



THE PATHWAY ACADEMY TRUST

Registered address: c/o Culverstone Green Primary School,
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Registered Company N° 9782388

TRUST BUSINESS CONTINUITY PLAN

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Approved by	Trust Board
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1 Introduction

The Pathway Academy Trust's 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 individual school's Business Continuity Plan
- the individual school's fire evacuation plan (the operation of which does not necessarily activate the BCP).

2 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 General Information

This document should be reviewed annually by the Board of Directors and Executive Leadership Team.

3.1 Associated documents/information

Associated Documents include:

- School Business Continuity Plans
- Fire Evacuation Plans
- Fire risk assessments

3.2 Emergency Contact Information

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

- Copies of this document
- School's own Business Continuity Plans
- Checklist of required registers/documents
- Grab bag containing first aid kit and other essentials

Access to staff and student data (those on roll) with home phone numbers can be obtained remotely in all of the Trust's schools.

4 Strategy

If a disaster is declared by a Head Teacher and/or a member of the Senior Leadership Team, both The Pathway Academy Trust's Business Continuity Plan and the School's own Business Continuity Plan will be activated.

Staff communication will be via email and the website if this is operable, or by use of the school's texting service, which can be operated remotely.

The following organisations may need to be advised of the activation of the Business Continuity Plan as soon as possible:

- | | | |
|--|------------------------------|---------------|
| ● KCC Area Education Officer | Ian Watts | 03000 414 302 |
| | | 07919 212 062 |
| ● Kent Duty Emergency Planning Officer | | 01622 221 321 |
| ● KCC Communications Office | (Press Office) | 03000 418 080 |
| ● Health and Safety Advisors | Judicium Education | 020 7336 8403 |
| ● H&S Consultant | Graeme Holland | 07904 767 156 |
| ● Insurance Advisors | RPA Claims | 0330 058 5566 |
| ● Emergency Services | Quote 'Operation Chalkboard' | 999 |

The Chair and Vice Chair of the Board of Directors should also be notified as soon as possible.

- | | | |
|--------------|---------------|--------------|
| ● Chair | Alan Wallaker | 07941 878354 |
| ● Vice Chair | Dawn Bramer | 01732 822570 |

5 Roles and responsibilities

5.1 Head Teachers and/or the Senior Leadership Teams

The Head Teacher is responsible for the implementation and co-ordination of their school's BCP, including:

- Immediately contacting the Trust Business Manager or Executive Leadership Team if the disaster relates to the school premises 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 directors, staff, pupils, parents, LA, DFE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the School Business Manager for updates.

5.2 Incident Management Team (IMT)

Led by the Head Teacher, the Incident Management Team includes all Assistant and Deputy Heads, Admin and Premises staff. 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 Head Teacher (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 Procedure for closing a school within The Pathway Academy Trust

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 Head Teacher or the SLT
2. notification of a school closure using the Local Authority on-line website
3. contacting the local radio station to request an announcement
4. recording the closure on the home page of the school website
5. sending out text messages to all parents via the school's texting service

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 above procedures. Pupils will continue to be supervised by staff until they can be collected by their parents or authorised person.

6.3 Immediate places of safety

In the event of a major incident on site requiring the school to be closed, pupils will assemble at the muster assembly points in accordance with the school's emergency evacuation procedures.

6.4 Off-Site place of safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to the designated area detailed in the school's BCP from where they can be collected by their parents or authorised person.

7 Lockdown procedure

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

If a lockdown is declared:

- the Head Teacher will implement the lockdown via word-of-mouth or by mobile phone
- the IMT will communicate via mobile phones or walkie talkies
- the school will be advised that it is in 'lockdown' by word-of-mouth
- all staff will remain in classrooms and keep pupils calm and away from windows
- all pupils in external PE lessons will be directed to return to the classroom

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises
- All external doors will then be locked

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor school entrances via CCTV if available, and discretely from the windows where it is safe to do so. The gates should only be opened when visual confirmation of the presence of the Emergency Services can be confirmed.

8 Silent evacuation

In the event of a bomb alert, the Head Teacher will coordinate the evacuation of the building using warning cards. The fire alarm system will not be used as the vibrations could detonate some devices. The school's procedure for emergency evacuation will be followed and pupils should be led as far away from the building as possible.

9 Business Recovery in the event of a loss of buildings or site space

9.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Board of Directors with possible assistance from the Local Authority. In the event of building unavailability, the school should refer to its own BCP and activate alternative arrangements.

Temporary working facilities are the responsibility of the school and The Pathway Academy Trust for which it holds insurance (see below).

9.2 Insurance

In the event of building unavailability, the school should contact the RPA Claims helpline to obtain assistance.

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 RPA Insurance on 0330 058 5566.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Erecting additional buildings on the current site will always be the preferred solution.

10 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 IMT will seek guidance from Public Health and if necessary shut the school to pupils using the same procedures described above. Schools will revert to Remote Learning as per the policies and Contingency Plans on the school websites.

11 Other threats

The following other threats have been considered

- telephone and ICT communications loss
- utilities / energy supply failure
- building denial leading to short term lack of access
- key supplier failure e.g. catering
- evacuation due to nearby incident
- lockdown due to nearby Incident
- fire
- prolonged bad weather
- strikes
- terrorist attack or threat

12.0 Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom
Telephone and ICT communications loss	<ol style="list-style-type: none"> 1. contact telephone company via mobile phone to report the fault and request assistance 2. contact Network Manager or IT Technician to access the website remotely to report technical problems, update regularly with progress 	<p>Admin Teams</p> <p>Network Manager/IT Technician</p>
Utilities / Energy supply failure	<ol style="list-style-type: none"> 1. contact utility company to establish likely duration of interruption of supply 2. for heating or water supply failure consider whether it is feasible to continue or whether the school should close, follow school closure procedures above 	<p>Admin Teams</p> <p>Head Teacher/SLT</p>
Building denial leading to short term lack of access	<ol style="list-style-type: none"> 1. establish whether access can be gained from another area 2. supervise pupils on the playground until access is achieved or the decision to close the school is taken as above 	<p>Premises Team</p> <p>SLT/Teachers</p>
Key supplier failure – e.g. catering	<ol style="list-style-type: none"> 1. contact supplier manager to establish if alternative provision can be provided 2. contact local schools to request assistance 	School Business Managers / Admin Teams
Evacuation due to nearby incident	<ol style="list-style-type: none"> 1. follow evacuation procedures above and those detailed in schools own BCP 	Head Teacher
Lockdown due to nearby incident	<ol style="list-style-type: none"> 1. follow lockdown procedures above and those detailed in schools own BCP 	Head Teacher
Fire	<ol style="list-style-type: none"> 1. follow schools own fire safety procedures 2. advise the Chair of Directors/Vice Chair 	Head Teacher to activate fire safety procedures
Prolonged bad weather	<ol style="list-style-type: none"> 1. ensure adequate supplies of salt are available 2. ensure heating system is maintained and enough oil is available 3. follow schools own adverse weather procedures 	<p>Premises Team</p> <p>Head Teacher/TBM</p>
Strikes	<ol style="list-style-type: none"> 1. establish how many staff will be affected by strike where possible, respecting their right to refrain from informing the HT until the day 2. request extra support from teaching assistants and supply staff 3. merge classes where supervision ratios allow 4. consider closure as a last resort following the guidelines above 	Head Teacher/SLT
Terrorist attack or threat	<ol style="list-style-type: none"> 1. activate BCP above and schools own BCP 2. call Emergency Services and quote 'Operation Chalkboard' 3. Keep parents and other stakeholders informed wherever possible 	<p>Head Teacher</p> <p>Admin Teams</p>