

Staffordshire University Academies Trust
Business Continuity Plan 2020-21

Perton Primary Academy

Sandown Drive, Perton, Wolverhampton WV6 7PS

IN AN EMERGENCY

1	IF APPROPRIATE, CALL THE EMERGENCY SERVICES ON 999 (OR 112)
2	CONTACT THE EXECUTIVE PRINCIPAL ON 01902 291173 or 07593 436229
3	ALTERNATIVELY CONTACT THE HEAD OF SCHOOL ON 01902 291175 or 07841 033532
4	INFORM THE CHAIR OF GOVERNORS ON See main copy for mobile number
5	PAGE THE COUNTY COUNCIL'S DIRECTOR ON CALL ON 07623 910065 Leave your name, contact number & any relevant short message. [In the unlikely event that the SCC Director on Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. This can be done by calling 08451 213322. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message.] Please note that both of the above numbers are not public numbers and should only be used in an emergency.
6	<u>CONTACT THE CHIEF EXECUTIVE OFFICER ON 07912 217694</u> <u>CONTACT THE CHIEF OPERATING OFFICER ON 07841 033510</u>

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7	GO TO THE EMERGENCY ACTIONS CARD COMMENCING ON PAGE 12	
8	ACADEMIES TO WHICH THIS BUSINESS CONTINUITY PLAN RELATES:	
	Staffordshire University Academy, Marston Rd, Hednesford, WS12 4JH	01543 512415
	Moorgate Primary Academy, Hospital Street, Tamworth, B79 7EE	01827 215240
	John Wheeldon Primary Academy, Corporation St, Stafford ST16 3LX	01785 356636
	Perton Primary Academy, Sandown Drive, Perton, WV6 7PS	01902 742686
	Littleton Green Community School, Colliers Way, Huntington, Cannock, Staffordshire WS12 4UD	01543 227570
	Tynsel Parkes Primary Academy, School Road, Uttoxeter ST14 7HE	01889 221920
	St Edward's CE Academy, Hollow Lane, Cheddleton, Near Leek ST 13 7HP	01538714840
	Boney Hay Primary Academy, Chorley Road, Burntwood WS7 2PF	01543 227555
	Charnwood Primary Academy, Purcell Avenue, Lichfield WS13 7PH	01543 227560
	St Peter's CE Academy Alton, Town Head, Alton, Stoke-on-Trent ST10 4AW	01538 702321
	All Saints CE Academy, Oak Rd, Denstone, Uttoxeter ST14 5HT	01889 590418
	St Augustines Academy , Pipe Hay Lane, Draycott in the Clay, Ashbourne DE6 5BY	01283 820365
	Horton St Michael's CE First School, Reacliffe Road ,Rudyard Staffordshire, ST13 8RU	01538 306278
	St Luke's CE Primary Academy , Leek Road, Endon, Stoke-on-Trent ST9 9EB	01782 502369
	All Saints Primary School, School Lane, Bednall, Stafford, ST17 0SD	01785 334977
	St Leonards First School, School Lane, Dunston, Stafford, ST18 9AG	01785 712488
	Church Eaton Primary School, High Street, Church Eaton, Stafford, ST20 0AG	01785 823089
	St Paul's CE First School, School Lane, Coven, Wolverhampton, WV9 5AD	01902 291124
	Dove CE First School, Ashbourne Road, Rocester, Uttoxeter, ST14 5NW	01889 590203
	Little Aston Primary School, Forge Lane, Little Aston, B74 3BE	01217 949350

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i: Distribution List

Author(s): Name and Position	Donna Caton - Bursar	
Owner:	Staffordshire University Academies Trust	Review Date: September 2021
Approved by: (Principal)	Ms L SMALL	Date: September 2020

Name	Job Title	Organisation
Lynn Small	Executive Principal	PPA/LGCS
Kate Willis	Head of School	PPA
Marcus Francis	Chair of the Local Academy Council	PPA
Lorraine Walleth	Secretary	PPA
Andrew Cousins	Site Team	PPA
Staffs-Tech	ICT Team	Staffs Tech
Mary Walker	Chair of the Trust Board	SUAT
Keith Hollins	Chief Executive Officer	SUAT
Rachel Bailye	Chief Operating Officer	SUAT
Hope Kirkham	Operations Manager	SUAT
Liz Allen	Finance Director	SUAT
Tracy Ward	Director of Learning and School Improvement	SUAT

ii: Version Control

Version	Amendment	Incorporated by whom?	Date

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iii: Storage of Business Continuity Plan (BCP)

A hard copy of this Business Continuity Plan (BCP) can be found in the following places:

- Staff noticeboard (Excluding personal numbers on contact list)
- In the grab box/folder/bag (Office)
- At SUAT office

The electronic version of this BCP is located here:

- Academy Network Drive

All copies of this document which contain personal information and contact details must be kept secure at all times, whether paper based or electronically stored.

1.0 Preface

1.1 Description

This document is the Business Continuity Plan for the Staffordshire University Academies Trust and provides an outline of the steps to be taken to effect recovery. This document should be used to assist recovery of operations and continuation of work, following a major incident or situation which gives rise to significant business interruption.

The aim of this plan is to ensure that the Trust can continue to meet its Core Objectives, react appropriately and expedite recovery in the event of a major incident or situation which gives rise to significant business interruption, which threatens personnel, premises or the operational structure of one of its academies and requires special measures to be taken to restore a normal service.

The sections in this BCP cover functional recovery, BCP ownership and the relationship with the major incident management process. In addition, there are key third party and internal contacts specific to the Staffordshire University Academies Trust.

Staffordshire County Council's Incident Management Team (IMT) may also be contacted to provide support in the event of an emergency. Emergency contact details for SUAT and SCC can be found on page one of this document.

This plan may be implemented, in whole or in part, on the authority of SUAT's Chief Executive Officer.

1.2 Document Purpose

It is not intended that this BCP should be used for all disruptions at the Academies or the Trust. Minor disruptions should be resolved using routine management procedures. Appropriate Incident Management Teams will be activated for disruptions that are classified as major incidents.

The allocation of resources during the management of a major incident, such as workstations or meeting facilities, is subject to change by the IRT. The actual requirements will be determined based upon the operational priorities prevailing at the time, and the expected duration of the major incident. This BC Plan outlines the base requirements of the Staffordshire University Academies Trust.

During a major incident, the IRT will give direction on department recovery to department heads.

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1.3 Definition of Terms

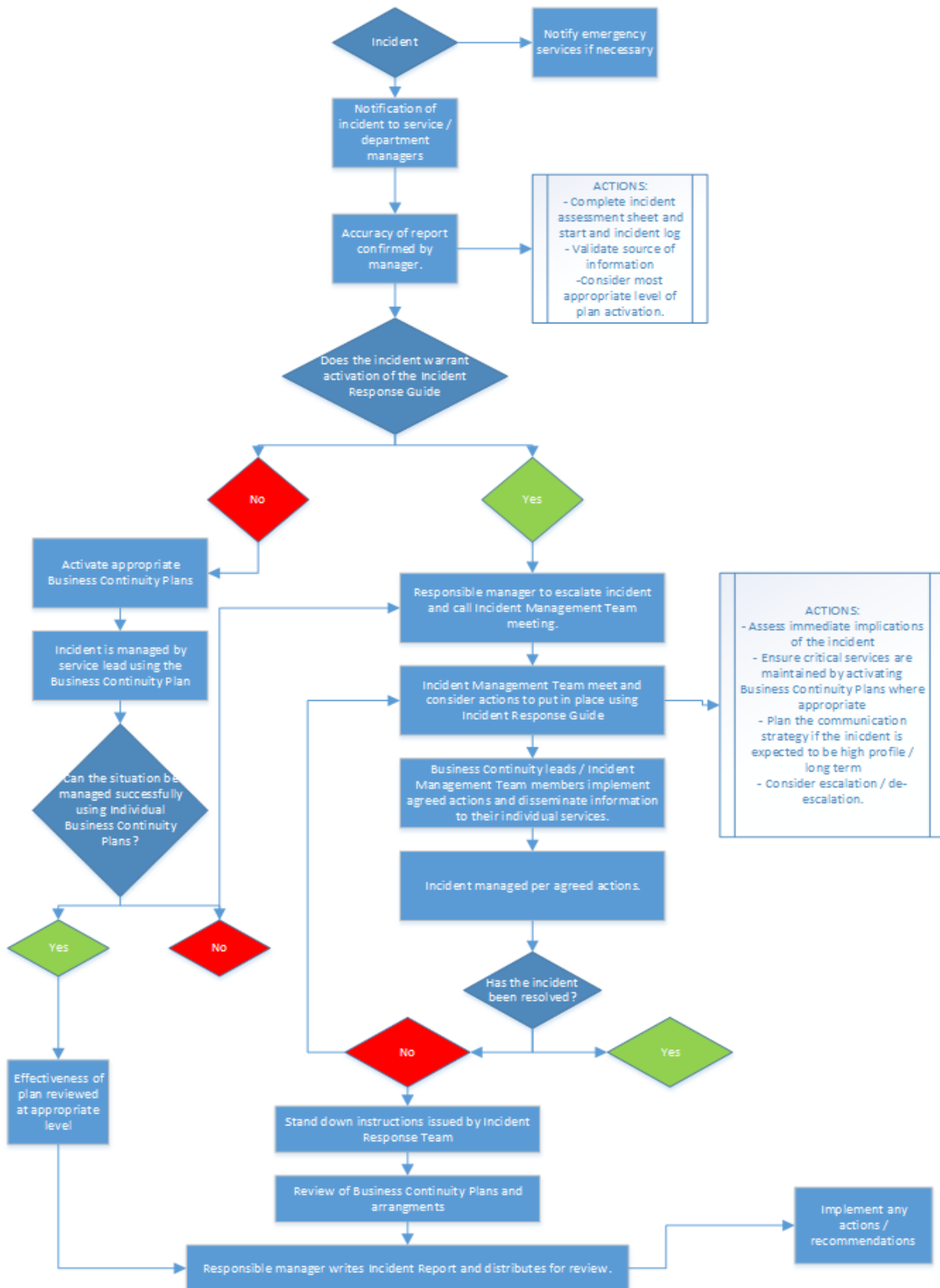
This document uses the following terms and abbreviations, their definitions are below:

Term	Definition
Business as Usual	The normal status of Academy operations.
Incident Management Team (IMT)	The senior management team which will assemble in response to a major incident.
Incident Response Guide	The plan used by the IMT to respond to a major incident; 'the Emergency Actions Card.'
Major incident	A disruption which the IMT will be called out to respond to. See appendix C for escalating to the Incident Management Team.
Maximum Data Loss	The maximum amount of IT data (measured in time) which may be lost between the previous good backup and the point of IT service failure.
Recovery Time Objective (RTO)	The timeframe during which the process or IT service must be recovered to minimal capability, in order to prevent an unacceptable impact on the Academy.
Maximum Acceptable Outage (MAO)	The timeframe during which the process must be recovered to full capability, in order to prevent an unacceptable impact of loss upon the Academy.

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2.0 Response Section

2.1 Initial Actions Flow Chart



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2.2 Initial Alternative Meeting Point

Identified immediate alternative location for the Academy to manage the incident from, if primary location is lost.

Perton Community Centre
Coleridge Drive
Perton
Wolverhampton
WV6 7QE

2.3 Business Recovery Team

Academy Incident Management Team.

The individual Academy's Incident Management Team should be comprised of suitably experienced staff members and experts from relevant disciplines who are able to understand and manage the likely impact of a major incident in order to minimise disruption to the operation of the Trust and its Academies. In a SUAT Academy this team will consist of:

- The Principal
- The Deputy Principal / Assistant Principal
- The Finance / Office Manager
- The Chair of the Local Academy Council
- The Site Manager / Site Technician
- The ICT Team / Support Provider

In addition, there will be support for that Academy from the central SUAT team of:

- The CEO
- The Chief Operating Officer
- Operations Manager
- Finance Director
- Finance Team
- Education Improvement Partners
- Web site support

The Trust Board will be kept fully informed by the Chief Executive Officer.

SUAT Incident Management Team Emergency Actions Card. The major incident Emergency Actions Card for use by the Academy Incident Management Team is provided in Section Three. This includes:

- Stage 1 – Immediate Actions required;
- Stage 2 – First 24 hours;
- Stage 3 – 24 hours to 2 weeks;

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- Stage 4 – Post Incident.

Person/Groups Responsible for the Actions

Individual academies may wish to predetermine the appropriate persons to undertake relevant roles as part of their emergency action plan. Alternatively, these may be determined on the day by the Principal depending upon the nature and scale of the incident and the personnel available at the time. Roles may be outlined in the table below:

Role	Name	Job Title	Responsibilities
BCP Lead			
Other Business Recovery Team members:			

Academy Emergency Contact List

Details of each Academy’s emergency contacts are listed in Appendix A. Individual academies should consider which of their important contacts should be listed in their emergency contact list. It should be noted that such personal information will be subject to the General Data Protection Regulation and personnel should be reminded that their details contained in this list may only be shared with the Emergency Services, Local Authorities and other organisations responding to an emergency situations.

2.4 Staffordshire County Council Support

During an emergency affecting an Academy the County Council can offer support in the following areas:

Directorate for Children, Young People and Families:

- District Education Officers;
- Corporate Management;
- Asset Management and Planning Division;
- Capital Development Group;

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- Educational Psychologists.

Development Services Directorate:

- Property Consultancy (the emergency out of normal working hours service is available via the Watching Station - call 0113 290 3001);
- Transportation;
- Highways;
- Asbestos Management Team;
- Access to various Contractors.

Social Care and Health Directorate:

- Health and welfare support and guidance.
- Mental health and wellbeing support.

Strategic Core:

- Strategic Health and Safety;
- Corporate Communications (Media);
- Corporate Risk Management.

Staffordshire County Council's Major Incident Management Team

When a major incident is declared then the full support of the County Council's Major Incident Management Team will become available to support the Academy affected by the incident.

The individual academy's finance / office manager will also contact SUAT's Chief Executive Officer and the Chief Operating Officer.

How to activate County Council support

The County Council's emergency contact number is **07623 910065**. This number is an internal County Council number and it is not released to any other organisations or to the general public.

- Calls to this number are taken by the Contact Centre operators who will gather as much information as is available and pass the details onto the Director On-Call.
- The Director On-Call will assess the situation and, either, pass the information to the appropriate County Council Manager or, if the situation demands, declare a major incident and activate the County Council's Incident Management Team.
- Whichever method is employed the County Council's support to the academy affected by an incident will be undertaken with the degree of urgency appropriate to the emergency.

2.5 Business Recovery Team

It is strongly recommended that details of the actions undertaken and the decisions made during an emergency situation are recorded for use during any subsequent inquiries. Templates of such documentation can be found from section 4.0 onwards in the Business Continuity Plan.

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2.6 Training and Exercises

The Principal and members of the Local Academy Council are responsible for ensuring that personnel with roles and responsibilities under this plan are properly trained and the plan tested at regular intervals.

The individual Academy's Incident Management Team will be responsible for maintaining and testing the Plan. They will keep their LAC updated at all times.

It is strongly recommended that all tests of the plan are appropriately recorded, with sufficient detail.

2.7 Review and Maintenance

The Principal, supported by SUAT's Chief Executive Officer and Chief Operating Officer and SUAT'S Central Support Team, will be directly responsible for the overall handling, coherence and effectiveness of the Academy's Emergency Action and Business Continuity Plan.

The Principal and the Local Academy are responsible for ensuring that an annual review of the Academy's Emergency Action Card is carried out and that any changes identified are incorporated. They will keep the CEO updated at all times.

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Section 3.0 Emergency Actions Card

Any problems call: 07623 910065 for advice and assistance from Staffordshire County Council

STAGE 1 – IMMEDIATE ACTION REQUIRED

Serial	Action	Contacts/Comments	Person/Group Responsible	Date/Time Completed	Inits
1	Any member of staff who becomes aware of an actual or potential major incident or issue should:				
1.1	Establish/assess, where possible, the nature of the loss of service, the likely cause and likely timescale of recovery.		Senior Leadership Team of that Academy		
1.2	Evacuate the premises, if appropriate.	<ul style="list-style-type: none"> Ensure everyone safe (including joint users and visitors); Restrict access to the affected areas. 	Principal		
1.3	Obtain a copy of pupils, staff and family contact lists.	Ensure a method to communicate is available.	Principal Receptionist		
1.4	Complete and maintain the appropriate Incident Documentation.	<ul style="list-style-type: none"> See Section 4.0 onwards of the business continuity plan. 	Finance / Office Manager of that Academy		
1.5	Record the details of casualties and obtain relevant information.		Receptionist		
1.6	Injury Considerations.	<ul style="list-style-type: none"> Who is accompanying injured person(s) to hospital; Provide accommodation; Provision of immediate transport, assistance, and counselling. 	All available staff		

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1.7	Principal, in consultation with the Chair of the LAC, is to decide on further action dependant on incident being inside or outside academy time.	i.e. decide whether to transfer to neighbouring academies and schools; send children home; arrange transport and notify parents.	Principal Chair of the LAC		
1.8	Establish priorities for salvage and advise emergency services and recovery team.	These might include e.g. Animals/livestock, key documentation and equipment.	Academy Incident Management Team		
1.9	Notify relevant emergency contacts of the incident.	<p>Notify SUAT CEO and COO.</p> <p>Phoning the number will activate support from the County Council including notifying all relevant people/groups and support officers from the County Council will attend the site as a matter of urgency, as necessary.</p> <ul style="list-style-type: none"> • District Education Officers; • Corporate Communications (Media) Officers; • Strategic Health and Safety Advisors; • Asset Management & Planning; • Property Consultancy (Building/Engineering Surveyor); • Asbestos Management Team. 	Principal Academy Incident Management Team		
1.10	Dependant on time scale and nature of incident continue to stage 2 or to post incident checklist .				

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Any problems call: 07623 910065 for advice and assistance from Staffordshire County Council

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts/Comments	Person/Group Responsible	Date/Time Completed	Initis
2.1	Establish/assess, where possible, the nature of the loss of service, the likely cause and likely timescale of recovery.	<ul style="list-style-type: none"> • Consider whether the incident can be managed locally; • Consider whether the incident requires the implementation of any special contingency arrangements; • Declare an emergency situation, if necessary. 	Principal		
2.2	Activate the Academy Incident Management Team, if appropriate.	<ul style="list-style-type: none"> • Consider suitable location for Team to manage the incident; • Consider calling for Civil Contingencies Emergency Vehicle. This can be done through the County Council. 	Principal		
2.3	Establish notification procedures.	<ul style="list-style-type: none"> • Staff – Text, Social Media, email, web site, meeting; • Parents – Text, Social Media, email, web site, meeting; • Keep all staff and people involved up to date; • CEO, COO and Chair of LAC. 	Principal CEO Academy Incident Management Team		
2.4	Ensure that the CEO and the Chair of the LAC are kept fully informed and updated on the ongoing situation.		Principal		

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2.5	Complete and maintain the appropriate Incident Documentation.	<ul style="list-style-type: none"> See Section 4.0 onwards of the business continuity plan. 	Finance / Office Manager		
2.6	Establish media communication.	Should be passed to the County Council Incident Management Team, Trust Board and LAC as soon as possible.	Principal		
2.7	Establish priorities for salvage.	Notify Emergency Services (Animals, documentation, equipment etc.).	Academy Incident Management Team		
2.8	Make alternative arrangements for examination groups, if appropriate.	Support from the County Council Incident Management Team.	Principal		
2.9	Record Financial expenditure.	To be communicated to the CEO, COO, Finance Director.	Finance / Office Manager		
2.10	ONGOING INCIDENT CHECKLIST – STAFF				
2.10.1	Hold a staff briefing session as soon as possible.	Select an appropriate location to do so. Consult with the CEO.	Principal		
2.10.2	Ensure all health & safety risks have been identified and are being managed.	Consult CEO, COO, Operations Manager.	Principal		
2.10.3	Communications.	Provide written information regarding the incident and how it will affect the Academy.	Academy Incident Management Team		
2.10.4	Consider rotas and timetables.	<ul style="list-style-type: none"> Staff Rota; Pupil timetables (exam issues). 	Principal / Deputy Principal		
2.10.5	Allocate staff at set locations to meet pupils returning to the Academy.		Principal Deputy Principal		

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2.11	ONGOING INCIDENT CHECKLIST – PREMISES				
2.11.1	Premises check list.	<ul style="list-style-type: none"> • Obtain building plans; • Walk through the buildings to amend and then mark on them the areas which have been affected by the incident; • Note any relevant amendments (obstacles, toilets, fire escapes etc); • Communicate to staff and pupils. • Consult Operations Manager if required. 	Academy Incident Management Team		
2.11.2	Reallocate space	<ul style="list-style-type: none"> • Parking; • Student areas; • Staff working areas etc. 	Academy Incident Management Team		
2.11.3	Review procedures for:	<ul style="list-style-type: none"> • Site Security; • Health & Safety; • Fire Prevention; • Asbestos Management; • Flood Protection; • Site Security; • Consult Operations Manager if required. 	Academy Incident Management Team		
2.11.4	Review lettings and joint use arrangements.	<p>Contact lettings. Discuss changes. Consult Finance Director.</p>	Finance / Office Manager		
.2.12	ONGOING INCIDENT CHECKLIST – PUPILS / PUPILS				

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2.12.1	Notification.	<ul style="list-style-type: none"> • Hold Assembly to pass on information, maps and timetables. • Consider appropriate locations to do so. • Communicate changes. 	Principal		
2.13	ONGOING INCIDENT CHECKLIST – PARENTS/GUARDIANS				
2.13.1	Hold parents/teachers meetings.	<ul style="list-style-type: none"> • Issue information sheet; • Letters issued via pupils; • Plan further meetings where required; • Update web site. 	Senior Leadership Team		
2.13.2	Change the message on the Academy answer-phone regarding changes to student attendance, etc.		Finance / Office Manager		
2.13.3	Provide notices around the Academy perimeter regarding progress.		Finance / Office Manager Site Team		
2.13.4	Update information to Academy users, Trust Board and local stakeholders.	<ul style="list-style-type: none"> • Pupils, staff, parents, CEO and LAC members; • Instigate communications plan, which covers such things as notice boards, newsletter, web sites, reception points, social media. 	Principal Deputy Principal CEO Web site manager		

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Any problems call: 07623 910065 for assistance and assistance from Staffordshire County Council

STAGE 3 – 24 HOURS TO 2 WEEKS

Serial	Action	Contacts/Comments	Person/Group Responsible	Date/Time Completed	Inits
3.1	Review Stages 1 and 2.		Academy Incident Management Team		
3.2	Identify most urgent ongoing issues.	The Academy will need to focus particularly on key educational needs.	Senior Leadership Team		
3.3	Identify useable facilities on site, or if there are no usable facilities on site, ensure accessibility to alternative provisions.		Academy Incident Management Team		
3.5	Review welfare support for pupils, parents and staff.	Establish counselling where required.	Senior Leadership Team		
3.7	Establish supply cover for teaching/non-teaching staff.	In consultation with the Academy Senior Leadership Team. Contact DLSI.	Principal		
3.8	Check/reschedule examination arrangements.		Principal / Deputy Principal		
3.9	Update information to Academy users and local community.	<ul style="list-style-type: none"> Pupils, staff, parents, CEO and LAC members; 	Senior Leadership Team		

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		<ul style="list-style-type: none"> Implement a communications plan, which covers such things as notice boards, newsletter, web sites, reception points. 			
3.10	Formalise the revised transport arrangements.		Senior Leadership Team		
3.11	Review services/deliveries to site.	In consultation with the Academy Senior Leadership Team, COO and Operations Manager e.g. catering; cleaning; electrical/heating services.	Academy Incident Management Team		
3.12	Prepare inventory to furnish alternative accommodation.	Obtain support from Finance Director / Operations Manager if required.	Finance / Office Manager		
3.13	Organise a briefing for the LAC.		Principal		

Any problems call: 07623 910065 for advice and assistance from Staffordshire County Council

STAGE 4 – POST INCIDENT

Serial	Action	Contacts/Comments	Person/Group Responsible	Date/Time Completed	Inits
4.1	Once the incident is nearing closure, when circumstances permit, plan for its stand down.	Continue communication with key stakeholders.	Academy Senior Leadership Team		
4.2	Consider a phased process with the acknowledgement that certain activities may have to continue for some time e.g. media relations and long term clean up.	Continue communication with key stakeholders.	Academy Senior Leadership Team		
4.3	Notify all contacted officers that the incident is closed.		Principal		
4.4	Ensure that all personnel are accounted for.		Principal		

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4.5	Arrange de-briefs for all staff involved including the members of the LAC and Trust Board, as necessary.	<ul style="list-style-type: none"> • Hold debrief immediately; • Internal structured de-brief within two weeks; • Inter-Agency structured de-brief as required. 	Academy Incident Management Team		
4.6	Complete and retain all documentation related to the incident in accordance with the Compliant Records Management Policy.	<ul style="list-style-type: none"> • Incident Notification Forms; • Incident Log Sheets; • All completed Action Cards; • All other paperwork/associated documentation relevant to the incident including electronic records. 	Academy Incident Management Team		
4.7	Review all risk management documentation which relates to the incident.	<ul style="list-style-type: none"> • Obtain support from the COO and Operations Manager as required. 	Principal Site Manager / Technician Finance / Office Manager		

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4.0: Incident Assessment Sheet Template

Note: The criteria in the table below should be used as a guide when assessing the incident and some points may not be relevant depending on what has happened.

Date:		Time:	
Major Incident trigger points.			Incident (Tick)
1. Have there been fatalities or multiple serious injuries suffered by any members of staff or third parties on Academy-related activities or is there significant risk of these occurring?			
2. Are there other serious staff or third party welfare implications affecting many people? E.g: <ul style="list-style-type: none"> • Critical illness. • Displacement / Loss of contacts. • Trauma / Kidnap. 			
3. Will School operations be significantly interrupted? E.g: <ul style="list-style-type: none"> • Exclusion from site • Failure of key processes. • IT /communications disruption. 			
4. Is the School's reputation under serious threat?			
5. Is there intrusive media involvement?			
6. Is a major commissioning relationship or partnership under threat?			
7. Is there a threat of serious liquidated damages or other financial claim?			
If any of the above can be ticked, contact CEO immediately.			
Assessment criteria			
1. Expected duration:			
2. Health and safety:			

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3. Impact on people (welfare, transport):
4. Impact on buildings and property (security, cordons):
5. Impact on IT and communications (network, telephony):
6. Impact on School operations/ frontline services
7. Possible future outcomes:
8. Potential for escalation or spread:
9. Potential for media involvement:
10. Implications for reputational damage:

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11. Other
Stakeholder list

6.2 Critical Process Recovery Strategy Template For processes identified as critical, a recovery strategy needs to be devised. The below table should be used to determine such strategies. The emergency action cards starting on page 12 of the Business Continuity Plan should be developed to assist you in achieving the minimum recovery requirements for each critical process, within their recovery time objective timescales.	Recovery Timescales					
	½ day	1 day	3-5 days	1-2 weeks	3-4 weeks	1 month +
Recovery Strategies						
What are the key tasks that need to be prioritised?						
Where else can the process be conducted? Examples to consider: <ul style="list-style-type: none"> - An undamaged part of the building (possibly replacing a lower priority service) - Somewhere the process is already conducted (another site) - A temporary alternate site - Work from home 						
What are the key job roles for this process and who else can do the work? Examples to consider: <ul style="list-style-type: none"> - What are the key job roles for this process? (e.g. must have 1 team leader available and 1 technical advisor). - Employees in another location - Employees who have formerly performed the work - Temporary members of staff, contractors or a contract service 						
What can be substituted for normal technology access? Examples to consider: <ul style="list-style-type: none"> - A manual workaround process - Accumulate data for later input - Go where the network is not impacted 						

What if a commissioned service fails to deliver?

Examples to consider:

- Acquire from inventory or alternate supplier
- Workarounds
- Do work in-house

What if critical equipment becomes unavailable?

Examples to consider:

- Outsource to someone else's equipment
- Borrow, rent, lease, purchase
- Go where the equipment is available

What if this process cannot operate?

Examples to consider:

- Alert dependent processes
- Provide assistance (including ETA and updates)
- Divert them to an alternate source.

6.3 Resource Recovery

Allocation of resources during the management of a major incident, such as space or workstations, is subject to change by the Academy Incident Management Team. The actual requirements will be determined based upon the operational priorities prevailing at the time, and the expected duration of the major incident. The following tables outline a preference model for the Staffordshire University Academies Trust. The re-provisioning of general space will be managed by Estates & Facilities; the table below outlines the strategy for providing such space. The actual availability of space may be subject to resource constraints.

Location						
Preferred Recovery Location						
Resource Recovery	Business as Usual (BAU)	½ day	1 day	3 -5 days	1 -2 weeks	3 – 4 weeks
Staff						
Teaching space						
Office workstations (includes pc, desk, phone)						
Remote Working						
Specialist Space						
Other resources						
Documentation						
Specialist IT and Hardware						
Other (e.g. specialist equipment)						

6.4 Dependencies / Suppliers Record

#	Who do you depend on	Who depends on you
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

6.5 Critical Periods Record

#	Critical Activity	Months Expected / Scheduled	Processes Affected
1			
2			
3			

6.6 Salvage Priorities Record

#	Salvage Item and Description	Location	Comments
1			
2			

7.0 De-brief

Conduct a debrief at an appropriate time following resolution of the incident.

Debrief conducted on (date / time)

At (location)

Individuals involved in the Meeting were:

Role	Role Holder	Role	Role Holder

Additional Attendees (if required):

Name	Role	Name	Role

7.1 Debrief Points

The matters listed below should be considered but comment is not necessary under each heading.

Incident detection and escalation:
Call out:
Information available:
Communications:
Effectiveness:
Decisions made:
Response of staff:
Costs and expenses:
Training implications:

Impact on the Academy:

Other comments:

7.2 Actions Arising from the Debrief

#	Action	Assigned to	Deadline
1			
2			
3			
4			
5			
6			

Appendix A: Contact List

Director On Call		Page the Director on Call on 07623 910065 Leave your name, contact numbers & any relevant short message.			
Academy Incident Management Team: each Academy to keep its own Appendix A with a Central Record held by SUAT					
Name	Job Title	Email Address	During Office Hours	Mobile	Out of Hours Contact Number
Keith Hollins	SUAT Chief Executive Officer	khollins@suatrust.co.uk	01782 987120	07912 217694	07912 217694
Rachel Bailye	SUAT Chief Operating Officer	rbailye@suatrust.co.uk	01782 987120	07841 033510	07841 033510
Lynn Small	Executive Principal	Exechead@suatrust.co.uk	01902 291173	07593 436229	07593 436229
Kate Willis	Head of School	k.willis@pertonacademy.co.uk	01902 291175	07841 033532	07841 033532
Donna Caton	Academy Finance / Bursar	dcaton@littletongreen.staffs.sch.uk	01543 227576		
Andrew Cousins	Site Technician	a.cousins@pertonacademy.co.uk	01902 742686		
Marcus Francis	Chair of Local Academy Council	m.francis@pertonacademy.co.uk			
Staffs Tech	ICT Support Team / Provider	support@staffs-tech.com	0330 016 5568	07480 463384	07825984531
Additional SUAT support staff:					
Hope Kirkham	SUAT Operations Manager	hkirkham@suatrust.co.uk	01782 987120	07519 106873	07519 106873
Liz Allen	SUAT Finance Director	lallen@suatrust.co.uk	01782 987120		
Tracy Ward	SUAT Director of Learning and School Improvement	tward@suatrust.co.uk	01782 987120	07841 033512	07841 033512

Neighbouring Schools Name	Address	Contact Information
Perton First School	Manston Dr, Wolverhampton WV6 7LX	01902 500450
Perton Middle School	Gainsborough Dr, Wolverhampton WV6 7NR	01902 758244
St Nicholas CE (VC) First School	Belvide Gardens, Chillington Dr, Codsall, Wolverhampton WV8 1AN	01902 842998
St Mary & St Chad First School	Newport St, Brewood, Stafford ST19 9BT	01902 850373
Other Alternative Premises Name	Address	Contact Information
Perton Community Centre	Coleridge Drive, Perton, Wolverhampton, WV6 7QE	01902 745971

Service / Team	Number
Emergency Services	999 – emergencies 101 – local police non-emergency number 112 – emergencies
Staffordshire Police Control Room	0300 123 2345
Staffordshire Fire & Rescue Service	0300 330 1000 – general enquiries 0800 0241 999 – safe and well
Director On-Call	07623 910065
Maintenance Emergency – Surveyor On-Call	0113 290 3001

SUAT USE ONLY
INCIDENT NOTIFICATION SHEET

1) CALL RECEIVED BY:	EMERGENCY SERVICES INCIDENT NUMBER:	
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2) CALL RECEIVED FROM:

3) DATE:	4) TIME:
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5) WHAT HAS HAPPENED?

6) LOCATION:

7) GRID REF:

8) SERVICES INVOLVED:	FIRE >>>>	POLICE >>>>	AMBULANCE >>>>	
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OTHERS:

9) WHAT IS REQUESTED?

10) SPECIALIST ADVICE REQUIRED:

11) WHO IS OUR CONTACT POINT?	NAME:
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