




Business Continuity Plan (BCP)

(Rev Jan '24)

Adopted by The Hawksmoor Learning Trust	Signature	
	Print Name	Peter Spruce
	Date	30 th Jan 2024
	On behalf of the Hawksmoor Learning Trust	

Contents

1. Introduction..... 3

2. Definitions 3

3. Powers. 3

6. School Plans..... 4

7. Emergency Contact Information 4

8. Activation..... 4

Roles and Responsibilities 5

9. CEO 5

10. Incident Management Team. 5

11. Class Teachers..... 5

12. Staff..... 5

Business Recovery in the Event of a Loss of Building or Site Space 6

13. General. 6

14. Insurance. 6

15. Financial Support..... 6

16. Temporary Accommodation and Locations. 6

 16.1. General. 6

 16.2. Less than 1 month. 6

 16.3. Greater than 1 month..... 7

Other Generic Threats 7

17. Other potential threats..... 7

1. Introduction.
 - 1.1. The Hawksmoor Learning Trust (THLT) Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing operational effectiveness following a major incident.
 - 1.2. This BCP must be read in conjunction with the;
 - 1.2.a. plans located at each school and
 - 1.2.b. Trust Risk Register.
 - 1.3. Prime Consideration.
 - 1.3.a. The overriding priority at all times is the safety and well-being of the pupils and staff in individual schools.
 - 1.3.b. Decisions to implement the BCP, to close one or more schools or instigate other actions will be taken to protect pupils and staff and will always be made with the welfare and safety of pupils and staff at the foremost consideration.
2. Definitions

Disaster	A disaster is the escalation of an emergency where normal conditions are not expected to be recovered for at least 24 hours.
Emergency	An emergency is any event which causes, or has the potential to cause; injury, loss of life, damage to property or significant business disruption.
Trust (The Trust)	Means The Hawksmoor Learning Trust
3. Powers.
 - 3.1. Emergency. An emergency may be declared at a school by:
 - 3.1.a. The CEO.
 - 3.1.b. The Head (After consultation with the CEO).
 - 3.1.c. The Head of School (After consultation with the CEO).
 - 3.2. Disaster.
 - 3.2.a. The CEO (or a nominated deputy) may declare a disaster.
 - 3.2.b. Once a 'Disaster' has been declared, the CEO;
 - 3.2.b.i. is the final arbiter until the 'Disaster' has been downgraded to an 'Emergency' and
 - 3.2.b.ii. must be involved in all key decision making.
4. On declaring an 'emergency' or a 'disaster', the CEO must inform the Chair of the Trust without delay.
5. Annual Review. This document should be;

- 5.1. reviewed annually by the CEO and
 - 5.2. presented for adoption at the first Trust Board Meeting of each academic year.
6. School Plans.
- 6.1. Each School must have the following which must be reviewed annually by the Local Academy Board at its first meeting each year:
 - 6.1.a. Emergency Plan
 - 6.1.b. Fire Evacuation Plan
 - 6.1.c. Fire Risk Assessments
 - 6.1.d. General Risk Assessments
 - 6.1.e. Snow and extreme weather plans and procedures
 - 6.1.f. Lockdown Procedures
 - 6.2. These documents are held by each school.
7. Emergency Contact Information
- 7.1. Emergency Pack. An emergency pack is kept at the main / reception office at each school and includes:
 - 7.1.a. Copies of this document.
 - 7.1.b. All associated documents (Listed above).
 - 7.1.c. Site plans.
 - 7.1.d. Fire evacuation diagrams.
 - 7.2. GDPR Data.
 - 7.2.a. Access to staff and student data protected by GDPR eg home phone numbers, addresses, personal emails etc can be accessed on-line by the CEO / Finance Director / Trust Operations Officer or any other delegated member of staff authorised to access this information as a result of a declaration of an emergency and / or a disaster.
 - 7.2.b. The information accessed must be;
 - 7.2.b.i. directly relevant to resolving mitigating the situation and
 - 7.2.b.ii. used only for that purpose.
8. Activation.
- 8.1. Emergency. If an Emergency is called, it will be dealt with locally with support from The Trust as appropriate.
 - 8.2. Disaster.
 - 8.2.a. If the CEO determines that the situation is a 'Disaster', the BCP will be activated.
 - 8.2.b. The CEO will establish and lead the Incident Management Team (IMT).
 - 8.2.c. The IMT will consist of the:

- 8.2.c.i. Finance Director.
- 8.2.c.ii. Any other member of staff as required.

8.2.d. IMT contact details are at annex A.

Roles and Responsibilities

- 9. CEO
 - 9.1. Routine. The CEO is responsible for ensuring the BCP is;
 - 9.1.a. updated regularly,
 - 9.1.b. presented to the Trust Board for ratification at the first Trust Board Meeting every academic year and
 - 9.1.c. known and understood by all staff.
 - 9.2. Extremis. In extremis, the CEO is responsible for;
 - 9.2.a. Ensuring the appropriate emergency services are notified.
 - 9.2.b. If necessary, establishing a co-ordination centre near the disaster.
 - 9.2.c. Co-ordination of all status reports for specific audiences eg emergency services, local media, parents, pupils etc.
 - 9.2.d. Authorising release of status reports.
- 10. Incident Management Team.
 - 10.1. The IMT is responsible for acting under the direction of the CEO to restore normal conditions as soon as possible.
 - 10.2. Once an incident has been declared, all members of the IMT must;
 - 10.2.a. keep mobile phones switched on at all times and
 - 10.2.b. carry their mobile phones at all times.
- 11. Class Teachers.
 - 11.1. Teachers must ensure;
 - 11.1.a. the safety of pupils in their care and
 - 11.1.b. all pupil medicines are;
 - 11.1.b.i. removed from the classroom,
 - 11.1.b.ii. accounted for and
 - 11.1.b.iii. held securely.
- 12. Staff.
 - 12.1. Staff are required to co-operate with the IMT in support of the BCP.
 - 12.2. In the event that staff are sent home, they should remain available during normal working hours.
 - 12.3. Media. Staff must not, under any circumstances, contact media outlets or respond to media enquiries without the express permission of the CEO on each occasion.

- 12.4. Social media contact. Staff must not, under any circumstances comment on social media posts or post any relating to, or that could be construed to relate to, any emergency or disaster relating to any part of the Trust.

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

13. General.
- 13.1. Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of THLT.
- 13.2. Temporary working facilities are the responsibility of the School supported by THLT.
14. Insurance.
- 14.1. THLT and the schools within the Trust are insured through the Risk Protection Arrangement (RPA) scheme set up by the DfE which covers the reinstatement value of the property.
- 14.2. The FD will be the focal point for liaison with the RPA.
15. Financial Support.
- 15.1. It is appreciated that there may be the need to act swiftly and proactively to keep disruption to a minimum.
- 15.2. Once an 'emergency' or a 'disaster' has been declared, the CEO will be granted authority to spend, or incur financial liability, for up to £25,000 without further recourse to the Trust Board.
- 15.3. The Trust Board expects the CEO, where possible, to adhere to the extant Financial Scheme of Delegation but will look on non-adherence sympathetically.
- 15.4. Any non-compliance issues must be reported to the Trust as soon as is sensibly practicable.
16. Temporary Accommodation and Locations.
- 16.1. General.
- 16.1.a. The location of temporary accommodation will be determined based on the;
- 16.1.a.i. space required and
- 16.1.a.ii. circumstances available at the time.
- 16.1.b. It should be noted that it may not be possible to relocate all the pupils in a single location.
- 16.2. Less than 1 month.
- 16.2.a. The TFM is responsible for;
- 16.2.a.i. identifying possible temporary;
- accommodation within other schools in the Trust and
 - locations near Trust Schools,

- 16.2.a.ii. scoping potential capacity for temporary occupation for up to one month,
- 16.2.a.iii. making contact with key staff and
- 16.2.a.iv. introducing Trust site staff to these key staff.
- 16.2.b. The TFM and site staff should maintain a loose relationship with key personnel at potential temporary locations.
- 16.3. Greater than 1 month.
 - 16.3.a. If the interruption is likely to be more than 1 month, the 'less than one month' temporary accommodation will be occupied.
 - 16.3.b. The CEO, in conjunction with the ITM will assess the situation and plan accordingly. Longer term accommodation may include:
 - 16.3.b.i. use of spare capacity in other schools,
 - 16.3.b.ii. rental of office accommodations,
 - 16.3.b.iii. leasing of temporary accommodation eg portacabin and
 - 16.3.b.iv. other sensible options.
 - 16.3.c. The CEO and TFM should carry out site reconnaissance to scope possible locations for temporary, portacabin, type accommodations eg offices & classrooms.

Other Generic Threats

- 17. Other potential threats.
 - 17.1. Other generic threats are covered in the Risk Register.

30th Jan. 2024

Peter Spruce
Trust Chief Operating Officer

Annex A to THLT BCP

IMT Contact Details

CEO	Andrea Curtis	078 6058 9776	CEO@THLT.Academy
Finance Director (FD)	Jonathan Davis	075 3820 6527	FD@THLT.Academy
Trust Facilities Manager (TFM)	Dave Mitchell	075 3560 8534	TFM@THLT.Academy
Trust Finance Officer (TFO)	Jo Nolan	079 3296 3705	TFO@THLT.Academy
Trust Operations Officer (TOO)	Kay Baul	079 3296 3726	TOO@THLT.Academy
BLPS. Head	Paula Harwood	078 8786 8804	Head@BLPS.THILT.Academy
MWPS. Head of School (HoS)	Dan Cox	073 4221 4265	HoS@MWPS.THILT.Academy
NHPS. Head of School (HoS)	Joe Fulford	079 2851 6992	HoS@NHPS.THILT.Academy
TRPS. Head of School (HoS)	Jenny Jeffery	078 8367 4575	HoS@TRPS.THILT.Academy