



# The Legacy Learning Trust

## **Business Continuity Plan**

**For**

**Disaster Recovery in the event of a Critical  
Incident**

**2020-2021**

| Status & Review Cycle           | Term        | Year |
|---------------------------------|-------------|------|
| Last Review Date/Policy Adopted | Autumn      | 2020 |
| Next Review Date                | Autumn      | 2021 |
| Lead                            | Mrs N Flint |      |

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## **1.0 Introduction**

The Legacy Learning Trust (TLLT) Business Continuity Plan (BCP) is for those who will be involved in re-establishing the operational delivery of services within the Trust following a major incident. It should be read in conjunction with:

- School emergency procedures for all academies within the Trust (the operation of which does not necessarily activate the BCP).
- Local Authority Business Continuity/Disaster Recovery Plans relevant to all academies within the Trust (presently Middlesbrough Borough Council)).

The BCP is built on the general principles to protect life, buildings and business in that priority order.

## **1.1 Reputation**

The reputation of The Legacy Learning Trust and the individual academies within it are of paramount importance and, as such, any decisions to implement the BCP; close one or more academies, or other actions taken to protect learners and staff will always be made with the welfare and safety of everyone in the Trust in mind.

## **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 TLLT Executive Leadership Team.

### **3.2 Associated Documents/information**

Associated Documents include:

- TLLT Risk Register
- LA Business Continuity Plan
- Evacuation Plans
- Risk Assessments
- Inclement Weather Procedures

### **3.3 Emergency Contact Information**

An emergency information pack is kept at the Main School Reception of each academy and includes:

- Copies of this document
- Evacuation Procedures
- School Emergency Contact details and responsibilities
- External Links Contact details

- Local Authority Contact details
- Site Plans
- Gas locations
- School Alarm locations
- Key rooms and telephone numbers
- Muster points and wardens
- Staff Lists
- Learner tutor groups and leaders
- Disabled Learner Timetables

Access to staff and learner data (those on roll) with home telephone numbers can be accessed on-line from SIMS by designated staff.

#### **4.0 Strategy**

If a disaster is declared by the Headteacher of any academy within the Trust, or one of their Deputies, the TLLT Business Continuity Plan will be activated.

##### **Out of School Hours Notification**

Staff communication will be via email, text service, school website, and by use of the emergency procedures telephone contacts.

Learner communication will be via text service, and the school website.

Organisations detailed at Appendix 1 and 2 may need to be advised of the implementation of the Business Continuity Plan as soon as possible.

#### **5.0 Roles and Responsibilities**

##### **5.1 Headteacher or their Deputy (ies)**

The Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting:
  - AGS: Director of Corporate Services (TLLT CFO) and/or Facilities Manager if the disaster relates to the built environment and TLLT IT Service Manager if the disaster relates to the IT infrastructure.
  - LCPS: School Business Manager if the disaster relates to the built environment or TLLT IT Service Manager, LCPS IT Lead and IT Provider if the disaster relates to the IT infrastructure.

In all scenarios 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, learners, parents, LA, Academies Team at DfE, Utility suppliers, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the TLLT CFO for updates.

## 5.2 Incident Management Team (IMT)

Lead by the Trust CEO, the Incident Management Team include the Trust Executive Leadership Team, Leadership Teams of all academies within the Trust, Health and Safety Manager and Site Manager. Additional members of staff will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the CEO, Headteacher (or their Deputies) 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 systems detailed in each academy, which can be generally summarised as follows:

1. Decision to close to be authorised by the CEO/Headteacher with appropriate DHT or other senior leader input, having ascertained current state of the school site.
2. When the decision to close the school is made, the Headteacher will inform the Chair of the Local Council as soon as convenient:

Possible options:

- a) Full closure
- b) Partial closure
- c) Delayed start
- d) Combination of partial closure and delayed start

3. Delegation of closure communication:

| <b>Delegation of closure communication</b>   |                                      |
|--|--------------------------------------|
| <b>Contact</b>   | <b>Delegation of Communication</b>   |
| Chair of Trust Board   | Headteacher/Deputy or designated SLT |
| Chair of Local Council(s)  | Headteacher/Deputy or designated SLT |
| The following organisations need to be contacted by the appropriate designated person in each academy: <ul style="list-style-type: none"><li>• Local Authority Emergency Services</li><li>• Local Authority Children Services</li><li>• Utility Providers (as applicable)</li><li>• Emergency Services (as applicable)</li><li>• Local Authority Property Services</li><li>• Utility Providers</li><li>• Insurance</li><li>• Parent / Carers</li></ul> |                                      |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Staff</li> <li>• Supply Agencies</li> <li>• Teaching School Trainee Teachers</li> <li>• 3<sup>rd</sup> Party Staff / Volunteers</li> <li>• Exams Boards / invigilators</li> <li>• Website and Social Media</li> <li>• Press</li> </ul> |  |
|---|--|

4. Notification of a school closure using the Local Authority on-line email: [schoolclosure@middlesbrough.gov.uk](mailto:schoolclosure@middlesbrough.gov.uk) email to be sent to enable prompt notification to council services and the public. The email should contain the following information:

**School Name:**

**Date/s of Closure:**

**School Closed to All/Years:**

**Reason for School Closure:**

The school closure email address is managed from 7am on each school day. Once the email has been received, an automated email is sent to the Press Office, Catering Team, School Transport and the Asset Management Team. This will ensure that all services are notified promptly of school closures and that the Council website and local radio stations are updated straight away.

In the event of an emergency incident, a member of Middlesbrough Council Local Asset Team must be contacted.

5. Continuous updates will be advertised on the individual academy websites, social media and school text services.

## 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 CEO/Headteacher, their Deputy(ies) or a member of the Trust Executive Leadership Team on the basis that either:
  - a. learners will continue to be supervised by staff until learners are collected from school following the usual protocols, or
  - b. learners with parental authorisation may make their way home by themselves. Learners will continue to be supervised by staff until parents authorise them to leave or they are collected. Parental authorisation can be provided by text message or email from a parental phone number or email address directly to the learner's phone and seen (and recorded) by a member of staff.

Consider use of Places of Safety (as described below).

2. Notification of the school closure following the procedure outlined at 6.1.

### 6.3 Immediate Places of Safety

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

[Redacted]

### 6.4 Off-Site Place of Safety

[Redacted]

### 7.0 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and learners from an outside threat. This circumstance is described as a 'lockdown'.

Each academy has their own lockdown procedures.

In general terms the following steps will be implemented:

[Redacted]

[Redacted text block]

**7.1** [Redacted]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

**8.0** [Redacted]

[Redacted text block]

**9.0 Business Recovery in the Event of a Loss of Buildings or site Space**

**9.1 General**

Replacement of the buildings and facilities that are damaged or made unavailable will be the responsibility of the Trust.

**9.2 Insurance**

The academies within the Trust hold insurance to the reinstatement value of the property via the RPA scheme. RPA membership certificates are held on each academy site.

**9.3 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 DfE Risk Protection Arrangement (RPA) Insurance.

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



Erecting additional temporary buildings on the Trust current campus site(s) will always be the preferred solution.

## **10.0 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 TLLT will shut the school to learners using the same procedures described above.

All government issued guidance will be followed and clarification sought where necessary from Public Health England, who the Trust would expect to work closely with in this scenario.

In the event of an extended closure to some or all learners in these circumstances, academy home learning processes would be implemented to ensure the continuity of the Trust's education provision to learners. This will be provided and monitored on an individual academy basis and reported to the CEO who subsequently reports to the Trust Board.

Safeguarding procedures would also be adapted to suit these circumstances of extended closure to some or all learners and provision on site for specific groups will be made available in line with government guidance.

In the event of prolonged school closure wellbeing strategies to support the mental health of learners and staff will also be implemented as far as possible.

## **11.0 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 –unable to provide buildings or ICT support
- Key Supplier Failure – Catering, transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

## **12.0 Post Incident Recovery**

A timely post incident recovery strategy should be implemented following any significant emergency, which warrants such action. The following points are likely to be included:

- assess the nature of the incident
- take action to protect the property
- work with services to control access
- try to ascertain how long disruption will last
- collate all incident logs
- collate accurate records of anyone injured /admitted to hospital
- manage media by compiling a brief media statement

- consider of the incident will affect any extended services
- attempt to recover important documentation, records and equipment of safe to do so
- minimise any disruption to the provision of education
- seek support from other schools/organisations
- continue with communications and identify dedicated phone lines
- compile an inventory of damaged equipment/documents
- monitor learners and staff who may be particularly affected by the incident.
- offer learners and staff the opportunity for psychological support and counselling, using 3<sup>rd</sup> party professional support if needed
- ensure that staff and learners know that support is available and arrange access to these services as necessary.
- consider which learners need to be briefed, how and by whom
- provide opportunities for learners to discuss their experiences
- be sensitive about demands of practical school work (i.e. imminent deadlines)
- communicate to parents and inform them of support offered
- collate archive material as need

