HCAT
Business Continuity Plan

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Version Number	Version Description	Date of Revision
1	Original	July 2023
2	Rebranded	Aug 2024

HCAT Business Continuity Plan

Location	Upperwood Academy
Date of Assessment	April 2026
Version Number	
Head of School	Gail Padfield/Ange Brown
Agreed by Governing Body	

Brief Overview of the Academy Service (Purpose, Operations, Staffing, Resources etc.)
The core operating times of the Academy are Monday to Friday of each week 07:00 – 18:00 inclusive of the core curriculum and teaching staff start and finish times. The general premises are open at 7:00 unlocked by site staff members and are secured at 18:00.

Equality Impact Assessment: At all stages within this policy and procedure and in accordance with the Equality Act 2010, provision will be made for any reasonable adjustments to accommodate the needs of individuals.

Plan purpose

To provide a flexible and immediate response to an adverse event, i.e. the incident to ensure both Academies can:

- Respond effectively to any disruptive incident (Incident Management)
- Evaluate all functions i.e. Business Impact, also referred to as (MTPD) Maximum Tolerable Period of Disruption
- Evaluate all school activities with views to continuation (Business Continuity)
- Resolve / mitigate / control the incident and return to normal day to day school activities (Resumption and Recovery).

Plan remit

The plan remit is designed to recover all key functions as identified in the Emergency Planning Policy. These functions have been identified below as being the more likely ones to occur in a primary / secondary school education setting:

- Inclement Weather
- Utility Failure
- ICT Failure
- Fire Alarm Failure or Detection Fault
- Fire or Suspected Fire
- Hostage-taking (unlikely)
- Serious Injury / Illness
- Visits and Journeys
- Suspect Package / Bomb Threat (unlikely).

Plan owner

The plan owner is the Head of School of Upperwood Academy and the plan will be reviewed on an annual basis or after an incident if this is sooner. All reviews will take place in line with the Emergency Planning Policy.

Communication of the plan

The plan will be available on the Teacher Shared drive and other agreed areas of the Academy as determined by the Head of School - e.g. staff room, reception area and office.

Responsibility for the plan activation

The most senior member of staff on site at the time will be responsible for activating the plan.

Escalation of a serious incident

All serious incidents should be reported to HCAT on telephone number **01226 100450** via the Head of School. The Business and Operations Team will assist locally and will inform the Chief Executive Officer.

Key contact details for the Business and Operations Team are:

Name	Number	Email
Victoria Harrison (Deputy CEO)	07834 560884	v.harrison@hcacademytrust.education
Ask Clark (Head of Facilities)	07525453511	a.clark@hcacademytrust.education
Direct Office Line	01226 100450	

Key contact details for Worsbrough Common Primary School Leadership Team are:

Name	Mobile	Email
Gail Padfield (Executive Head)	07791664671	Gail.padfield@hcacademytrust.education
Ange Brown (Head of School)	07539854333	Ange.brown@hcacademytrust.education
Paul Seaton (Business Manager)	07941267204	Paul.seaton@hcacademytrust.education
Gary Lenton (Caretaker)	07738492628	Gary.lenton@hcacademytrust.education

Introduction

This 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. It should be read in conjunction with the Emergency Planning Policy and the Emergency Fire Evacuation Procedures. There may be instances where the BCP is implemented without first having an emergency evacuation which has taken place. Events/actions detailed in the Emergency Planning Policy are not repeated in this Plan.

Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption. This can lead to the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

General information

This document should be reviewed annually by the Head of School and Senior Leadership Team. Associated Documents include the Emergency Fire Evacuation Procedures and the Emergency Planning Policy.

Pupil and staff contact information

Access to pupil data (those on roll) with home phone numbers can be accessed through Arbor and contact information for staff is also held on Arbor.

Strategy

If a disaster is declared by the Head of School (or, Assistant Head in his absence), then the BCP will be activated.

Staff communication will be via email and the website if this is operable, or by telephone communications utilising other staff members at the other unaffected HCAT sites.

Emergency Contacts

A full listing of emergency contacts is contained within each Academies Emergency Planning Policies.

Roles and Responsibilities

Head of School (or Assistant Head in his absence). The Head of School is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the HCAT Chief Executive or Chief Operating Officer to provide a situation report.
- Co-ordination of situation reports/communications for the benefit of all audiences including staff, pupils, parents, LA, HCAT, press.
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Office Manager for updates.

Incident Management Team (IMT)

- Led by the Head of School, the IMT will comprise all of the Senior Leadership Team at the affected site and the Caretaker.
- Additional members of the team will be recruited to match the specific needs of the incident. It is expected that other staff members will be involved but would remain at their respective site.
- The IMT is responsible for acting under the direction of the Head of School to restore normal conditions as soon as possible.
- All staff are required to co-operate with the IMT in support of the BCP. In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks if required.

Procedure for closing the academy

In the event that the Academy site has not already been closed, and the decision is taken to close, the procedure most appropriate to the circumstances within the relevant sections of the Emergency Planning Policy should be followed.

Business recovery in the event of loss of buildings or site space

- Replacement of the buildings and facilities which are damaged or made unavailable may become the responsibility of the DFE through the Education Funding Agency's (EFA) Risk Protection Arrangements (RPA).

- Temporary working facilities are the responsibility of HCAT. Initially, attempts will be made to accommodate displaced staff and pupils across the remainder of the other Trust sites in existing classrooms for the short term.
- It is unlikely that it would be possible to source suitable temporary accommodation elsewhere that would provide the security and safeguarding measures necessary for HCPS alternative provision settings. However, in conjunction with HCAT and Barnsley Council alternative plans would be agreed.

Replacement site facilities

The size and scope of facilities required for the school sites will vary according to circumstance. In the first instance contact should be made with HCAT who will in turn contact the EFA, Barnsley Council and the RPA administrators where required.

Consideration should to be given to temporary accommodation within the boundaries of the existing HCAT sites. The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Possible locations that have been identified for consideration should temporary accommodation/buildings need to be sited are likely to be:

- On the field areas at the back of Upperwood Academy
- On the fields within the existing grounds of the effected site if possible or within the grounds of unaffected sites

Erecting additional buildings on the these will always be the preferred solution as opposed to a total re-location across Barnsley.

Pandemic threat/mass staff unavailability

Loss of staff is considered a generic threat to school operations. The spread of a virus capable of impacting on operational service delivery is considered genuine and serious. In the event of mass staff illness, the IMT may have to close the school after consultation with HCAT.

Risks, threats and mitigation

Core Functions which maintain the day to day operations of Upperwood Academy have been considered.

ICT disaster recovery plan

Anything connected with ICT which may impact on both of the school's ability to function and deliver effective teaching and learning then the first point of contact would be David Wakefield.

David Wakefield		d.wakefield@hcacademytrust.education

Critical functions – Upperwood Academy

Function	Mitigation and control	Key contact information

Fire Alarm	Fire Evacuation Procedure in place. Marlowe provide an SLA which covers the testing, servicing and maintenance of the fire alarm and emergency lighting.	Gary Lenton (Caretaker) 07738492628
Boilers	The Gas fired boilers are inspected on a regular basis by the Caretaker, i.e.: (Daily / Weekly) and are serviced on an annual basis.	Gary Lenton (Caretaker) 07738492628
Educational School Visits & Journeys	Visits and Journeys are currently under a service level agreement with Barnsley Council with full access to the EVOLVE protocols and procedures.	David Armstrong Outdoor Education Adviser davidarmstrong@barnsley.gov.uk 01226 773586 / 07824 351133
Loss of utilities	N Power (For support) Corona (For support) Yorkshire Water (For support) **Localised** Caretaker	Gary Lenton (Caretaker)
Loss of catering facilities	Chartwells Schools Catering	
Loss of ICT, Virus threats	ICT System, Data Backup & Anti-Virus.	David Wakefield
Lack of, or loss of teaching staff	HCAT - HQ Supply agencies The sharing and re-location of existing staff members and resources from HCAT Schools.	01226 100450 01226 729080
Records, Archiving, Information & Coursework	Safeguards are storage on the Web Arbor system in place – Pupil and staff information HCAT Payroll information	