



MAT Business Continuity Plan

	September 2019
	Termly
	May 2024
	September 2024

1. Introduction and Purpose

1.1. This plan 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:

- f* The Business Continuity Plan of each individual academy within Nexus Multi Academy Trust;
- f* The fire evacuation plan (the operation of which does not necessarily activate the BCP) for each Academy;
- f* The Trust's Emergency Plan.

2. Definitions

2.1. An emergency is any critical incident which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption. The central MAT Team and all academies have an emergency plan. Emergencies are seen as short term instances that may or may not have a medium to long term impact on business continuity. Examples of an emergency might be:

- 2.1.1. The sudden collapse, injury or death of a staff member or child;
- 2.1.2. An explosion or infrastructure collapse where evacuation of staff and children is required;
- 2.1.3. A malware attack to one or more users on the network.

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. Examples of a disaster might be:

- 2.2.1. The destruction of a school or Trust building or site;
- 2.2.2. A pandemic;
- 2.2.3. An earthquake, flood or major storm.

2.3. The Trust and its academies publishes policies to provide further guidance in the event of a specific emergency or a disaster. These include (but aren't limited to):

- 2.3.1. Responding to a bereavement policy;
- 2.3.2. Responding to a Pandemic Policy;
- 2.3.3. Health & Safety Policy;
- 2.3.4. Fire Evacuation Plan.



4.2.4. Any press releases must be approved by the Chief Executive Officer prior to being issued by the academy.

4.3.1. Staff are required to co-operate with the IMT in support of the BCP.

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

5. Academy closure – short term

5.1. An academy can be closed in advance of a normal school day or during the school day in the event of a disaster, with the Headteacher having prerogative to act in the best interest of the school community. Where possible, Headteachers should discuss and agree any short notice, short term closures with the Chief Executive Officer prior to communicating the closure.

5.2. In the event of a short term closure due to a major infrastructure issue at school (e.g. an area of the school site becoming unsafe) then the academy insurance (Risk Protection Arrangement) and the local authority (as the holder of the peppercorn lease and therefore the legal landlord) should be informed. It may also be necessary to inform the Health & Safety Executive. More advice should be sought from the Trust's commissioned Competent Person (appendix a).

5.3. In the event of a major incident on site requiring the school to be closed, pupils will assemble at the primary assembly point(s). If these are not useable, staff will escort pupils to the secondary assembly point(s). Specific details will be included in each academy's emergency plan.

5.4. If it becomes necessary to evacuate the site completely, pupils will be escorted to a safe area from where they can be collected or from where they can be released to make their own way home. Specific details will be included in each academy's emergency plan.

6. Academy closure – medium term

