



LDBS Academies Trust

LDBS Academies Trust
&
LDBS Academies Trust 2
Business Continuity Plan for Disaster Recovery in
the Event of a critical incident

DATE APPROVED	December 2025		
NEXT REVIEW DATE	December 2027		
SIGNED (EXECUTIVE) HEADTEACHER		DATE	
SIGNED CHAIR OF THE LOCAL ACADEMY COMMITTEE		DATE	



Vision Statement

Grounded in faith, growing beyond expectations, serving with love

At LDBS Academies Trust, our vision is inspired by the parable of The Mustard Seed (Matthew 13: 31-32). Every school within our Trust, like the mustard seed, holds the potential to grow beyond expectations. Through careful nurture and high aspirations, we create the right environment for this growth. Just as the mustard seed in the parable becomes a thriving tree where birds perch in the branches, so too will our schools be broad and inclusive places of blessing and belonging, in which pupils and adults alike can flourish.

Grounded in faith, inspired by hope and walking in love, we work together to broaden our horizons, to equip one another for action and to empower all for service. As we grow beyond expectations, we bring the transforming presence of the kingdom of God into our communities.



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1. Introduction

1.1. The [insert the name of School] ('the School') Business Continuity Plan ('BCP') has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with the School's Fire Evacuation Plan – the operation of which does not necessarily activate the BCP.

2. Definitions

2.1. An emergency is any event which causes, or has the potential to cause, injury, loss of life, damage to property or significant business disruption.

2.2. 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.

3. General information

3.1. Review and Training

3.1.1. This document should be reviewed biennially by the School's Senior Leadership Team, the Local Academy Committee ('LAC') and the LDBS Academies Trust and LDBS Academies Trust 2 (collectively referred to as 'the LAT') Boards of Directors.

3.2. Association Documents and Information

3.2.1. Associated documents to the BCP are the Lockdown (Critical Incident Response) Procedure, the Fire Evacuation Plans, the Fire Risk Assessment and the Snow Chain – pyramid telephone contact list.

3.3. Emergency Contact Information

3.3.1. An emergency information pack is kept at the reception in the main school office and includes (1) copies of this document and (2) the Snow Chain.

3.3.2. Access to staff and student data (those on roll at the School) with home telephone numbers can be accessed on-line from [insert the location].

4. Strategy

4.1. If a disaster is declared by the School's (Executive) Headteacher or their Deputy / Head of School, both the LAT's BCP and the School's BCP will be activated.

4.2. Staff communication will be via email and the website, if this is accessible and operational, or by the use of the Snow Chain if it is not.

4.3. The following organisations may need to be advised of the implementation of the BCP as soon as possible:

Chief Executive of the LAT – 020 7932 1154

Finance Manager for the LAT – 020 7932 1149

London Diocesan Board for School's Principal Buildings and Development Officer –
07710 569 600

Health and Safety Advisors – [insert number]

Health and Safety Executive ('HSE') – [insert number]

Insurance Advisors – They are contacted via the Finance Manager for the

LAT Local Policy – [insert number]

Local Fire Service – [insert number]

5. Roles and Responsibilities

5.1. (Executive) Headteacher or their Deputy

5.1.2. The (Executive) Headteacher is responsible for the implementation and co-ordination of the BCP, including:

Immediately contact the Chief Executive Officer of the LAT and the Finance Manager for the LAT if the disaster relates to the building, environment, or the Information, Communication & Technology Infrastructure, to establish if the building can be reoccupied and / or service delivery reinstated.

Coordination of status reports / communication for the benefit of all audiences (including staff, students, parents, the Local Authority, the Academies Team at the Department for Education and the Press)

Maintaining the BCP in an up to date format by delegating responsibility to the School Business Manager for updates.

5.2. Incident Management Team

5.2.1. Led by the (Executive) Headteacher, the Incident Management Team ('IMT') includes all Deputy Headteachers / Heads of School / Assistant Headteachers, the LDBS Principal Buildings and Development Officer, the (Executive) School Business Manager and the Site Manager. Additional members of the team will be recruited to match the specific needs of the incident.

5.2.2. The IMT is responsible for acting under the direction of the (Executive) Headteacher (or their Deputy) to restore normal conditions as soon as possible.

5.3. Staff

5.3.1. Staff are required to cooperate with the IMT in support of the BCP.

5.3.2. In the event that the staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6. Procedure for closing the Academy

6.1. Closure in advance of a School Day

6.1.1. The School can be closed in advance of a normal School Day using the following system:

Gain authorisation to close the School from the (Executive) Headteacher or their Deputy.

The (Executive) Headteacher, or their Deputy (actioned by [insert name of individual]), to notify the School's intention to close to the LAT central office. The (Executive) Headteacher, or their Deputy, to notify the Local Authority regarding the close of the school via the Local Authority's online website (actioned by [insert name of individual]). If the [insert name of individual] is not available, please contact [insert name of individual], Director of Children's Services Office. Implementation of the School's Snow Chain (actioned by the Senior Leadership Team).

Record the closure of the School on the home page of the School's website (actioned by [insert name of individual]).

Inform all parents through text messages via the 'Keep Kids Safe' system (actioned by [insert name of individual]).

6.2. Immediate places of safety

6.2.1. In the event of a major incident on site requiring the School to be closed, the students will assemble at the primary assembly points. If these are not useable, then the staff will escort students to the secondary assembly points.

6.2.2. An assigned member of the IMT should collect the Emergency Grab Bag and take it with them to the assembly points.

[Insert here a map showing primary and secondary assembly points.]

6.3. Off-site place of safety

6.3.1. It is becomes necessary to evacuate the site completely, the students will be escorted to [insert location], from where they can be collected or from where they can be released to make their own way home.

6.3.2. An assigned member of the IMT should collect the Emergency Grab Bag and take it with them to the assembly points.

7. Business recovery in the event of a loss of building(s) or site space

7.1. General

7.1.1. Replacement of the building(s) and facility(ies) that has(ve) been damaged or made unavailable will be the responsibility of the LAT, working with the London Diocesan Board for School's Principal Buildings and Development Officer.

7.1.2. In the event of the building becoming unavailable, the School will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due.

7.1.3. Temporary working facilities are the responsibility of the School and the LAT, for which it holds insurance (please see below).

7.2. Insurance

7.2.1. The School holds insurance to cover the cost of temporary accommodation.

7.3. Replacement site facilities

7.3.1. The size and scope of facilities for the school will vary according to circumstances. In the first instance, contact should be made with the London Diocesan Board for School's Principal Buildings and Development Officer.

7.3.2. The location of the temporary accommodation will be determined based on the space required and the circumstances at the time. Schools will be able to utilise the resources and space at other LAT schools.

7.3.3. Erecting additional buildings on the School's current campus site will always be the preferred solution.

8. Pandemic Threat / Mass Staff Unavailability

8.1. Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

8.2. In the event of mass staff illness, the IMT will shut down the School to students using the same procedures described above.

9. Other threats

9.1. The following other threats have been considered:

- Phone and Information, Communication & Technology Loss.

 - Finance process breakdown – failure of payments to staff and suppliers.

 - Utilities / Energy supply failure.

 - Service delivery loss of general nature – the School is unable to provide buildings or Information, Communication & Technology support.

 - Key supplier failure other than the School's – i.e. catering, transport, etc.).

 - Evacuation due to nearby incident.

 - Prolonged bad weather.

 - Union strike actions.

- Terrorist attack or threat.

10. Emergency Grab Bag

10.1. The Emergency Grab Bag must be:

- Fully resourced and replenished;
- Checked regularly to ensure all contents are working and usable;
- and Stored in an agreed location.

10.2. The School should ensure that there are nominated members of staff who are responsible for collecting the Emergency Grab Bag during an emergency or evacuation of the School.

10.3. The Emergency Grab Bag should contain:

- A hard copy of the School's BCP and Fire Evacuation Plan;
- A hard copy contacts list of students, staff, contractors and partner agencies;
- A laminated copy of the school site plan (for the emergency services if they need it);
- First aid kit;
- Armbands / high visibility tabards;
- Whistle (this should not be used if the Fire Brigade are present as they use whistles to signal Fire Officers); and
- Any other additional items that the School feels should be included into it.

10.4. The Emergency Grab Bag must be audited at least once per term by the nominated member of staff.



11. Draft Recovery Action Plan

Operational Threat	Steps to restore normal working	Action delegated to	Comments / Notes
Phone and ICT Loss			
Finance process breakdown – failure of payment to staff and suppliers			
Utilities / Energy supply failure			
Building loss – partial or complete (i.e. fire, flood, etc.)			
Service delivery loss of a general nature – the School's inability to provide building or ICT support			
Key supplier failure other than the School (i.e. catering, transport, etc.)			
Evacuation due to nearby incident			
Fire			



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