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VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. New Document	Trust Board	New Policy
2. Review	Head of Governance and Compliance/ALET Board	Full review

Business Continuity Plan

Our vision at Activate Learning Education Trust is “transform lives through learning’ by igniting confidence, expanding opportunities, energising the community, and generating prosperity. Through our Learning Philosophy and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive

Our Learning Philosophy is rooted in the dynamics between the brain, motivation and our emotions.

Policy Statement

Activate Learning Education Trust is committed to safeguarding and promoting the welfare of all learners, staff, and volunteers and to manage business continuity in the event of a range of disruptions to services.

Policy Purpose

The purpose of this plan is to ensure strategies, processes and systems are in place for the prevention and recovery from potential threats. The plan aims to ensure that personnel and assets are protected and able to function quickly in the event of a disaster.

This plan should be read in conjunction with the Trust’s Crisis Management Policy, local school evacuation plans and emergency procedures that cover immediate emergency management of an incident.

Principles

- To safeguard all learners, staff, volunteers, and visitors.
- To maintain business continuity.
- To resume business functions quickly in the event of a major disruption.

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1. Introduction

The Activate Learning Education Trust 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, utilising the online learning platform where possible and bringing to life the values of empowerment, enterprise, connectedness, and transformation. This plan should be read in conjunction with the Trust's Crisis Management Policy and local school evacuation plans and emergency procedures that cover immediate emergency management of an incident.

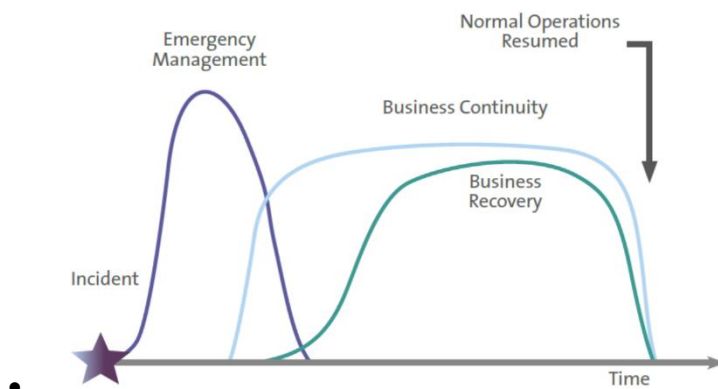
2. Aim

The aim of this plan is to provide guidance and support to enable Activate Learning Education Trust to respond to the impact of severe disruption due to a variety of causes and to achieve the following.

- To safeguard the safety and welfare of all learners, staff, volunteers, and visitors.
- To resume the provision of education services at the earliest opportunity and where possible secure a continuation of learning, by using the online learning platform.
- To create working environments where all learners feel safe and secure to experiment and learn thereby removing any barriers to learning.
- To maintain the community and identity of each school.
- To return to normality or a new way of working whereby all learners and staff are motivated to continue providing an education service.

3. Definitions

- **Emergency** – A serious, unexpected, and often dangerous situation requiring immediate action.
- **Disaster** – A sudden accident or natural catastrophe that causes great damage or loss of life.
- **Business continuity** – An organisations ability to continue its essential functions at an acceptable level following a disruptive incident. This will involve making whatever temporary arrangements are necessary for the organisation to continue with its essential functions. Depending how long recovery takes, the business continuity arrangements may need to be in place for considerable time.
- **Disaster/Business Recovery** – The process of returning an organisation to a state of normality following the occurrence of a disastrous event.
- **Risk Management** – The overall approach to handling risk within an organisation involving the systematic identification of threats, their assessment and prioritisation and the implementation of responses to reduce the likelihood of the threats being realised.
- **Emergency Management** – The immediate actions an organisation needs to take when an incident occurs that impacts on the normal operations and requires different responses. It's likely to involve liaison with multiple agencies and establishing an effective communications chain is a key consideration.



4. Legislation and statutory requirements

Civil Contingencies Act 2004

5. Links with other policies and key documents

Crisis Management Policy
Local School Evacuation Procedures
Local School Lock down Procedures
Local School Closure Procedures
Risk Management Strategy and Policy

6. Strategy

If a disaster is declared by a member of the Executive Group or their deputy, both the ALET Crisis Management Policy, the individual school's emergency incident procedures along with the ALET Business Continuity Plan will be activated.

The Primary objective of the Business Continuity Team is to restore the ability to provide an education provision as soon as practicably possible.

7. Business Continuity Management Team Structure (BCMT)

- Led by the CEO.
- Deputised by member of the Executive Group
- All senior leaders of the affected school will be part of the team.
- Site Supervisor
- Additional members from the school staff will be recruited to match the specific needs of the incident.
- Additional members from the wider ALET Central Team will be recruited to match the specific needs of the incident.

8. Roles and Responsibilities

Executive Group Member/and or their Deputy

The CEO is responsible for the implementation and co-ordination of the Business Continuity Plan, including:

- Immediately contacting the Head of Facilities and Head of IT (if the disaster relates to the built environment or the ICT infrastructure) to establish if the building can be re-occupied and/or service delivery reinstated
- Establishing the Business Continuity Management Team and Chair the meetings
- Co-ordination of the response
- Consider what resources are available and allocate accordingly
- Co-ordination of status reports/communication for the benefit of all audiences (including all staff, students, parents, LA – Local Authority Designated Officer, Academies Team at DFE, press etc.)

Staff

Staff are required to embody our values of connectiveness by co-operating with the Business Continuity Management Team (BCMT) in support of the Business Continuity Plan.

If staff are sent home, by embodying the ALET values of Empowerment and Enterprise, staff can continue to work via the availability of remote working technology. For those who need to be on site to fulfil their roles, they should remain available during normal working hours to connect with colleagues across the Trust and assist with any necessary tasks.

9. Potential Disruptions

The Activation of the Business Continuity Plan may be due to one of the following potential disruptions.

- Loss of Premises
- Loss of Utilities – Electricity/Gas, Water, Sewerage
- Loss of IT/Backup
- Mass Staff Shortages
- Epidemic/Pandemic
- Terrorist Incident

10. Monitoring Arrangements

Three yearly reviews by Head of Governance, Policy Committee and Trust Board.