

Business Continuity Plan

For

The Societas Trust

Date of Policy	2023
Reviewed and Agreed by	The Directors' Board
Review Date	18 October 2023
Next Review Date	Summer 2024



Table of Contents

1.0	Introduction	3
2.0	Definitions.....	3
3.0	General Information	4
3.1	Review and Training	4
3.2	Associated Documents/information.....	4
3.3	Emergency Contact Information	4
4.0	Strategy.....	4
5.0	Severity of incidents	4
6.0	Roles and Responsibilities.....	5
6.1	Head Teacher / Principal or their Deputy	5
6.2	Senior Incident Response Team (SIRT)	5
6.3	Crisis Management Team (CMT)	6
6.4	Staff.....	6
7.0	Academy Business Continuity Plans	6
8.0	CMT Contact Details	7



1.0 Introduction

The Societas Trust (the Trust) 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 or crisis. It should be read in conjunction with:

- Each individual Academy's Business Continuity Plans within the MAT
- Coping with a Crisis
- Each Academy's fire evacuation plan (the operation of which does not necessarily activate the BCP).
- Each individual ICT Disaster Recovery Plan, where appropriate.
- The Reset and Recovery Policy relating to a Pandemic, such as Covid 19
- Safeguarding and CP Policy
- The Risk Management Policy and The Risk Register

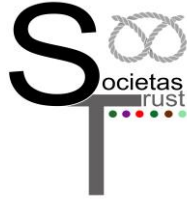
This document sets out the Trust's approach for planning and responding to major incidents which affect the continuity of the Trust's business and the safety of its staff, pupils and others. The Trust expects that:

- Staff and pupils will be familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm;
- Staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in their individual academy plans);
- Staff will be familiar with the routines and procedures relating to Safeguarding and Child Protection (as detailed in their individual academy policies);
- Staff will be familiar with the procedures relating to a Pandemic, such as Covid 19
- Staff and pupils will be familiar with the school's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to the school entrance area;
- Staff organising school trips and visits follow the guidelines and write a risk assessment to be signed off by the Head Teacher / Principal;
- Staff will advise the academy office if they leave the site for any reason and again on their return;
- Staff are aware of pupils with medical needs or health problems;
- Staff are aware of school policy in dealing with violence at work;
- Staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity;
- Staff are aware that they are responsible for assessing risks to themselves before undertaking an activity.

2.0 Definitions

It is not possible, or desirable, to write a plan for every possible disruption. No matter what the *cause* of the incident, the *effect* can generally be summarised as:

- An inability to carry out daily and/or critical activities
- Loss of life or serious injury to Academy staff and students/pupils or members of the public
- Potential serious health risk to Academy staff and students/pupils or members of the public
- Loss of building, or part of building or access to the building
- Loss of ICT
- Loss/shortage of staff



- Loss of critical supplier or partner
- Adverse publicity and/or reputational impacts

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 Executive Board and the Directors' Board of the Trust.

3.2 Associated Documents/information

Associated Documents include each Academy's:

- Business Continuity Plan
- Coping with a Crisis
- Fire Evacuation Plans
- Fire risk assessment
- Snow Procedures
- Reset and Recovery Plan
- Risk Register
- Safeguarding and Child Protection Policy

3.3 Emergency Contact Information

An emergency information pack is kept at reception in the main offices of each Academy and includes:

- Copies of this document
- Copies of the relevant Academy's Business Continuity Plans
- The snow procedures

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

4.0 Strategy

If a disaster is declared that is localised to within one Academy, then this can be declared by the Academy's Head Teacher / Principal or their deputy. Any disaster declared must be immediately notified to the CEO. This notification process must be embedded within each Academy's Business Continuity Plan, with the contact details referenced from this document. If a disaster is declared then both the individual Academy's Business Continuity Plan and The Societas Trust Business Continuity Plan will be activated.

5.0 Severity of incidents

Minor Incidents

These are events or circumstances that the local academy can deal with using its built in procedures which does not affect the academy or the Trust adversely or prevent it from carrying out its day to day activities.



Major Incidents

These are events or circumstances that cause or threaten death or injury, disruption to the academy and is on such a scale that it prevents the academy from carrying out its day to day activities. These incidents typically would require another organisation to help assist the school / academy. All of these types of incidents would be handled by the local Academies Business Continuity Plan and must be notified immediately to the CEO.

A Senior Incident Response Team would be established to support the Head Teacher / Principal of the Academy to implement all the actions.

Crisis Management

Unless the incident is minor, it will be impossible for the Head Teacher / Principal (or a Deputy) to implement all the actions required on behalf of the Academy and across the Trust. Therefore, an initial assessment of the incident by the Academy Head Teacher / Principal and CEO will establish if the incident should be handled as a Major Incident or whether a Crisis should be declared.

A crisis would typically be an event that impacts multiple Academies within the Trust or has the potential to threaten the future operation of the Trust. A Crisis Management Team (CMT) will be established at the declaration of a crisis to assist the Trust in managing the response. The membership of the CMT may vary slightly depending on the nature of the incident as different skills will be required depending on the nature of the incident, but will always be chaired by the CEO or Chair of the Trust Board.

6.0 Roles and Responsibilities

6.1 Head Teacher / Principal or their Deputy

The Head Teacher / Principal is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the CEO if the disaster is unable to be handled using local procedures and/or relates to the built environment or 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, Directors, Academies Team at DFE,)
- Maintaining the Academy BCP in an up-to-date format by delegating responsibility to the Academy Business Manager for updates.

6.2 Senior Incident Response Team

Lead by the Head Teacher/ Principal, the Senior Incident Response Team is responsible for:.

- Implementation of the Academy Level Business Continuity Plan
- Announcing when an incident is taking place and activating the response as appropriate.
- Leading the academy's initial and ongoing response to an incident.
- Nominating a **media and communications coordinator**, as part of the **coordinating incident response team**, to lead on the academy's communication response with the media department at media@societatrust.org.uk
- Nominating a **recovery coordinator**, as part of the **coordinating incident response team**, to lead and report on the academy's recovery process, identify next steps to take following an incident, and work with the **business continuity coordinator** to ensure next steps are incorporated into the plan.
- Notifying relevant stakeholders of the incident, plan activation and ongoing response.



- Providing direction and leadership to the whole academy community.
- Managing the deployment of resources.
- Prioritising the recovery of key activities disrupted by the incident.
- Liaising with the **coordinating incident response team**.
- Maintaining the welfare of all staff and pupils.

The Senior Incident Response Team (SIRT) is responsible for acting under the direction of the Head Teacher / Principal (or their Deputy) to restore normal conditions as soon as possible.

6.3 Crisis Management Team (CMT)

Lead by the CEO, the Crisis Management Team includes at least two other Trust Directors and a Local Governing Board representative from each academy affected, Principals from other Academies where appropriate and the Compliance and Finance Manager for the Trust. Additional members of the team will be recruited to match the specific needs of the incident.

The CMT is responsible for acting under the direction of the CEO to restore normal conditions as soon as possible and minimise any potential impact to the Trust and other Academies within the Trust.

6.4 Staff

Staff are required to co-operate with the SIRT& CMT 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.

7.0 Academy Business Continuity Plans

Wherever possible, all Academies should unify the template used for the creation of the Business Continuity Plan to make it easier to identify gaps or common approaches across each Academy within the Trust. This will also make the review of the BCP's for all Academies much easier. Each academy must ensure that their business continuity planning is informed by an Assessment of the Critical Activities in order to identify key risks specific to its operation and the safety of its pupils, staff and others. This assessment will be led by the Principal.

As a minimum, there must be specific plans in place for ICT Disaster Recovery & Alternative Temporary Premises.

Each academy will maintain its own Emergency Management Instructions; including emergency contact details, call cascade plan and the action plan. The cascade plan must be tested on an annual basis.

This plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impacts on the delivery of our critical activities or the safety and well-being of our pupils, staff and others; and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

In addition, each Academy should ensure that their individual Business Continuity Plan is aligned to the Reset and Recovery plan used in the event of a pandemic.



8.0 CMT Contact Details

Name	Role	Telephone	Email
Jon Lovatt	CEO	01782 613674	ceo@societatruster.org.uk
Steve Martin	Deputy CEO	01782 235790	Steve.martin@societatruster.org.uk
Sally Henderson	Finance & Procurement Manager/CFO	01782 233611	Sally.henderson@societatruster.org.uk