



**The Greetland Academy Trust**

**Business Continuity Plan**

# Plan Purpose and Scope

## Purpose

To provide a flexible framework to manage the response of The Greetland Academy Trust (and each individual Academy) within the Trust to any disruption or emergency, maintain critical activities and recover from the incident quickly and efficiently.

## Scope

The Greetland Academy, West Vale Primary School & Raynville Primary School are within the scope of this plan.

## Links to other plans and procedures

The Greetland Academy Emergency Plan & Risk Register  
West Vale Primary School Emergency Plan & Risk Register  
Raynville Primary School Emergency Plan & Risk Register

## Plan Activation

### **Circumstances**

This Plan will normally be activated to manage the response to any incident causing significant disruption to normal service delivery, particularly the delivery of key/time critical activities. Plan activation triggers may include:

- Loss of key people or skills, e.g. above normal levels of absenteeism due to illness/injury or other scenarios such as severe weather, changes in service structures, major transportation disruption, emergency response duties or people leaving the organisation
- Loss of critical systems, e.g. ICT network disruption, telephone outage, utilities disruption or third party supplier disruption
- Denial of access, or damage to, facilities, e.g. loss of a building through fire or flood, an external emergency where emergency service cordon would prevent access for a period of time, utilities failure. This may include the activation of continuity arrangements in the event of an office move.
- Loss of key resource such as an external supplier or partner vital to the delivery of a key service or activity

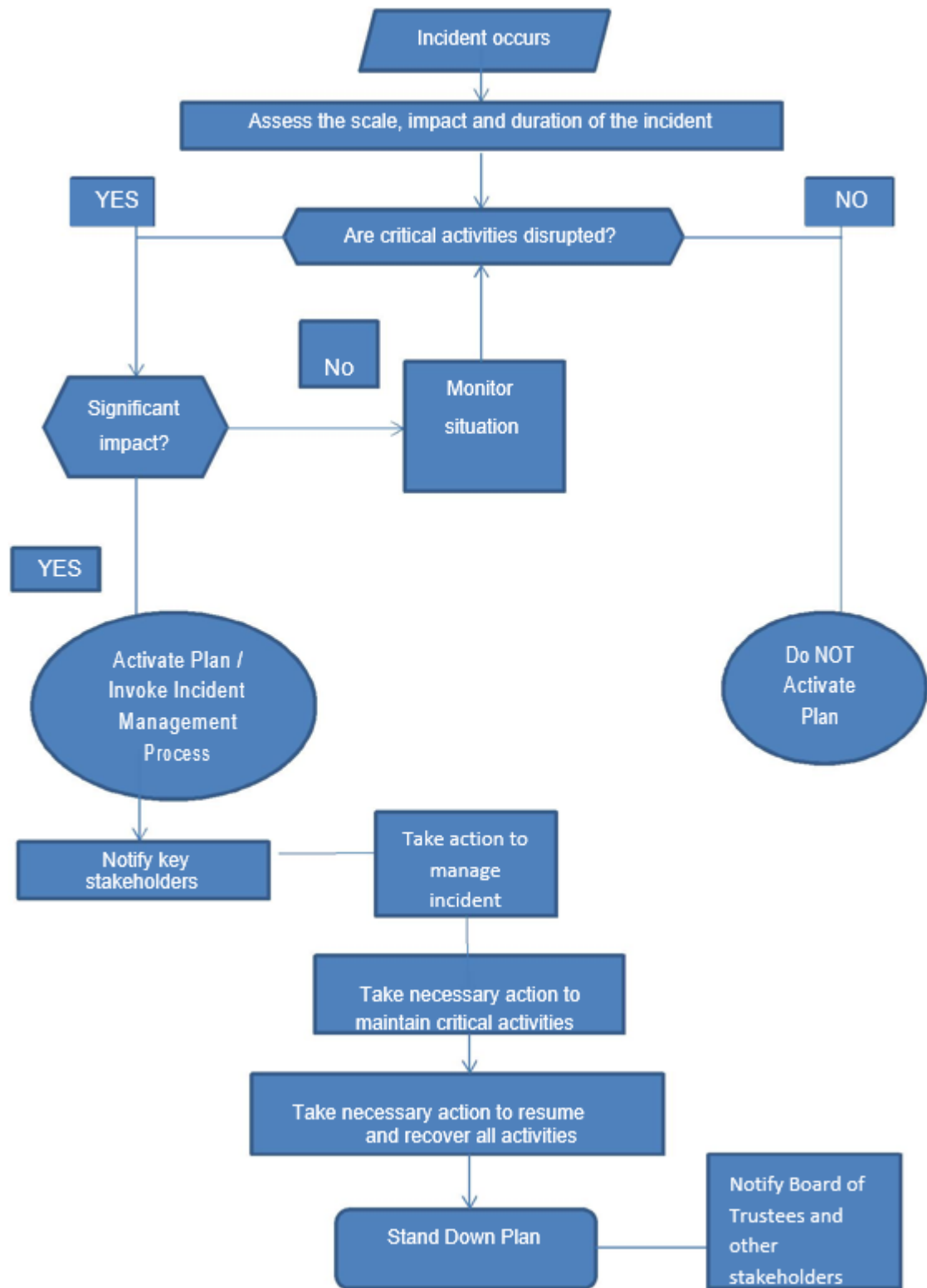
### **Authority:**

Authority to activate the TGAT Business Continuity Plan rests with the CEO. The activation of the plan at academy level rests with the CEO as Incident Manager & Principal, In his/her absence responsibility lies with a Deputy or in the event of there being no Deputy on site the Business Manager or Chief Operations Officer.

## Notification Procedures

| <b>Who</b>          | <b>Why</b>  |
|---------------------|---|
| Principal           | Informs the CEO   |
| CEO                 | Takes the decision on whether the Emergency Plan should be activated.<br>Works alongside the Principal as Incident Manager<br>Keeps the Trust Board informed. |
| Principal           | Works through the emergency plan beginning with the checklist on initial action.<br>Keeps the CEO and Board of Governors updated.                             |
| Trust Board of TGAT | Responsible for strategic decisions relating to the Trust in response to specific incidents   |
| Board of Governors  | Responsible for support relating specifically to individual academy in response to significant incidents  |

## Plan Activation Process



## Recovery

|                         |  |
|-------------------------|--|
| <b>Generic issues</b>   | Debriefing – evaluation and lessons learnt |
|                         | Impact                                     |
|                         | Recovery structures and processes          |
|                         | Data protection and sharing                |
|                         | Working with the media                     |
|                         | Investigations and prosecutions            |
| <b>Human Assistance</b> | Needs of people – health and non-health    |
|                         | Community engagement                       |
|                         | Commemoration                              |
|                         | Community Cohesion                         |
| <b>Environmental</b>    | Impact on local area                       |
| <b>Economic</b>         | Economic and business recovery             |
|                         | Financial impact                           |
| <b>Infrastructure</b>   | Access to and security of sites            |
|                         | Utilities                                  |
|                         | Repairs/Damaged School Buildings           |
|                         | Site Clearance                             |
|                         | Dealing with insurance issues              |