out messages via teachers 2 parents, parent email or other parent communication system to all parents (actioned by Headteacher or delegated school staff)
5. Notification to the Chair of the LGB and (if not already in discussion) the Director of Education, who will inform Trustees

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 CEO, Director of Education or Headteacher 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 which is already held on record.
 - b) Consider use of Places of Safety (as described below).
2. Notification of the school closure using the website (actioned by the Headteacher or other delegated school staff).
3. Recording the closure on the home page of the academy's website (actioned by Headteacher or delegated school staff).

4. Contact local media and local authority to ensure that messages are posted/broadcast.
5. Sending out text messages to all parents (actioned by the Headteacher or other delegated school staff).

Immediate Places of Safety

In the event of a major incident on site, requiring the school to be closed, pupils will initially assemble at identified assembly points. If these are not useable, or if the incident has made the school grounds unsafe, staff will escort pupils to the Secondary Assembly Points.

Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to the off-site assembly point from where they can be collected, or from where they can be released to make their own way home, if there is approval in place to travel home alone.

Business Recovery in the Event of a Loss of Buildings or Site Space

General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the MAT. Temporary working facilities are the responsibility of the academy and MAT, for which it holds insurance.

Insurance

The academy is insured through the Risk Protection Arrangement (RPA) scheme, set up by the Department for Education for academies, which covers the reinstatement value of the property.

Replacement Site Facilities

The size and scope of facilities required for the academy will vary according to circumstance. In the first instance, contact should be made with the DfE RPA underwriters. The Trust and the IMT will support this process.

The location of any temporary accommodation will be determined based upon the space required and circumstances at the time.

Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting an operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the IMT will follow DfE and Public Health England guidance and shut the academy to pupils using the same procedures described above, if applicable.

Other Threats

The following other threats have been considered:

- Phone and ICT communications loss
- Finance process breakdown (payments to staff and suppliers fail)
- Utilities/energy supply failure
- Service delivery loss of a general nature (Academy is unable to provide buildings or ICT support)
- Key supplier failure (eg catering)
- Evacuation due to nearby incident
- Bad weather prolonged
- Strikes
- Terrorist attack or threat
- Biological or environmental hazard

Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT communications loss	<ul style="list-style-type: none"> Contact phone/communication providers/ICT service desk 	<ul style="list-style-type: none"> Office Manager ICT Manager 	Keep CEO, Director of Education, HT updated
Finance process breakdown (payments to staff and suppliers fail)	<ul style="list-style-type: none"> CEO investigates issue Extent of situation is fully assessed Bank balances verified from online banking Staff and suppliers contacted with timescales & updates 	<ul style="list-style-type: none"> CEO 	
Utilities/energy supply failure	<ul style="list-style-type: none"> Providers called to ascertain issue School may have to close Consider suitability of accessing a generator 	<ul style="list-style-type: none"> CEO Director of Education Headteacher 	Keep Chair of Board of Trustees updated
Building loss (partial or complete): fire, flood etc.	<ul style="list-style-type: none"> Buildings Services notified immediately School may have to close temporarily Erect porta-cabins on site Rebuild/refurbish 	<ul style="list-style-type: none"> CEO Trust Estates Director Headteacher 	Keep Chair of Board of Trustees updated
Building denial leading to short-term lack of access. Service delivery loss of a general nature. Academy unable to provide buildings or ICT support.	<ul style="list-style-type: none"> School may have to close temporarily Erect porta-cabins on site Rebuild/refurbish 		
Key supplier failure (eg catering)	<ul style="list-style-type: none"> Cook food off-site and deliver to school Buy-in pre-packed lunches 	<ul style="list-style-type: none"> Headteacher 	Liaise with external providers to establish their continuity plan.
Evacuation due to	Follow instructions from	<ul style="list-style-type: none"> Headteacher 	CEO notified asap

nearby incident	CEO/EP/HT to: <ul style="list-style-type: none"> - Evacuate immediately to designated assembly points - Take register on arrival and inform admin. Of any children or staff that are unaccounted for 	or nominated Deputy	
Lockdown due to nearby incident	Follow instructions from CEO/EP/HT to: <ul style="list-style-type: none"> - Stay inside the building, well away from the windows - Do not leave until instructed to by a member of SLT or the police/bomb squad 		
Fire	<ul style="list-style-type: none"> - Exit the school, following the Fire Evacuation Plan - Call emergency services - Call Estates team regarding any damage - Review what happened and capture any lessons learned 	- Headteacher	Headteacher to keep CEO/Director of Education informed
Bad weather prolonged	- School to follow snow procedure		
Strikes	<ul style="list-style-type: none"> - Headteacher to establish which staff will be on strike - CEO/DoE/HT decides if school has to close for pupils, or which classes - Staff not striking are deployed with suitable work & come to work as normal 	- Headteacher coordinates the communication to parents and staff	If there is a minimum number of staff, there may be a decision to allow staff to work from home if there is suitable work they can take home. CEO updates Chair of Trustees.
Terrorist attack or threat	Follow instructions from CEO/DoE/HT to: <ul style="list-style-type: none"> - Evacuate immediately to 		

	<p>designated assembly points</p> <ul style="list-style-type: none"> - Take register on arrival and inform admin. Of any children or staff that are unaccounted for <p>OR</p> <ul style="list-style-type: none"> - Stay inside the building, well away from the windows - Do not leave until instructed to by a member of SLT or the police/bomb squad 		
Biological or environmental hazard	<p>Follow instructions from CEO/DoE/HT to:</p> <ul style="list-style-type: none"> - Evacuate immediately to designated assembly points - Take register on arrival and inform admin. Of any children or staff that are unaccounted for <p>OR</p> <ul style="list-style-type: none"> - Trigger IMT & follow plan 		