



**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.

<b>Approved:</b>	<b>For review:</b>
July 2022	July 2023



## 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 Plan.

## 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 Leadership Teams and the Multi Academy Trust Board.

### 3.2 Associated Documents/information

Associated Documents for each school within the Trust include:

- Business Continuity Plan
- School Emergency Plan/Critical Incidents Policy
- Fire Evacuation Plans
- Fire Risk assessment
- Snow 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.
- Full Address and Contact Details for all Trust Staff
- Inventory of all equipment belonging to the Trust, its value and location

This information will also be held offsite 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/or BCET Chair/Vice Chair of the Trust Board, both BCET Business Continuity Plan and the individual school's Business Continuity Plan will be activated.

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

#### Emergency Contact Details:

Department	Contact Name	Phone Number	Email Address	Notes
Central Team	Alice Mackay (Exec PA) Dave Carter (CEO) Jill Alcorn (CFO)	07858 276 525  01243 558 206  01243 558 209	<a href="mailto:amackay@boscocet.org.uk">amackay@boscocet.org.uk</a>  <a href="mailto:dcarter@boscocet.org.uk">dcarter@boscocet.org.uk</a>  <a href="mailto:jalcorn@boscocet.org.uk">jalcorn@boscocet.org.uk</a>	
LADO	<<School to enter local details>>			
Estates, Facilities and H&S	TBC on appointment			
IT Support	Ross Weeks	07793 781763	<a href="mailto:rweeks@boscocet.org.uk">rweeks@boscocet.org.uk</a>	
Winckworth Sherwood Solicitors	Emily Towner	0207 593 5177	<a href="mailto:etowner@wslaw.co.uk">etowner@wslaw.co.uk</a>	<i>Please liaise via Alice Mackay unless there is an emergency and the central team cannot liaise on your behalf for any reason.</i>
Health and Safety Executive (HSE) Incident Centre		0345 3009923		<i>Please liaise via Alice Mackay unless there is an emergency and the central team cannot liaise on your behalf for any reason.</i>
Public Health England		0207 654 8000		
RPA Willis Towers Watson		Urgent and cyber incidents 03300 585566  Overseas Travel emergencies +44(0) 20 3475 5031	<a href="mailto:rpaadvice@willistowerswatsonsecure.com">rpaadvice@willistowerswatsonsecure.com</a>	<i>Please liaise via Alice Mackay unless there is an emergency and the central team cannot liaise on your behalf for any reason.</i>

Marsh Insurance		Motor Claims: 0800 587 8872 or 01277 720778		<i>Please liaise via Alice Mackay unless there is an emergency and the central team cannot liaise on your behalf for any reason.</i>
Local Police	<<School to enter local details>>			
Local Fire Service	<<School to enter local details>>			
GDPR	Alice Mackay	07858 276 525	<a href="mailto:amackay@boscocet.org.uk">amackay@boscocet.org.uk</a>	

## 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 Estates manager if the disaster 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 Trust, staff, pupils, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format.

### 5.2 Incident Management Team (IMT)

Led by the Headteacher, the Incident Management Team includes all Senior leadership and the Premises Officer. 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.

### 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 using the following system:

1. Notify the CEO of the plan to close the school.
2. Closure authorised by the Headteacher or their Deputy Headteacher.
3. Notification of a school closure using the Local Authority On-line website.
4. Implementing the school staff 'snow procedures' if applicable (actioned by – Senior / Decision Leadership Team).
5. Recording the closure on the home page of the school website.
6. Notifying HAS or HSE for further health & safety advice.
7. Sending out text messages to all parents.

### 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. Notify the CEO of the plan to close the school.
2. Closure authorised by the Headteacher or their Deputy. Pupils will continue to be supervised by staff until parents authorise them to leave or they are collected.
  - a. Parental authorisation can be provided by text message or email from a parental phone number or email address.
  - b. Consider use of Places of Safety (as described below).
3. Notification of the school closure using the website (actioned by – headteacher). If Headteacher and or SLT are unavailable, please contact Alice Mackay (Executive PA to Central Team) for further advice.
4. Recording the closure on the home page of the school website (actioned by – headteacher). If Headteacher and or SLT are unavailable, please contact Alice Mackay (Executive PA to Central Team) for further advice.
5. Sending out text messages to all parents.

### 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'.

If a lockdown is declared:

- The School Premises Officer will be advised to implement the lockdown.
- The school will be advised by the Headteacher, Deputy Headteacher or SLT that it is in 'lockdown' by word-of-mouth or by the school's usual communication systems.
- All staff will remain in classrooms and keep pupils calm and away from windows.
- All pupils in external PE lessons will be advised to return to the school building.

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.
- The school will then be locked, starting with main entrances:

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor school entrances via CCTV, if it is in place, or discretely from side windows. The gates should only be opened by the school when visual confirmation of the presence of the Emergency Services can be confirmed.

## 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 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 Jill Alcorn and the Estates 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.

- Press enquires please contact
  - East Sussex County Council Iain Luxford 01273 481365
  - West Sussex County Council 033 022 28090 (Out of hours 07767 098415)
- GDPR advice please contact Alice Mackay [amackay@boscocet.org.uk](mailto:amackay@boscocet.org.uk)
- Trust Governor support please contact Alice Mackay [amackay@boscocet.org.uk](mailto:amackay@boscocet.org.uk)
- West Sussex County Council Emergency Contact office hours 01243 642104
- West Sussex County Council Emergency Contact outside office hours 02031 622286
- East Sussex County Council Emergency Contact office hours 01273 481316
- East Sussex County Council Emergency Contact outside office hours 020 316 22363

If there is a H&S issue and Jill Alcorn is not available, schools should contact Alice Mackay.

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 Jill Alcorn

#### 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
- Bad weather prolonged
- Strikes
- Terrorist attack or threat