



*"Where learning comes first"*

# **BUSINESS CONTINUITY PLAN**

**FOR**

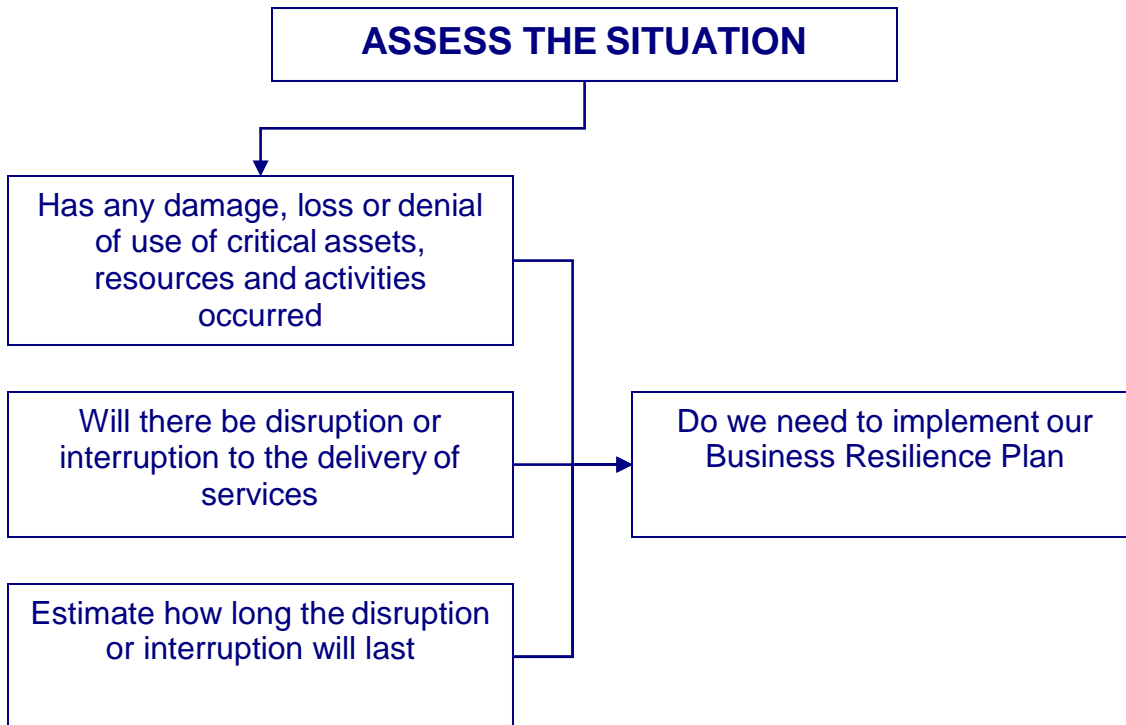
**Community Inclusive Trust**

# INTRODUCTION

This plan has been designed to prepare **Community Inclusive Trust** to cope with the effects of an emergency or crisis. It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

<b>Date of issue:</b> 25/2/15	<b>Date of next review:</b> Feb 2018
<b>Copies of this plan are kept at:</b> <ul style="list-style-type: none"><li>• Reception of each School within CIT</li><li>• CIT Finance Office</li><li>• Headteachers office of each school</li><li>• CIT website</li></ul>	
<b>Persons responsible for reviewing plan:</b>  CIT Business Manager and Executive Head	

# PHASE I: ASSESS THE SITUATION



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school based services:

Critical Function	Description
Examinations	Providing staff and facilities to enable pupils to sit examinations (including SAT's, GCSE and A-Level)
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum and ensure the health and safety of students (Foundation to Key Stage 5).
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and ensure the health and safety of students
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 ICT systems to run, lighting of premises, etc.

Provision of ICT education	The provision of ICT to deliver education
Provision of ICT administrative	The provision of ICT 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
Keeping of suitable coursework	The creation and safe keeping of coursework including electronic documentation and items such as textiles, D&T work pieces
Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal

The 'Maximum Tolerable Period of Disruption' is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function:

CRITICAL FUNCTION	MTPD	NOTES
Examinations	1 day	Disruption to GCSE, A-Level and SATS would have a significant impact.
Teaching Staff	1 week	For Special schools and the PRU, it is felt that loss of staff for 2 days would have a significant impact due to higher staffing levels required. This could include strike action.
Support Staff	2 weeks	For Special schools and the PRU, it is felt that loss of staff for 1 week would have a significant impact
Premises	Immediate	Damage to premises and utilities or denial of access to premises will have a significant impact.
Catering	1 week	Loss of normal catering arrangements would mean the delivery of alternative cold meals. Catering contractor to have in place appropriate BCP.
Utilities	Immediate	Loss of utilities, depending on circumstances may result in immediate school closure, depending on circumstances and seasonal factors (e.g. summer or winter).
ICT Education and Administrative	2 weeks	
Records, Information and Coursework	1 month	Rather than being the MTPD the figure of 1 month if based upon the amount of data lost
Cleaning	1 week	For Nursery schools and Special Schools 2 days was considered as being the MTPD whilst for primary it was 3 days. Cleaning contractor to have in place appropriate BCP

Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Example Descriptor
Education	Impacts on education may include loss of large number of days of teaching, disruption to education, loss of coursework etc.
Child welfare/well-being	Impacts on a child may include physical impacts (e.g. hunger, cold etc.), psychological impacts (e.g. loss of course work, having to move school), future prospects and educational abilities
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of CIT.

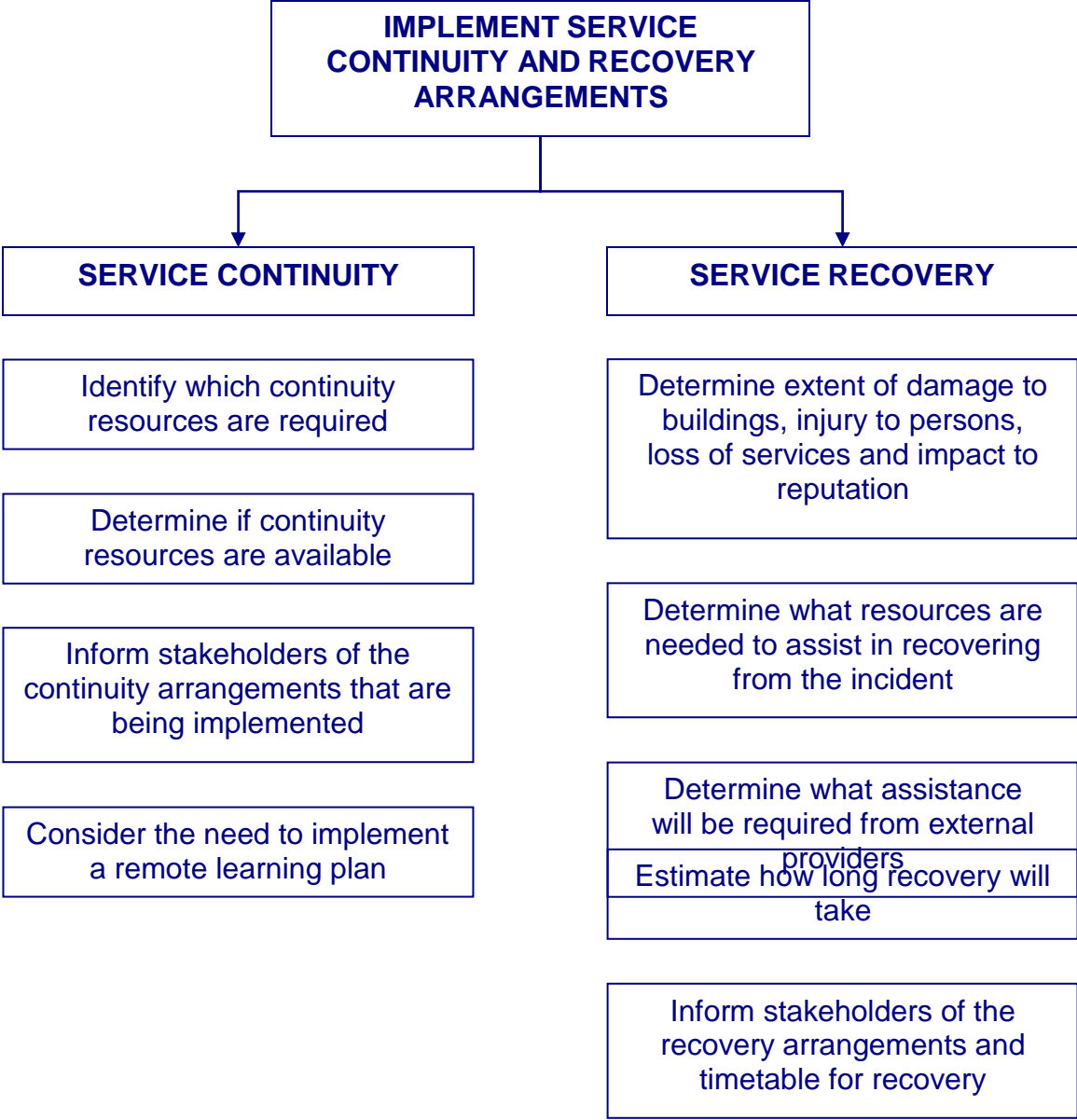
Statutory Compliance	Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc.
Reputation	Reputation may be the reputation to CIT
Extended Services	Extended services may include Breakfast Clubs, After School Clubs, Children's Centre's, hiring of rooms/halls etc.
Staff	Impacts on staff can be financial, physical, psychological

Below are some guidelines as to the impact levels

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP
Moderate	There is thought to be some impact on some areas. This may require the implementation of BCP 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 BCP
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 CIT. Immediate implementation of BCP

# PHASE II: IMPLEMENT BUSINESS CONTINUITY PLAN

The following people will be responsible for implementing the Business Continuity Plan: Executive Head of CIT, Business Manager of CIT, and School Leadership



## SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
<b>Staffing Loss</b>	Senior Staff	Assess capacity across CIT to provide leadership support. If not available use network or supply agencies to recruit interim leadership.
	Teaching staff	Assess capacity across CIT to provide teaching and learning. If not available use network or supply agencies to recruit interim teacher.
	Teaching assistants	Assess capacity across CIT to provide teaching assistant support. If not available use network or supply agencies to recruit interim Teaching assistant support.
	Technicians	Assess capacity across CIT to provide technical support. If not available use network or supply agencies to recruit technicians.
	SEN support staff	Assess capacity across CIT to provide SEN support. If not available use network or supply agencies to recruit SEN support staff.
	Administrative support staff	Assess capacity across CIT to provide administrative support. If not available use network or supply agencies to recruit interim administrative support.
	Site care	Assess capacity across CIT to provide site care. If not available use network or supply agencies to recruit interim site care staff.
	Catering and/or cleaning	Assess capacity across CIT to provide catering and/or cleaning. If not available use network or supply agencies to recruit interim catering and/or cleaning staff.
	Invigilators	Assess capacity across CIT to provide invigilators. If not available use network or supply agencies to recruit interim invigilators.
	Other staff	As above
	Damage/denial of use of general classroom and/or associated contents	Assess available capacity and access arrangements across CIT schools. If sufficient capacity is unavailable then investigate other accommodation such as mobile classrooms or the lease of educational / commercial properties.

<b>Premises</b>	Damage/denial of use of specialist classroom and/or associated contents	As above
	Damage/denial of use of administrative areas and/or associated contents	As above
	Damage/denial of use of some common parts (e.g. hall for examinations)	As above
	Loss of utilities (gas, electric, water)	Assess impact dependent on timescales and environmental conditions. Investigate alternative resources and facilities.
<b>Catering</b>	Damage/denial of use of catering facilities	Implement short-term solutions such as parents providing packed meals, school purchasing cold meals or using an offsite catering provider.
	No catering staff	Assess capacity across CIT to provide catering staff. If not available use network or supply agencies to recruit interim catering staff.
<b>ICT</b>	Loss of telephony system	Inform relevant parties of new contact arrangements such as mobiles or e-mail.
	Loss of I.T servers/software	Finance servers are backed up on a daily basis and curriculum servers are backed up every two days.
	Loss of I.T hardware	Investigate replacement options and re load software with backup files.
<b>Cleaning</b>	No cleaning staff available	Assess capacity across CIT to provide cleaning staff. If not available use network or supply agencies to recruit interim cleaning staff.
<b>Records</b>	Loss or damage to administrative records	Contact relevant bodies where duplicate records may be held, such as SEN for EHC plans.
<b>Coursework</b>	Loss or damage to coursework	Inform appropriate examination boards.



## CONTACT LIST FOR SANDON SCHOOL AND AMBERGATE SPORTS COLLEGE

CONTACT	NAME	TELEPHONE NUMBER/S
Zurich Insurance	Zurich Property Claims	0870 2418050 or 0800 0280336
Electrical contractor	ESPO/Western Power Distribution	0800 6783 105
Gas contractor	ESPO/Western Power Distribution	0800 6783 105
Water	Anglian Water	03457 145 145
Site care and facilities	Mouchel	01522 863222

## CONTACT LIST FOR ISAAC NEWTON PRIMARY SCHOOL

CONTACT	NAME	TELEPHONE NUMBER/S
Zurich Insurance	Zurich Property Claims	0870 2418050 or 0800 0280336
Electrical contractor	ESPO/Western Power Distribution	0800 6783 105
Gas contractor	ESPO/Western Power Distribution	0800 6783 105
Water	Anglian Water	03457 145 145
Site care and facilities	Julie Haddock	07837895612

## CONTACT LIST FOR GARTH AND PRIORY SCHOOL

CONTACT	NAME	TELEPHONE NUMBER/S
Zurich Insurance	Zurich Property Claims	0870 2418050 or 0800 0280336
Electrical contractor	ESPO/Western Power Distribution	0800 6783 105
Gas contractor	ESPO/Western Power Distribution	0800 6783 105
Water	Anglian Water	03457 145 145
Site care and facilities	Vinci – Mouchel Property Services	01522 863222

### CONTACT LIST FOR JOHN FEILDING SCHOOL

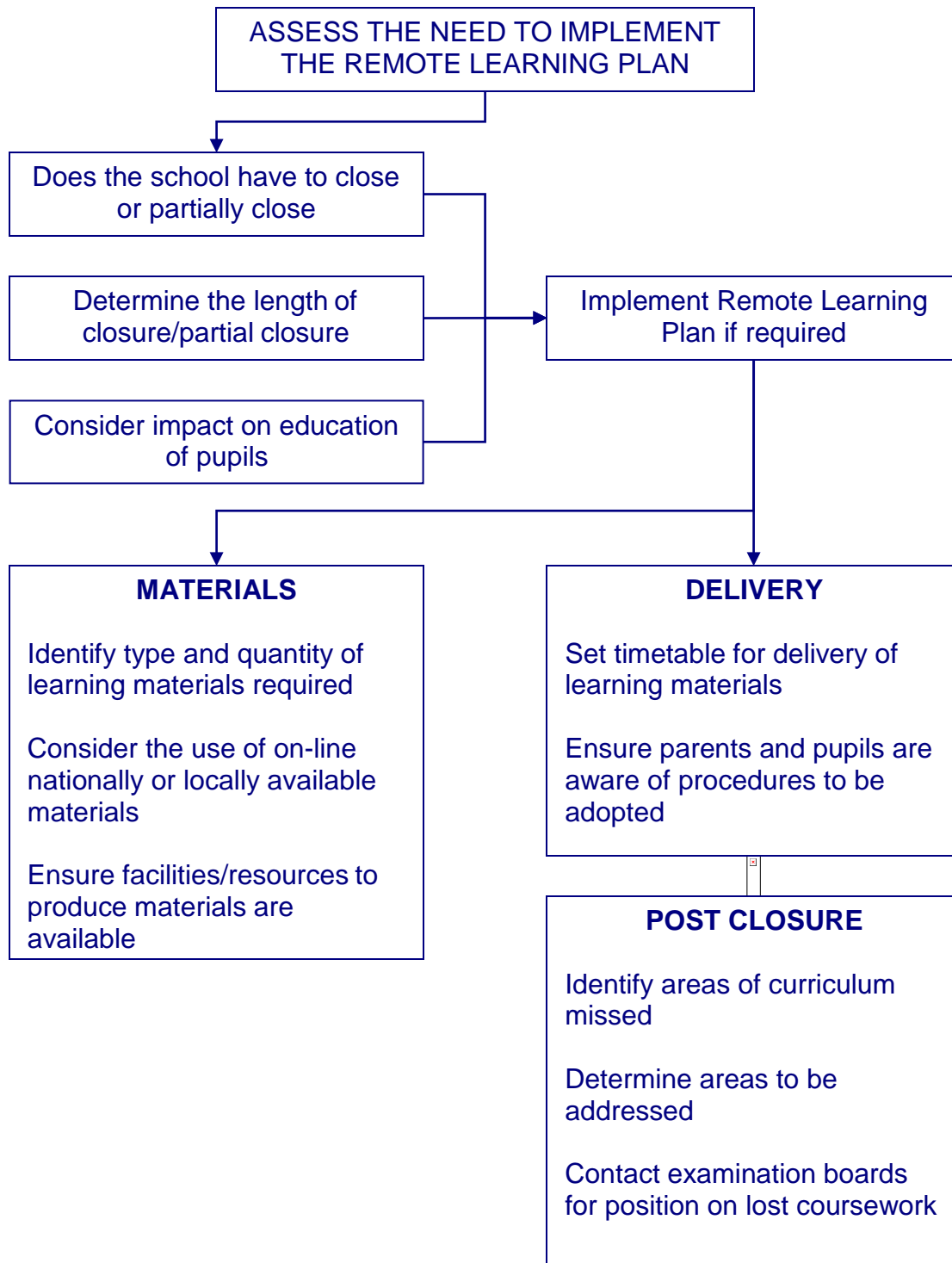
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Water	Anglian Water	03457 145 145
Site care and facilities	Vinci – Mouchel Property Services	01522 863222

### CONTACT LIST FOR LADY JANE FRANKLIN

<b>CONTACT</b>	<b>NAME</b>	<b>TELEPHONE NUMBER/S</b>
Zurich Insurance		
Electrical contractor		
Gas contractor		
Water		
Site care and facilities		



# PHASE III: REMOTE LEARNING PLAN



## REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ELECTRONIC LEARNING ONLY	Determine how many pupils have access to I.T facilities and the internet/e-mail
	Consider the option of loaning laptops to pupils
	Can pupils with no laptops gain access through other means
	Ensure electronic learning platforms are secure and protected from viruses
	Ensure access to the learning platform away from the school (if school access is denied)