



St Joseph
Catholic Multi Academy Trust

Disaster Recovery/Business Continuity Policy

Guiding principles for local academy Disaster Recovery/Business Continuity Plans

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For the purpose of this policy the following representatives need to sign off this document:	
Role & Responsibilities	Name

Website:	
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Contents

1. Introduction	4
2. Definitions	4
3. General Information	4
4. Strategy/Communication	5
5. Roles and Responsibilities	5
6. Procedure for Closing the Academy	6
7. Lockdown Procedure	7
8. Silent Evacuation	8
9. Business Recovery in the Event of a Loss of Buildings or site space	8
10. Pandemic Threat/Mass Staff Unavailability.....	9
11. Other Threats.....	9
12. Draft Recovery Action Plans.....	10
13. Monitoring - Across the Trust Estate.....	11
14. Links with other policies	11
15. Sign off	11

1. Introduction

The St Joseph Catholic Multi Academy Trust Disaster Recovery 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 matching Site based Business Continuity Plans
- The Academy'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

3.1. Review and Training

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

3.2. Associated Documents/information

Associated Documents include:

- Local site based Business Continuity Plans (BCP)
- Fire Evacuation Plans
- Fire risk assessment
- Adverse Weather Plan

3.3. Emergency Contact Information

An emergency information pack should be kept at reception in the main Academy office and in each of the individual settings includes:

- Copies of this document
- The local site based BCP
- Adverse weather plan

Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from Arbour. Each site must establish protocols with their IT provider to enable access of this data from another site or nearby location (should the academy premises not be accessible). Copies of the local BCP should also be kept in a local off-site location.

4. Strategy/Communication

If a disaster is declared by the CEO of St Joseph Catholic Multi Academy Trust or their deputy and/or St Joseph Catholic Multi Academy Trust's CFOO, both the St Joseph Catholic Multi Academy Trust (Disaster Recovery Plan) and the local site based Business Continuity Plan will be activated.

Staff communication will be via email and the website if this is operable, or by use of mobile phones if not.

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

- Director of Children's Services office
- Estates Team
- Press Office
- Health and Safety Advisor
- Health and Safety Executive (HSE)
- Insurance Advisors
- Local Police
- Local Fire Service

Telephone numbers (mobile and landline) for these organisations must be recorded and kept up to date as part of the local site BCP.

Any information requests from external agencies should be routed via a single point of contact. This will either be the CEO or nominated representative should the need arise.

5. Roles and Responsibilities

5.1. Head of School or their Deputy

The Head of School is responsible for the implementation and co-ordination of the Local Disaster recovery Plan/ BCP, including:

- Immediately contacting the CEO or CFOO 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 staff, students, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format and informing the CEO and CFOO of updates.

5.2. Incident Management Team (IMT)

Lead by the Head of School, the Incident Management Team includes all Assistant and Deputy Heads of School, the Facilities Manager/ Caretaker and the St Joseph's Head of Estates. 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 of School and the CEO (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 must remain available during normal working hours to assist with necessary tasks.

6. Procedure for Closing the Academy

6.1. Closure in advance of a School day

The academy can be closed in advance of a normal day using the following system:

1. Closure authorised by the CEO or their Deputy
2. Notification of an academy closure using the Local Authority On-line website (actioned by Head of School/ delegated to Deputy or SBM).
3. Implementing the academy staff 'adverse weather policy' (actioned by – Senior Leadership Team)
4. Recording the closure on the home page of the academy website (actioned by – SBM)
5. Sending out text messages via a suitable system to all parents (actioned by –Senior Leadership Team/ SBM).

6.2. Closure during a School Day

It is never a preferred option to close the academy during the day but it can be done using the following procedures:

1. Closure authorised by the CEO or their Deputy on the basis that students with parental authorisation may make their way home by themselves. Students 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).
2. Notification of the academy closure using the website (actioned by – SBM). Local site based plans to include a contingency plan for the unavailability of SBM.
3. Recording the closure on the home page of the academy website (actioned by – SBM or deputy). If the academy website is unavailable, contact the SBM or deputy to post a message on an alternative St Joseph Catholic Multi Academy Trust Web site and other means of social media as utilised by the academy.
4. Sending out text messages to all parents via Parentmail or other approved system (actioned by – SBM or deputy).

6.3. Immediate Places of Safety

In the event of a major incident on site requiring the academy to be closed, students will assemble at the primary assembly points. If these are not useable staff will escort students to the secondary assembly points as described in the local business continuity plan.

A map of the campus showing primary and secondary assembly points, should be included in local site based BCP's.

6.4. Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, the local BCP should contain details of an alternative venue where students will be escorted to and where they can be collected or from where they can be released to make their own way home.

7. Lockdown Procedure

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

If a lockdown is declared:

- The academy Site Manager or Caretaker will be advised to implement the lockdown via word-of-mouth or by using a walkie talkie system (specify channel)
- The IMT will communicate via walkie talkies on a different specified channel
- The academy will be advised that it is in 'lockdown' by word-of-mouth or by announcement via the building's public address system (or other local suitable method)
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons should be advised to return to a specific suitable areas in the academy.

The lockdown will proceed in the following priority:

- The external gates of the academy will be closed and locked ensuring no one can enter or leave the premises.
- Each academy should detail a protocol relating to how remaining doors would be secured in a 'lock down' scenario.

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor academy entrances via CCTV, and discretely from the any suitable windows. A risk assessment should be carried out to determine which windows could be used for such purposes in the advent of a threat leading to 'lock down'. The gates should only be opened by a designated person when visual confirmation of the presence of the Emergency Services can be confirmed and when the Emergency Services have given the "all clear".

8. Silent Evacuation

Staff will be aware that the majority of fire escapes are only accessible when the fire alarm releases the Maglocks to open doors. The building should also be equipped with a single release that will free Maglocks without the need for the fire alarm via the access control system. This provision is available if it ever became necessary to complete a silent evacuation. Doors will be released by a designated individual (detailed by job title in the BCP), following an instruction from IMT. Notification of a silent evacuation would be made by word-of-mouth.

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 academy and the dioceses. In the event of building unavailability, the academy will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

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

9.2. Insurance

The site based BCP should include details of insurance (RPA) held by the academy or trust to cover the cost of temporary accommodation.

9.3. Replacement Site Facilities

The size and scope of facilities required for the academy will vary according to circumstance. In the first instance contact should be made with the relevant insurance as detailed in the local BCP (per the above).

The location of the temporary accommodation will be determined by the academy in its local BCP based on the space required and circumstances at the time. Alternative locations should be identified in the local BCP and discussed with the relevant organisation (e.g. nearby academy or Church)

The erection of additional buildings on the existing site should be considered as part of the plan.

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 and should form part of a local BCP.

In the event of mass staff illness, the IMT will close the academy to students using the same procedures described above.

11. Other Threats

The following other threats have been considered and should also be considered (where relevant) in local BCP's

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail (consider payments made from other St Joseph's sites)
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – Academy is unable to provide buildings or ICT support
- Key Supplier Failure other than St Joseph Catholic Multi Academy Trust– Catering, transport
- Evacuation due to a nearby incident
- Prolonged bad weather conditions (e.g. flooding/ snow)
- Strikes
- Terrorist attack or threat

12. Draft Recovery Action Plans

Academies should consider populating a table such as the one detailed below in support of its BCP.

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1.		
Finance Process Breakdown – payments to staff & suppliers fail			
Utilities / Energy Supply failure	1.		
Building Loss – partial or complete (Fire, Flood etc.)	1.		
Building Denial leading to short term lack of access	1.		
Service Delivery Loss of General Nature – St Joseph Catholic Multi Academy Trust are unable to provide buildings or ICT support	1.		
Key Supplier Failure other than St Joseph Catholic Multi Academy Trust– e.g. Catering, transport	1.		
Evacuation due to Nearby Incident	1.		
Lockdown due to Nearby Incident	1.		
Fire	1.		
Adverse Weather prolonged			
Strikes	1.		
Terrorist Attack or Threat			

13. Monitoring - Across the Trust Estate

This policy will be reviewed by xxx annually.

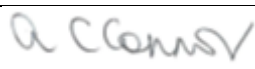
At every review, the policy will be approved by the Trust Board.

14. Links with other policies

This business continuity policy links to the following policies and documents:

- xxx

15. Sign off

Presented & Approved by Trust Board	06.02.2023
Signed by Chair of Trust Board	
Name of Chair of Trust Board	Ann Connor
Date	02.06.23
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