



Great Heights Academy Trust

Business Continuity Plan

Plan Purpose and Scope

Purpose

To provide a flexible framework to manage the response of Great Heights 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 Academy, Raynville Academy, Carlinghow Academy and Bowling Green Academy are within the scope of this plan.

Links to other plans and procedures

Each academy has a bespoke emergency plan and 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/pandemic 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

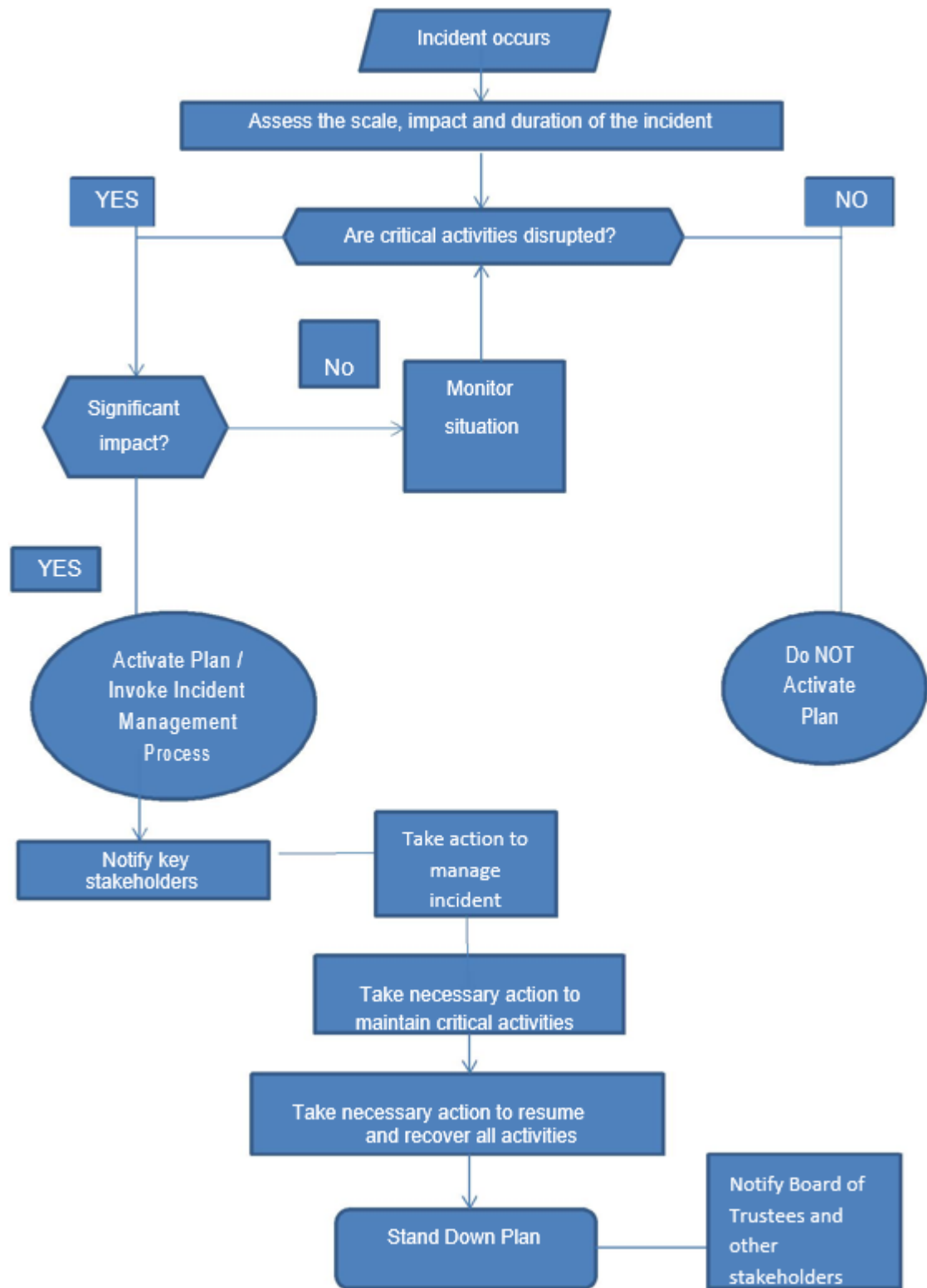
Authority:

Authority to activate the GHAT 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

Who	Why
Principal	Informs the CEO
CEO	Takes the decision on whether the Emergency Plan should be activated. Works alongside the Principal as Incident Manager Keeps the Trust Board informed.
Principal	Works through the emergency plan beginning with the checklist on initial action. Keeps the CEO and Local Governing Body updated.
Trust Board of GHAT	Responsible for strategic decisions relating to the Trust in response to specific incidents
Local Governing Body	Responsible for support relating specifically to individual academy in response to significant incidents

Plan Activation Process



Recovery

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