Business Continuity Plan

Policy Date: August 2024

Review Date: August 2025

Document History

Version	Status		Date	Author	Summary Changes
V1			Sep 24	M Sethi	

Contents

Section 1

Introduction

1. Background

The Business Continuity Management Framework is in line with statutory (Civil Contingencies Act, 2004 guidance) and good practice business continuity guidelines.

Corporate plans and arrangements are well developed to assist with the Academy's co-ordination and management of resources during and after emergencies and business interruptions. Individual services maintain local business continuity plans and arrangements to protect delivery of critical services (typically these will be services that must be delivered even during times of disruption / emergencies, e.g. health and welfare related and/or statutory duty of care).

Development of this Business Continuity Plan brings together a range of continuity measures already in place within Academy into a single document that serves as assurance to parents, staff and advisory board that the Academy has contingency measures in place.

2. Business Continuity Management (BCM) Responsibilities

The Principal is responsible for ensuring local testing of plans and reviewing / updating annually or if any significant staff changes occur - whichever happens first.

The Business Continuity Plan (BCP) is updated in line with the Academy's business planning and risk register review process to ensure that BCP priorities consider key Academy activities and risks.

3. Plan Distribution

Electronic copies of the Business Continuity Plan (BCP) are distributed to all school staff listed in the table below.

BCP Key Contacts and Distribution List		
Name	Position	Email / Tel
Jennie Thompson	SENCo	Jennie.thompson@lumenacademy.co.uk
Jav Malik	Tutor/ Health & Safety Rep	Jav.malik@lumenacademy.co.uk
Zoe Thomas	DSL, Pastoral Lead	Zoe.thomas@lumenacademy.co.uk

4. Aim

The aim of this plan is to help the Principal and Academy staff to respond to incidents that disrupt the daily operation and smooth running of normal business. This will be achieved by:
- Creating an awareness of the need for planned arrangements to be made;
- Providing re-assurance of the practical help that is available from the Children and Young People for Various Councils and other agencies at short notice;
- Passing on advice based upon previous experience; and
- Giving guidance on other sources of information and help.

Emergencies have impacts that go beyond those individuals and activities directly affected. Further, everyday 'minor' incidents can cause significant disruption to normal business resulting from:

- Denial of access to buildings;
- Denial of access to transport;
- Absence of key staff;
- Loss of critical data;
- Loss of ICT facilities (telephony, hardware, network, Internet access);
- Loss of utilities (power and water);

- Loss of key suppliers; and
- Failure to provide contracted services to other organisations.

5. Scope

This Plan addresses activities undertaken directly by the Academy in fulfilling its statutory duties, legal and contractual obligations. The Academy profile is outlined in **Appendix A** and information on critical Academy activities is contained in Section 3.

Arrangements for the management of incidents occurring outside of Academy premises e.g. school trips.

6. Information Security

In the event of a business interruption, all reasonable steps must be taken to ensure that consideration is given to safeguarding and protecting data, safeguarding and protecting data, both manual and electronic.

7. Personal Information

In order for this plan to be effectively managed it will need to contain personal contact details of individuals. The following guidance is provided to assist in ensuring that only necessary personal information is contained with this plan.

Employees:

- Contact details related to work emails, phone numbers or mobile phones can be included.
- Contact details related to personal emails, home addresses and home or personal mobile phones should only be included if:
  a) These details are considered necessary in order for the plan to be activated;
  b) The employee has been consulted and has agreed to their inclusion.

Non – Academy employees who need to be contacted on activation of this plan will need to:
  (a)   be informed of the information being included;
  (b)   consent to the information being included;
  (c)   be advised who will have access to this information.

Contact details of employees and non-academy employees contained within this plan will only be used in the event of this plan being activated. Use of this information is not permitted for any other purpose.

8. Plan Administration

Awareness Raising and Specialist Training

Awareness of Business Continuity Management (BCM) should be embedded within the academy's management culture. General information, advice and guidance will be issued as appropriate. Key staff within the Academy may need to be offered specialist Business Continuity Management (BCM) training as and when operational requirements determine the need.

Plan Validation

To ensure that the plan remains 'fit for purpose' regular validation by exercise will occur in accordance with a schedule as agreed by the Academy Principal.

Performance Review and Maintenance

Following activation, there will be a review / debrief by the Principal or a nominated individual to identify what went well and areas for improvement. The review / debrief will be documented for future use.

This Plan will be subject to annual revision to ensure the accuracy of the information held within it and developments in recognised good practice are incorporated. This will be undertaken by the Principal or nominee.

Section 2: Activation

1. Responsibility for activating the Plan

1. Monika Sethi (Principal) or
2. Jav Malik (H& S Rep)
3. Jennie Thompson (SENCo)
4. Zoe Thomas (DSL)

at the time of the event.

Activation of this plan will involve a meeting that will initially call together:

(Monika Sethi, Principal,07814495809,
Jennie Thomas, SENCo,07889925320,
Jav Malik, H&S rep, 07399596183 and
Zoe Thomas, DSL 07929108693)

Notification of a business interruption may originate from any source although it is envisaged that it will come from site staff during occupation or from one of the emergency services during unoccupied periods. It is essential that the 999 is contacted when a major emergency is declared.

During normal office hours, notification or requests for assistance can be made by telephoning the , Education & Skills Directorate, School and Governor Support Team on 303 4962 or 303 2541. Outside of normal office hours, or if there is difficulty in making contact during normal office hours, notification or requests for assistance can be made by telephoning 0121 303 4149 and asking for the Duty Emergency Planning Officer to be notified.

2. BCP Activation Checklist

Start a log of any actions taken, damage, decisions, who has been informed, etc. (inc. date, time, person).

3. Communication

Communication with service users of interruptions to services will be via phone.
Senior leaders will be responsible for notifying staff of service disruption.

The following table identifies the school's interdependencies, and who may need to be contacted due to an emergency / disruption affecting the school:

This school is dependent on:	Reason for your dependency
SSE Energy Solution	Water
Drag	Gas & Electricity
BT	Phone & Internet
Other schools / organisations that depend on this school:	Reason for their dependency
Warwickshire SEND Team	Pupils
Solihull SEND Team	Pupils
Coventry SEND Team	Pupils
Staffordshire SEND Team	Pupils

4. Roles and responsibilities

Role of Head Teacher / Business Continuity Co-ordinator (BCC)
The primary role of the Principal who is also Business Continuity Co-ordinator (BCC) is to oversee the activities of academy staff in dealing with the impact of the disruption. This involves:

- Activation of this plan to provide appropriate command and control;
- Impact assessment of immediate consequences and further potential damage **(see Appendix B)**;
- Implementation of appropriate response strategies; and
- Restoration of normal operations once disruption has been dealt with.

Business Continuity Management (BCM) Team
This Team will co-ordinate the response to the disruption. The size of the Team will be determined by the nature of the disruption but is likely to contain a minimum of:

- Principal / Business Continuity Co-ordinator;
- H&S rep/ log keeper; and
- administrative staff.

Figure 1: Plan activation showing information and communication flows:

Principal

Members of Advisory Borad

Academy Business Continuity Management (BCM) Team

Children and Young People. Academy will deploy resources to support School as appropriate

Teaching Staff

Facilities Staff

Admin Staff

Media Liaison
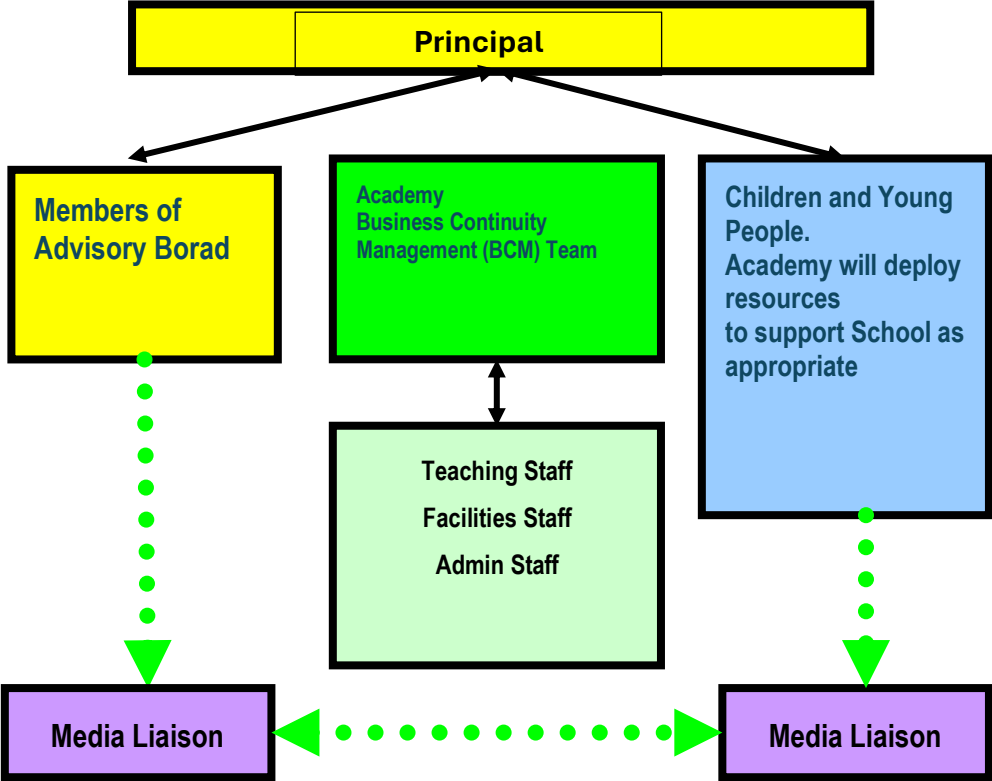
Media Liaison

Media Liaison

It is essential that the Academy responses to requests for information from media. Implementation of existing protocols will minimise the risk of contradictory and/or confusing messages reaching parents and the wider public.

The Principal will notify both the Press Office in the event of incidents that may involve liaison with the media.

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Section 3: School activities

Assessment of Activities

The Academy has identified the activities it undertakes that are critical to its operations. Inability to maintain these will diminish the reputation of the Academy. The Academy is primarily focused on the preparation and delivery of lessons throughout the school year. It may be possible to differentiate the level of criticality based on the age profile of pupils and proximity to key examinations (GCSE etc).

Other activities, e.g. Registration of Attendance and Maintenance of Attendance Records, may be statutory requirements which must be undertaken on a frequency basis, e.g. daily, weekly etc.

1. Dynamic Assessment

During periods of disruption, the Principal / Business Continuity Co-ordinator (BCC) may re-determine the priority of actions on the basis of immediate need and availability of resources. The following priorities should be addressed at all times during activation of this Plan:

- pupil and staff safety;
- maintaining provision of education and pupil welfare; and
- minimising financial loss.

2. Critical activities

The following table assists with the identification of:

- Which Academy activities are critical (must be maintained at times of disruption)?
- How disruption affects these activities over time and against a range of business disruption risks (i.e this is the *Business Impact Analysis*).
- The resources required to return to normal levels of service delivery.

Critical activities summary

Guidelines for deciding if the activity is critical to the academy, i.e., What would happen if that section stopped functioning? Consider the impact against each of the headings shown.						
Function	**Is there an impact on human welfare/ environment/ security?**	**Legal Implications (delivery is a statutory requirement)**	**Financial Implications (loss of revenue/ payment of compensation)**	**Is the function critical for the School?**	**Comments**	**Contact Officer (i.e. person responsible for service delivery: Head of Service, Manager, etc)**
	Y/N	Y/N	Y/N	Y/N		

Business Impact Analysis

	Priority	1	2	3	4
	Function / description of service				
Effect on service delivery if....	Shutdown for 24hours				
	Shutdown for up to 3 days				
	Shutdown for 4 days or more				
How is the function affected by the following disruptions?	There is a Fuel shortage? Are key staff critical car users?				
	Utility failure (Power, Water, Gas, Telecoms)				
	Long term and / or significant staff absence. What are minimum staffing no's?				
	Key building(s) unavailable? Is there an agreed alternative? Can key staff work from home?				
	Severe weather (Flooding, Heavy Snow, Heatwave)				
	Supply chain failure				
	IT failure – is the IT system protected with Service Birmingham's Disaster Recovery Plan (SBDRP)? If not under SBDRP, then what local arrangements are in place?				

Recovery requirements

Critical Activities:					
Time	Staff	Premises	Equipment	Transport	Other
First 24 hours					
24 – 48 hours					
Up to 1 week					
Up to 2 weeks					

Risk Analysis

The aim of the risk analysis is to identify the events that could adversely disrupt the <u>Academy's' critical activities</u>, and identify how those activities could be made more robust to disruption.

The risk analysis should consider risks such as those identified as part of the Academy's Risk Register and where applicable the Children and Young People Directorate Risk Register.

(This is linked to the Business Impact Analysis earlier in this plan)

Hazard (examples)	Controls in place	Further control measures possible	Key contacts (for recovery not emergency assistance)
Fire			
Loss of Building(s)			
IT Failure - general			
Power Failure			
Loss of Key Staff			
Significant levels or long term staff absence			
Loss of Documentation			
Telecoms failure			
Flooding			
Fuel shortage			
Supply chain failure (equipment; agency staff; catering, etc)			
Loss of funding or income			

Appendix A: Academy Profile

Academy Name	Lumen Academy
Address	Warwick House, Opposite Town Hall, Coton Road CV11 5TL
Status	Alternative Provision
Pupil Profile	Year 9 to 19
Opening Hours	Monday to Friday ; 7:30 am to 6:00 pm
Other Features	Academic and Vocation courses Is an alternative provision
Head Teacher	Monika Sethi
Management Team	Monika Sethi, Jeannie Thompson, Jav Malik, zoe Thomas
Teaching Staff	4
Facilities Staff	1
Administrative Staff	0
Other Staff	
Advisory Board	Ravinder Singh and Sabir Afzal
Emergency Role	Jav Malik (H&S Rep)
Other Information	Any other information considered relevant

Appendix B: Impact Assessment

Monitoring Impact

The Principal / Business Continuity Co-ordinator (BCC) will monitor the level of impact on normal operations. This will include resources diverted to respond to the incident and those assets that have been depleted (either damaged/destroyed or merely subject to temporary denial of access). Dynamic assessment of the extent of disruption will establish the need for intervention. This can then be viewed in the context of resources available to fully restore normal operations.

- o Pupil welfare
- o Staffing issues
- o Security
- o Health and safety
- o Premises
- o IT systems
- o Electronic and paper records
- o Utilities
- o Classroom and administration office equipment
- o Transport
- o Interdependency Issues
- o Media and reputation issues
- o Finance
- o Forthcoming events / scheduled critical activities
- o Statutory reporting / performance data

Premises – In the absence of the Principal and the H&S rep, for anything to do with the premises and any emergency, please ring Dave Tirabasso on 07729177555

Reviewed By: Monika Sethi   September 2024

Next Review Date: September 2025

Approved by Director: 11th September 2024

Signed:

Monika Sethi
Principal and Director