Academy Emergency Management (Critical Incident) and Business Continuity Plan (BCP) Trust Level Basic Overview

For all schools within the Bosco Catholic Education Trust

This Business Continuity Plan has been approved and adopted by the Bosco Catholic Education Trust.

Approved	Review Due
May 2025	May 2026

Bosco Catholic Education Trust Mission Statement

'The Bosco Catholic Education Trust (CET) is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be. ´

Vision: To provide an outstanding education for all, imbued with faith where everyone can be the person God called them to be.

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1.0 Introduction

The Bosco 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. It should be read in conjunction with:

- The Business Continuity Plan of each individual school within Bosco Catholic Education Trust BCET.
- The schools' fire evacuation plan (the operation of which does not necessarily activate the BCP) within each school.
- The line management lines of communication.
- The Critical Incidents and Emergency Plans.

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

A guidance note and blank plans have been provided and sit alongside this policy to assist Headteachers in completing plans for their school.

3.1 Review and Training

This document should be reviewed annually by the Leadership Teams and the Trust Board.

3.2 Associated Documents/information

Associated Documents for each school within the Trust include:

- Business Continuity Plan
- School Emergency Plan/Critical Incidents Procedures
- Lockdown procedure
- Fire Evacuation Plans
- Adverse weather Procedures

3.3 Emergency Contact Information

An emergency information pack is kept in each of the school offices and includes:

- Copies of this document and BCPs of each school.
- Contact Details for all Trust Staff
- Inventory of all equipment belonging to the Trust, its value and location

This information will also be held electronically by the Chair of the Trust Board, CEO and CFO.

4.0 Strategy

If a disaster is declared by a school's Headteacher or their deputy and an Incident Management Team are assembled, the CEO of the Trust must be notified who will inform the BCET Chair/Vice Chair of the Trust Board. The CEO must be kept updated on progress of the incident. The individual school's Business Continuity Plan will be activated in addition to the BCET Business Continuity Plan.

Staff communication will be via BCET email/text/phone and the website if this is operable.

Emergency Contact Details:

Department	Contact Name	Contact details
Central Team	Executive PA: Alice Mackay	amackay@boscocet.org.uk
		07858 276 525
	CEO: Dave Carter	dcarter@boscocet.org.uk
		01243 558 206
	CFO: Debbie Wiggle	DWiggle@boscocet.org.uk
		01444 221777
	Head of IT: Mike Hollingsworth	mhollingsworth@boscocet.org.uk
		01444 221 770
	Head of Estates: Leanne Todd	ltodd@boscocet.org.uk
		01444 221 770
	Estates Compliance Manager: Vicki Ford-Smith	Vfordsmith@boscocet.org.uk
		01444 221775
LADO	School details can be found in key information sheet	
Estates, Facilities and H&S	Estates Compliance Manager for Health and Safety Matters	See above
IT Support	Head of IT	See above
Winkworth Sherwood Solicitors	Emily Towner	etowner@wslaw.co.uk
		0207 593 5177
	NOTE: *Please liaise via the Executive PA unless there is an emergency, and the central team cannot liaise on your behalf for any reason.*	
Health & Safety Executive (HSE) Incident Centre	0345 3009923	
	NOTE: *Please liaise with The Estates Compliance Manager unless there is an emergency, and the central team cannot liaise on your behalf for any reason.*	
Public Health England	0207 654 8000	
RPA Willis Towers Watson	Urgent and cyber incidents 03300 585566 Overseas Travel emergencies +44(0) 20 3475 5031	rpaadvice@willistowerswatsonsecure.com

	NOTE: *Please liaise via the Executive PA unless there is an emergency, and the central team cannot liaise on your behalf for any reason.*	
Marsh Insurance	Motor Claims: 0800 587 8872 or 01277 720778	
	NOTE: *Please liaise via the Executive PA unless there is an emergency, and the central team cannot liaise on your behalf for any reason.*	
Critical incident support via DWF	0118 432 3031	
	NOTE: *There is a cost associated with the use of this service. The school making the call will need to pay for support.*	
Local Police	School to add local details into their key information sheet	
Local Fire Service	School to add local details into their key information sheet	
GDPR	Executive PA	See above

5.0 Roles and Responsibilities

5.1 Headteacher or their Deputy

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

- Immediately contacting Bosco Catholic Education Trust BCET Chief Executive Officer and the Chief Finance and Operations Officer if the disaster relates to the built environment or 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 Trust, staff, pupils, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP and associated emergency plan documents.

5.2 Incident Management Team (IMT)

Led by the Headteacher, the Incident Management Team includes all Senior leadership and the Premises Manager/Officer. Additional members of the team will be recruited to match the specific needs of the incident.

At the point of assembling the Incident Management Team the CEO of the Trust should be notified.

The IMT is responsible for acting under the direction of the Headteacher (or their Deputy) to restore normal conditions as soon as possible.

The Headteacher and IMT should consider what support they may require from the Central Team.

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 School

6.1 Closure in advance of a school day

The school can be closed in advance of a normal school day the school should refer to the written procedures detailed within the critical incident procedures for the school.

6.2 Closure during a School Day

It is never a preferred option to close the school during a school day, the school should refer to the written procedures detailed within the critical incident procedures for the school.

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 primary assembly points. If these are not useable, staff will escort pupils to the secondary assembly points.

Primary and secondary assembly points are identified within the schools' fire evaluation plan.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted to a safe area from where they can be collected or from where they can be released to make their own way home, once parents have been contacted to confirm this is acceptable. The place of safety must be identified in each of the schools' BCPs.

7.0 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'.

Schools should follow the lockdown procedure for their school detailed within their critical incident procedures for the school.

8.0 Silent Evacuation

If it ever became necessary to complete a silent evacuation, pupils will exit through fire doors following an instruction from the Headteacher, Deputy Headteacher or SLT. Notification of a silent evacuation would normally be made by word-of-mouth.

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

9.1 General

Temporary working facilities are the responsibility of the School and Academy Trust, they must be suitable for the business of the Trust.

9.2 Insurance

All schools in the Trust are covered by the Risk Protection Arrangement (RPA)

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 Jill Alcorn who will liaise with the RPA.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Decisions on temporary accommodation will be made in liaison with The Trust, Diocese and Local Authority.

Erecting additional buildings on current sites 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 IMT will shut the school to students using the same procedures described above. The IMT will follow their individual school's risk assessment and advice from the Regional Hub Manger and the Estates Compliance Manager.

11.0 Central Team Emergency Provision:

If for any reason offices where the Central Team normally work, need to close, the central team will work from home and will remain contactable on the normal mobile contact numbers, and by email. Alternative accommodation will be sought as quickly as possible, however immediately working from home will provide continuity whilst alternative accommodation is sought.

- GDPR advice please contact the Executive PA
- Trust Governor support please contact Executive PA
- Critical Incident Support can be provided by DWF by calling 0118 432 3031. **This is a charged service** and the school accessing the support will need to make payments for its use.

If there is a H&S issue, contact the
Estates Compliance Manager and if they are not available, schools should contact the CFOO.

If unsure, please contact the main office number: 01243 552055 and you will be directed to the appropriate person.

For HR, Finance or Payroll queries, please contact CFO.

12.0 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 – schools are unable to provide buildings or ICT support
- Key supplier failure
- Evacuation due to nearby incident
- Prolonged adverse weather
- Strikes
- Terrorist attack or threat