Business Continuity Plan

AVANTI SCHOOLS TRUST

This is a Category 1 Trust Level 1 Policy:
(Operationally delegated and applied Trust-wide)

This policy is in force until further notice from:	Summer 2023
This policy must be reviewed by:	Summer 2024
Policy Author(s):	Matt Hassall
Date policy reviewed by Head of Estates	Summer 2023
Location of publication of policy:	The Trust Website* / Governor Hub
y u o Delegation (Part 3 (Policies) material revisions to this policy must be approved by the Trust Board on recommendation of the AUDIT & RISK COMMITTEE	Approved by A&R 03.07.23 (Minute 38.1 refers) Summer Term 2024-25 Approved by Trust Board, 12.07.23

Business Continuity Plan

Statement of intent

AST recognises that whilst the safety of pupils, staff members and visitors on the school premises is paramount, it is not always under our control.

In an emergency, staff members will endeavour to take all reasonable actions to ensure the safety of all those on site.

The procedures in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors, by responding to critical incidents as quickly and efficiently as possible.

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.

Critical incidents include, but are not limited to, the following:

The death of a pupil, staff member or governor

A serious incident involving a pupil or staff member on, or off, the school premises

An incident of serious violent crime

A violent intrusion onto the premises, e.g. a bomb alert

Extensive damage to school property

A fire, flood or explosion

The effects of disasters in the wider community

Incidents whilst on educational visits

Epidemics

Exposure to hazardous substances near, or on, the school premises

Loss or breach of ICT systems and/or data

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health and Safety at Work Regulations 1999

Health and Safety at Work etc. Act 1974

The Regulatory Reform (Fire Safety) Order 2005

DfE (2015) -   planning and

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

- o Discussing how to mark anniversaries
- o Ensuring all staff members, including new staff, are aware of pupils affected by the incident
- o Acting sensitively to   needs
- o Ensuring pupils and staff members know how to obtain further help, including via external support services

Handling complaints

AST recognises that the occurrence of a critical incident is a sensitive subject.
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                                    u   Complaints Policy. Additionally, Students, Parents, Carers and Staff can speak to or email the School Office to discuss any changes that have been made to the normal routines of school due to an emergency.

Other Threats

The following \   u   have **been** considered

> Phone and ICT Communications Loss
> Finance Process Breakdown   payments to staff and

School Activity (statutory duties are in bold)	What may happen?	Impact on the school	Mitigation and Contingency Arrangements in Place	Further actions needed to reduce impact
EYFS	Potential to impact on development of Nursery & Reception Pupils Impact on reputation Potential for complaints	EYFSP end of year	Cross-skilling of staff so teaching can continue if staffing is reduced. Access to supply teaching staff.	Utilise teaching resources from other schools in the MAT MIS data back-up is cloud based so restore can take place.
KS1	Potential to impact on results & attainment of Year 1 & 2 Pupils Impact on reputation Potential for complaints	Key Stage 1 SATs in Summer Term each year Phonics Screening y1/2	Cross-skilling of staff so teaching can continue if staffing is reduced. Access to supply teaching staff.	Utilise teaching resources from other schools in the MAT MIS data back-up off site so restore can take place.
KS2	Potential to impact on results & attainment of			

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KS4	Potential to impact on results & attainment of Years 10-11 Pupils Impact on reputation Potential for complaints	GCSE's	Access to supply teaching staff Prioritise over KS3 at critical times if necessary. Pupils at KS4 have more time to catch up on any missed work	Utilise teaching resources from other schools in the MAT MIS data back- up off site so restore can take place.
KS5	Potential to impact on results & attainment of Years 12-13 Pupils Impact on reputation Potential for complaints	A-Levels	Access to supply teaching staff	Utilise teaching resources from other schools in the MAT MIS data back-

		alternative arrangements for food preparation / free school meals / UFSM provision.		
ICT	No (or restricted) access to teaching materials Pupils unable to work online or use online resources Potential impact on performance of pupils and staff			

Operational Threat

Initial Action Form

In the event of a critical incident, this form should be completed by whoever received the alert in order to gather as much information as possible.

Name of the person informing about the incident:

Action taken so far: