



Bishop Bewick Catholic Education Trust

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1.1	SO	Oct 2022	COO	Amended, minor corrections made.
1.2	COO	July 2023	Trust Board	Renewal date, contact details, minor nomenclature
1.3	CFO	Nov 2023	Trust Board	Contact details changed, minor additions to provide added clarification



Business Continuity Plan

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1. Introduction

The Bishop Bewick Catholic Education 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. As appropriate, it should be read in conjunction with individual school's:

- Business Continuity Plan or Disaster Recovery Plan
- Fire Evacuation Plan
- Emergency or Critical Incident Plan

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:

- Every BBCET school will have a Business Continuity Plan or Disaster Recovery Plan
- Staff and pupils will be familiar with an individual 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 school plans)
- Staff and pupils will be familiar with the school's safeguarding & security procedures, in particular that all visitors not wearing a visitors badge should be questioned and escorted to the school entrance area
- Staff organising school trips and visits follow the appropriate school guidelines and write a risk assessment to be signed off by the relevant senior leader
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- Appropriate staff in school are aware of staff and 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. 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 school staff and students/pupils or members of the public
- Loss of building, or part of building or access to the building
- Loss/impaired access to ICT
- Loss/impaired access to data
- 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. General Information

Review and Training

This document should be reviewed annually by the Directors' of the Trust Board.

Associated Documents/information

Associated documents include each school's:

- Business Continuity/Disaster recovery Plan
- Fire Evacuation Plans
- Fire risk assessment
- Snow Procedures

Emergency Contact Information

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

- Copies of this document



- Copies of the relevant School's Business Continuity/Disaster recovery Plan/Critical incident plan
- The snow procedures

Access to staff and student data (those on roll) can be accessed on-line from the school MIS system and/or from encrypted data on removeable Hard drive devices.

4. Strategy

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

5. 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 school or the Trust adversely or prevent it from carrying out its day-to-day activities. Schools should seek advice from the Trust staff listed in this document if they are in any doubt as towards handling the incident.

Major Incidents

These are events or circumstances that cause or threaten death or injury, disruption to the school and is on such a scale that it prevents the school from carrying out its day-to-day activities. These incidents typically would require another organisation to help assist the school. These types of incidents must be notified immediately to the CEO by the school's Headteacher or Deputy. An initial assessment of the incident by the school headteacher and CEO will establish if the incident should be handled as a Major Incident or whether a Crisis should be declared.

A major incident is defined as one that is local to an individual school, and that can be managed using the school's Business Continuity plan and Incident management team led by



the school's Headteacher.

A crisis would typically be an event that impacts multiple schools within the Trust, or is too large for a Headteacher to expect to lead, 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 and 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. Roles and Responsibilities

Headteacher or their Deputy

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

- Immediately contacting the CEO to relay the key elements of the incident (e.g. if the disaster is unable to be handled using local procedures; relates to the built environment or the ICT infrastructure; if any injuries have been incurred; to establish if the building can be re-occupied and/or service delivery reinstated) They will then confirm if this is a "Major incident" or "Crisis" and therefore how it will be managed.
- Co-ordination of status reports & communication for the benefit of all audiences (including staff, students, parents, directors, Academies Team at DfE, press)
- Coordination of the work to ensure the school continues to operate to national expectations and legislation e.g. securing the provision of education (remote learning if necessary) asap, consideration of safeguarding arrangements including vulnerable pupils, provision of free school meals, recording of pupil attendance etc.
- Maintaining the School BCP in an up-to-date format by delegating responsibility to the School Business Manager for updates

Incident Management Team (IMT)

Lead by the headteacher, the Incident Management Team includes a representative from the school's Senior Team, Local governing Committee representative, the Facilities Manager and/or the 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.

Crisis Management Team (CMT)

Lead by the CEO, the Crisis Management Team includes at least two other Trust Directors and a Local Governing Committee representative from each school affected, headteachers from other schools where appropriate the COO and/or CFO 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 schools within the Trust.

Staff

Staff are required to co-operate with the IMT & 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. School Business Continuity Plans

Schools should follow the Trust's Business Continuity Plan guidance and template to make it easier to identify gaps or common approaches across each school within the Trust. This will also make the review of the BCPs for all schools much easier. Each school must ensure that their business continuity planning is informed by an assessment of the Critical Activities to identify key risks specific to its operation and the safety of its pupils, staff and others. This assessment will be led by the headteacher. As a minimum, there must be specific plans in place for ICT Disaster Recovery & alternative temporary premises.

Each school will maintain its own Emergency Management Instructions; including emergency contact details, call cascade plan and the action plan. The cascade plan must be reviewed (and tested where deemed necessary) 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.

8. Trust Emergency Contact Details

All headteachers have the telephone contact details of the CEO and COO.

During office hours, access to the CEO/COO may also be done via their respective offices (see table).

The 4 staff listed in the table below all have each other's telephone contact details to use out of hours if necessary.

Name	Role	Telephone	Email
Anita Bath	CEO	0191 8163700	Enquiries@bishopbewickcet.org
Dave Douglass	COO	0191 6914793	Dave.douglass@bbcet.org
Anthony Gollings	CFO	0191 6918550	Anthony.Gollings@bbcet.org
Neil Skinner	Estates Manager	07376 242812	Neil.Skinner@bbcet.org