



Emergency and Business Continuity Policy

**(Part 1 – to be read in conjunction with the School’s Emergency
and Business Continuity Plan)**

LINKS: School Business Continuity Policy, Data Protection Policy

DATE: May 2023

POSTHOLDER RESPONSIBLE: Director Of Finance & Operations

TRUSTEES/GOVERNORS COMMITTEE: Finance Operations & Audit

AUDIENCE: All members of the Trust Community

STATUS: Ratified

DATE RATIFIED: June 2023

DATE OF NEXT REVIEW: Every two years

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Headteacher: Statement of Intent

The Quantock Academy Trust (QET) is committed to ensuring the highest level of education and development for all of its pupils. This is particularly important during times of disruption which can be caused by a variety of different scenarios.

As Head of School/Headteacher, supported by the Local Governance Committee (LGC) and the school Incident Management Team, I will be responsible for the coherence and effectiveness of the school's emergency and business continuity planning arrangements. This includes ensuring that the school is fully prepared to cope with any incident that may arise and providing a continued education and place of safety for the pupils.

This Emergency and Business Continuity Plan will enable our school to fulfil its obligations to:

- Protect the vulnerable, including pupils and staff
- Support the work of the emergency services
- Maintain business continuity when faced with any disruptive challenge

We will achieve this through:

- Effective planning and preparation
- Establishing roles, responsibilities and a leadership structure
- Working towards a confident and controlled incident response and recovery
- School wide training and awareness raising

We recognise that it is the responsibility of every member of staff and school personnel to be familiar with the plan and its contents. This plan will be regularly reviewed and kept up to date in order to fulfil the above obligations to a high standard.

Signed: _____

Print Name: _____
Headteacher

Emergency & Business Continuity Policy Statement

1. Introduction

- 1.1. Quantock Education Trust (QET) is committed to protecting the health, safety and welfare of all persons using QET premises and to safeguard children and young people, protecting them from harm. QET will therefore put in place plans and procedures to ensure that it is suitably prepared, in the event of a major incident.
- 1.2. QET will ensure that wherever possible, education continues to be provided in a safe working environment. It is expected that each school will have their own plans outlining their local arrangements and that the central team will have in place plan for the central QET location(s) as appropriate overseen by the Director of Finance and Operations (DFO).
- 1.3. QET is committed to:
 - Preventing emergency situations from occurring for example by being aware of the working environment and potential hazards.
 - Protecting educational services by minimising educational and administrative disruption.
 - Responding effectively to incidents by enacting emergency plans and implementing emergency procedures, ensuring early control is established at a senior level in the critical early stages following a disaster/major incident to ensure that normal work is resumed in the shortest possible time.
 - Equipping and training all employees, managers and leaders to ensure that they are aware and able to respond in an emergency situation by providing training clear instructions and guidance.
 - Engaging and consulting with employees and third party responders to enable them to be pro-active and well informed should they need to assist in an emergency situation.
 - Embedding awareness of health, safety and safeguarding as an integral part of QET's culture.
 - Measuring, monitoring and reviewing performance, gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

2. Scope

- 2.1 The scope of this plan is across all functional areas of the Trust:
- 2.2 The following **Trust functions**:
 - Teaching & Learning – Subject lead activities, Pastoral Lead activities, Special needs activities
 - Extended school activities
 - School trips
 - Out of hours clubs/third party suppliers
 - Staff, students, parents/carers, governors, the local community

- School business operations – Students, staff and administration related activities, Information technology structure (systems, hardware, software, back up), Financial functions (systems, administration), Estates functions
- Third party suppliers/contractors – Internal (catering), Regular third-party suppliers, service providers

3. Purpose

3.1. The purpose of the Emergency and Business Continuity plan is to ensure that:

- A structured response is provided in the event of an emergency with the actions to be taken to ensure continuity of service.
- Arrangements are in place for the recovery and business continuity of QET operations and most importantly the provision of education to students/pupils. The plan should address the measures required to minimise disruption in the event of a disaster, major incident, disruption or an unplanned occurrence.

3.2. The QET will ensure that the Emergency and Business Continuity Plan provides the basis for:

- Continuing operations at an acceptable pre-defined level by deploying the resources and capability in QET to plan for, and respond to, incidents and business disruptions.
- Developing and implementing emergency and business continuity planning within the School and other QET premises; and,
- Providing confidence and assurance to external organisations and other stakeholders.

Governance

3.3. The QET Trustees will need to be assured that robust plans are in place across the Trust.

3.4. The DFO is responsible for the development and implementation of procedures for QET sites and for ensuring that all staff are aware of what to do if there is an emergency.

3.5. The Local Governance Committees (LGCs) are responsible for ensuring that all academies are compliant with legislation and that robust plans are in place and are fully implemented in the eventuality of disruption.

3.6. The Head of School/Headteacher is responsible for the development and implementation of procedures in their academy and for ensuring that all staff are aware of what to do if there is an emergency.

4. Local Arrangements

4.1. In discharging this policy, each school will develop and document their local procedures suitably customised and tailored for their own local circumstances. Such arrangements will be supported and informed by external Health Safety Advisors and other consultants/specialists. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. A reference copy of the full document is to be kept in the academy/central team premises and must be readily available. Care must be taken to store this document securely once contact details have been added in accordance with QET's Data Protection Policy.

5. Enacting Emergency and Business Continuity Plan

- 5.1. All academies must notify the DFO immediately if the implementation of the Emergency and Business Continuity Plan becomes necessary.

6. Communication

- 6.1. This policy statement must be brought to the attention of all members of staff. Any personal data that is held must comply with the requirements outlined in QET's Data Protection policies.

7. Policy Review

- 7.1. This policy statement and local arrangements will be reviewed regularly and as a minimum every two years.

8. School Incident Management Team

8.1. Haygrove

Name	Role	Contact Details: HOME	Contact Details: MOBILE
Aaron Reid	Headteacher		
Leanne Mills	Deputy Headteacher		
Jaimie Lall-Sachdev	Assistant Headteacher		
Greg Walters	Assistant Headteacher		
Louise Gregg	Assistant Headteacher		
Matthew Stott	Assistant Headteacher		
Tracy Lee	Director of Finance & Operations		
Paul Wilkinson	Trust Estates Manager		
Stephen Hudd	Head of IT (Haygrove)		
Rob Brown	Chair of Trustees		
Jenny Ashworth (Interim)	Chair of Local Governance Committee (LGC)		

8.2. Sexey's

Name	Role	Contact Details: HOME	Contact Details: MOBILE
Helen Cullen	Headteacher		
Ross Dalzell	Deputy Headteacher		
Philip Clackson	Assistant Headteacher		
Mr Carpenter	Assistant Headteacher		
Tracy Lee	Director of Finance & Operations		
Paul Wilkinson	Trust Estates Manager		
Stephen Hudd	Head of IT (Haygrove)		
Rob Brown	Chair of Trustees		
Malcolm Broad	Chair of Local Governance Committee (LGC)		

8.3. Spaxton

Name	Role	Contact Details: HOME	Contact Details: MOBILE
Rachel Rood (Maternity Leave)	Headteacher		
Gary Tucker	Headteacher		
	Deputy Headteacher		
Tracy Lee	Director of Finance & Operations		
Paul Wilkinson	Trust Estates Manager		
Stephen Hudd	Head of IT (Haygrove)		
Rob Brown	Chair of Trustees		
Andrew Watson/Suzanne Traynor	Chair of Local Governance Committee (LGC)		

8.4. Stogursey

Name	Role	Contact Details: HOME	Contact Details: MOBILE
Gary Tucker	Headteacher		
Louise Day	Deputy Headteacher		
Tracy Lee	Director of Finance & Operations		
Paul Wilkinson	Trust Estates Manager		
Stephen Hudd	Head of IT (Haygrove)		
Rob Brown	Chair of Trustees		
Bernard Maskell / Teresa Miller	Chair of Local Governance Committee (LGC)		