



BUSINESS CONTINUITY AND RECOVERY PLAN

Introduction

The CDAT Academy Business Continuity & Recovery Plan (BCRP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. The BCRP deals with re-establishing operations at a Trust level, and may apply to major incidents affecting an individual school (e.g. flood, fire) or affecting a number of schools (e.g. severe weather incident, medical epidemic).

The BCRP should be read in conjunction with:

- Individual school's Emergency Plans
- Related health and safety plans for each school (e.g. Fire Evacuation, Lockdown Procedures)

The Business Continuity & Recovery Plan is available on the CDAT website for ease of access, and a copy is also kept along with each school's individual Emergency Plan in the main CDAT Office at Church House.

Key Purpose

Any decisions to implement the BCRP, close one or more schools, or other actions taken to protect pupils and staff will always be made with the key purpose of ensuring the welfare and safety of everyone in the school. As a Christian organisation, the wellbeing of our staff and pupils will always be of paramount importance.

Definitions

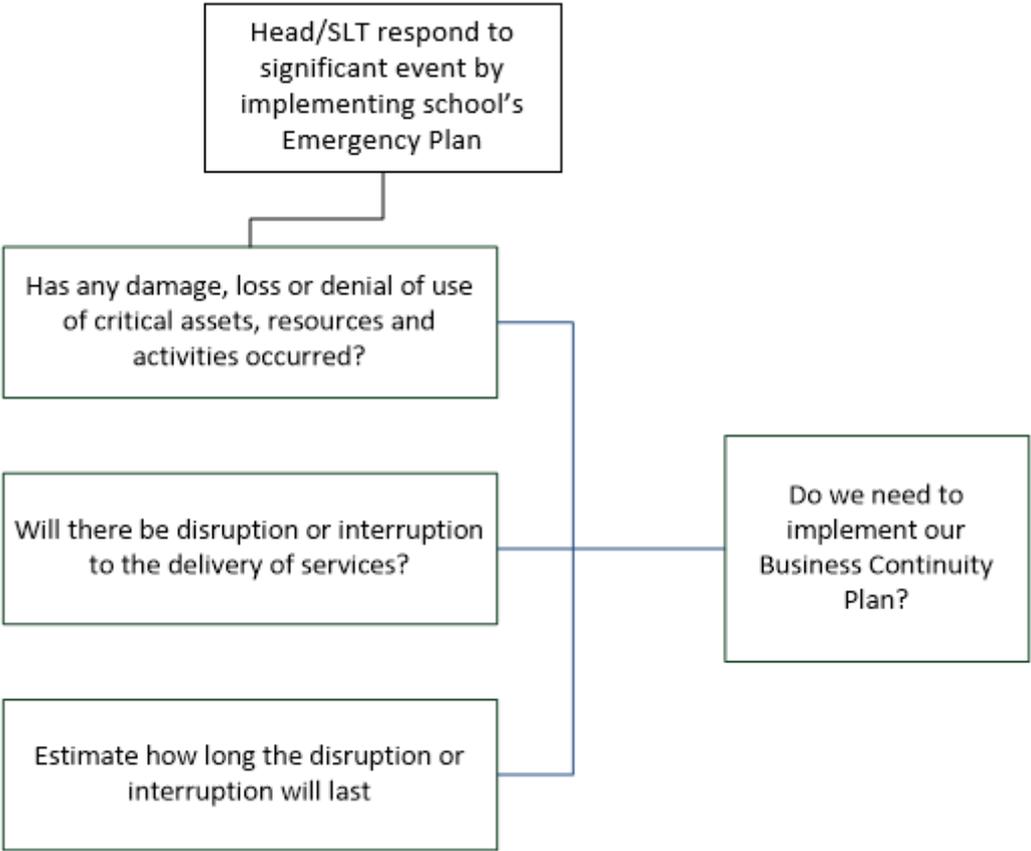
An **emergency** is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption. A **disaster** is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

Responsibilities

The decision to implement a school's Emergency Plan is the responsibility of the school's headteacher, or other most senior leader should the headteacher be

unavailable. Once a school’s Emergency Plan has been implemented, the school must then notify the CDAT Office to ensure that the CEO is aware of the situation.

The CEO (or other Trust officer deputising for the CEO) will then liaise with the school to assess the situation, to gauge whether the Trust’s Business Continuity Plan is likely to need to be implemented:



The 2 key factors that will form the basis of the decision as to whether to implement the Business Continuity & Recovery Plan are the **nature** of the disruption (and whether it can be easily mitigated within the school’s normal business) and the **impact** of the disruption – which can be categorised as below:

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of the plan
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of the plan
Moderate	There is thought to be some impact on some areas. This may require the implementation of the plan if the impact is considered to affect critical areas such as education or child well-being
Significant	A significant impact in a number of areas that warrants the implementation of the plan
Very Significant	The impact is severe with major detrimental impact on education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of the establishment or CDAT. Immediate implementation of the plan

The nature of the disruption can also be categorised in terms of the critical function(s) of the school that are impacted by the emergency/disaster:

Critical Function	Description
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum.
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services including Breakfast Club.
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements as per 'in loco parentis', health & safety legislation, etc.
Catering facilities and staff	The provision of suitable catering facilities to enable the preparation of school meals including free school meals. The provision of suitably trained catering staff to prepare school meals to national standards
Utilities-gas	The supply of gas to enable the heating of premises and preparation of school meals, etc.
Utilities-water	The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing, etc.
Utilities-electric	The supply of electricity to enable IT systems to run, lighting of premises, etc.
Provision of IT education	The provision of IT to deliver education
Provision of IT administrative	The provision of IT to enable the establishment to run effectively
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment
Cleaning staff	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal

Identified Potential Threats

Key threats that would lead a potentially prolonged, significant loss of key critical functions of a school include:

- Fire
- Flood
- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff and suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – school/trust are unable to provide buildings or ICT support
- Key Supplier Failure – e.g. Catering
- Disruption/Evacuation due to Nearby Incident
- Prolonged and unusually severe weather
- Strikes
- Terrorist Attack or Threat
- Biological or environmental hazard
- Epidemic/Pandemic Threat leading to mass staff unavailability

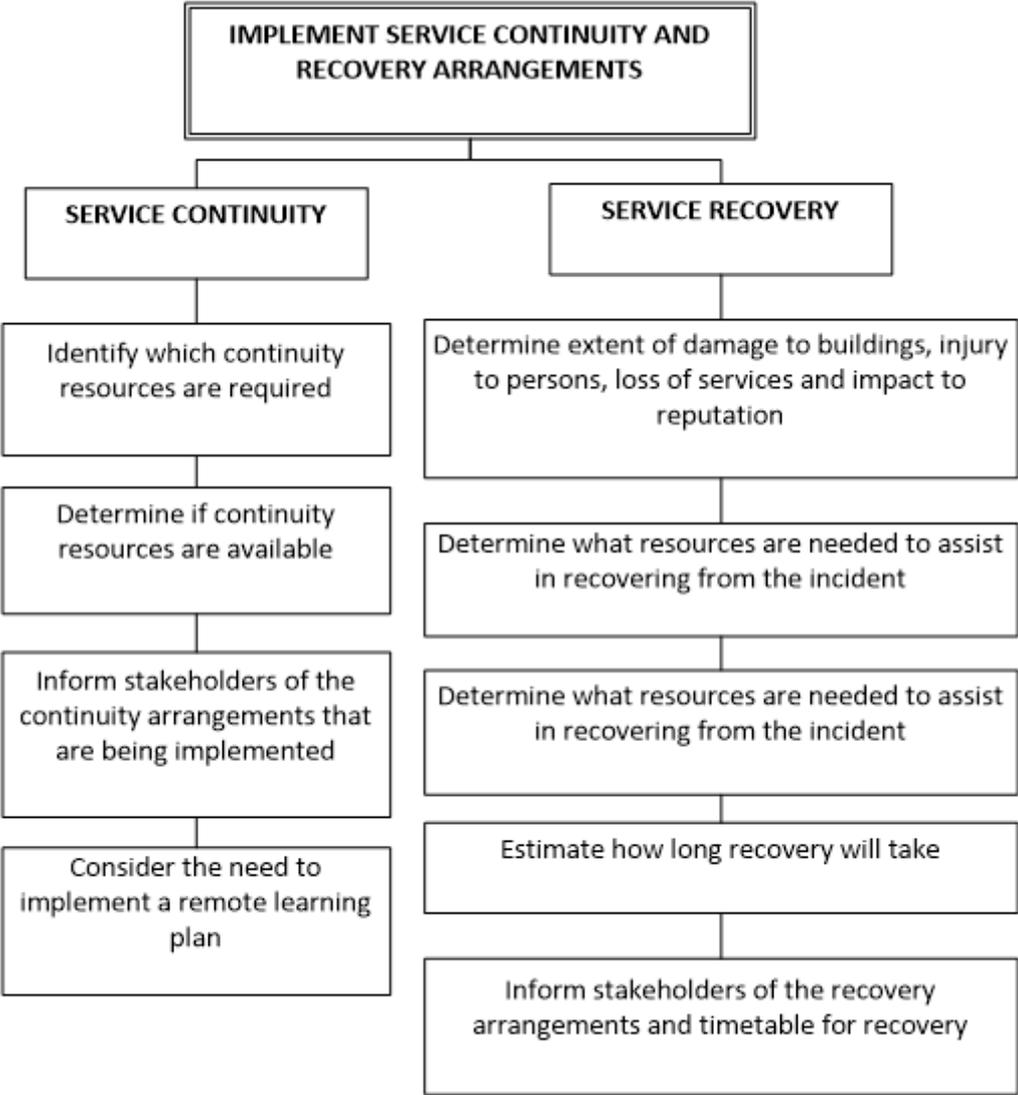
In responding to any of these severe emergencies/disasters, school and CDAT leaders will be led in their decision-making regarding school/site closures by advice from the appropriate local/regional/national bodies – for example:

- Severe weather – Met Office forecasts and weather warnings
- Fire – appropriate Fire Brigade
- Epidemic/Pandemic – local health boards/Public Health England

Securing Business Continuity & Recovery

There are 2 key parts to this crucial phase:

- Ensuring that provision is made to continue children’s education and continue to support their general wellbeing (**continuity**)
- Making arrangements for the school’s provision to return to a normal state as quickly as possible (**recovery**)



In deciding to implement the BCRP, trust leaders are acknowledging that the severity of the situation is such that it takes priority over the other day-to-day activities of the trust’s central team. Central resources are therefore directed towards providing immediate support for the affected school(s).

Business Recovery in the Event of a Loss of Buildings or Site Space

General Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the trust, working in close partnership with the school. This includes making arrangements for temporary working facilities where needed.

Insurance

The schools are insured through the Risk Protection Arrangement (RPA) scheme set up by the Department for Education for academies which covers the reinstatement value of the property.

Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance – e.g.:

- The length of time facilities may be needed
- The number of pupils to be accommodated
- The age of pupils to be accommodated
- The availability nearby of potential temporary accommodation (e.g. church hall, scout hut)

Erecting additional buildings (e.g. portacabins) on school sites will always be the preferred solution where accommodation is required for more than a short space of time, as it enables pupils to remain within the school community.

Loss of CDAT Facilities

In the event that Church House becomes unavailable, or cannot be used for some reason, the CDAT team will adopt remote working practices, using mobile IT and phone facilities to ensure continuity in provision by the trust for its schools.

Summary

Where there is a serious incident/emergency, schools shall follow their Emergency Plans to ensure it is dealt with effectively, remembering that pupil and staff safety is paramount



The nature and severity (including length) of the situation will be assessed by trust leaders to decide whether the business continuity plan should be implemented



When the BCRP is implemented, the trust's central resources are prioritised to ensure that provision is made to secure continuity of education and care for pupils and to make provision for returning the school back to a position of normality in a timely manner

Key Telephone Contact Information

Name/Role	Contact Number
SCHOOLS	
Astbury St Mary's (HT Pip Blythe)	01260 272528
Brereton (HT Kerry McLean)	01270 685125
Bredbury St Mark's (Acting HT Emma Harding)	0161 430 3418
Christ Church Moreton (HT Amanda Donelan)	0151 677 5152
Little Bollington (HT Caroline Johnstone)	01565 830344
St Matthew's (HT Stephen Murphy)	0161 474 7110
St Paul's (HT Simon Wright)	0161 338 2060
Wybunbury Delves (HT Kathryn Chesters)	01270 841302
CDAT	
CDAT Office (Mel Aspinall – Business/Admin Support)	01928 718834
CEO (Neil Dixon)	07533409219
Operations Manager (Helena Parker-Clark)	Via CDAT Office
Finance Manager (Maxine Green)	07407211840
Education Effectiveness Officer (Sue Riley)	Via CDAT Office
Data Protection Officer (Jason Hampton)	07503694781
CHESTER DBE	
Director (Chris Penn)	07540722667
Deputy Director (Sue Noakes)	07540722668
Buildings and Finance Officer (Simon Geddes)	01928 718834 ext 228