**School Business Continuity Management Plan**

**GUIDANCE NOTE**

**1. Introduction**

This guidance is intended to inform the development of your **School Business Continuity Management Plan (SBCMP).** Please note that both the guidance and template are flexible. Your plan should reflect the specifics of your school.

Services provided by or via schools are considered to be critical for the London Borough of Lambeth. Governing Bodies of schools are asked to support and approve a School Business Continuity Management Plan.

In order to assist, a template and supporting guidance have been compiled by the Business Continuity Management Lead for the council. The template may be adopted by schools in its existing format, which will assist in coordinating joint management of an emergency by both the school and the council.

**2. Civil Contingencies Act 2004 (CCA)**

The CCA establishes a coherent framework for emergency planning and response ranging from local to national level. Part 1 of the Act places a legal obligation upon emergency services and local authorities (defined as "Category 1 Responders" under the Act) to assess the risk of, plan, and exercise for emergencies, as well as undertaking Business Continuity Management. Category 1 Responders are also responsible for warning and informing the public in relation to emergencies.

Finally, local authorities are required to provide business continuity advice to local businesses and organisations. It also places legal obligations for increased co-operation and information sharing between different emergency services and also with non-emergency services that might have a role in an emergency such as utility companies (non-emergency services are defined as “Category 2 responders” under the Act).

**3. Schools Financial Value Standard (SFVS)**

This standard helps schools and local authorities to be sure they are meeting the basic standards to have good financial health and resource management. One part of the SFVS includes a section on protecting public money and asks ‘does the school have an appropriate business continuity or disaster recovery plan?’ For more information please visit The Department of Education website.

This document should be read in conjunction with the SBCMP template.

**4. What is a School Business Continuity Management Plan?**

A School Business Continuity Management Plan provides a school with a framework to manage the impact of the effects of an unexpected emergency/crisis and to identify critical functions to recover as a priority, ensuring the school can deliver key services and meet its statutory obligations.

It is vital that a SBCMP is specific to the school and contains relevant, concise and up to date information that may be needed urgently during an emergency situation. A SBCMP will be supported by existing emergency response arrangements with the council.

**5. What is Emergency Management and Business Continuity Management?**

Emergency Management and Business Continuity Management are closely related disciplines and share the same response management structures. However:

* **Emergency Management –** is the ability to respond to an event or situation that threatens the welfare of members of the school community, serious damage to the school environment or the school’s security.
* **Business Continuity Management –** is the ability to respond to disruptive incidents and emergencies by identifying and maintaining the school’s critical activities, and returning to ‘business as usual’ as quickly as possible.
* Whatever the cause of the disruption, the impacts usually fall into one or more of these categories:
* Loss or denial of access to premises.
* Loss or shortage of key staff or skills.
* Loss of technology or data.
* Loss of key suppliers, partners or third parties.

The primary aim is to ensure that, unless there is an overwhelming pressure or necessity, the school remains open during term times and that normal routines and timetables are maintained as far as possible.

**6. Who is responsible for the School Business Continuity Management Plan?**

The Headteacher and the Governing Body of a school are responsible for annually reviewing the SBCMP and identifying areas for amendment. The school is responsible for updating relevant sections of the plan and ensuring the most up to date version is shared with relevant personnel. Detail the names of those that need access to plan.

The School Emergency Management Team should have full responsibility for activating the SBCMP, and each member of the team should have a copy of the plan at home and at school and should be aware of their responsibilities.

**7. What is a ‘Grab Bag’ and what should it contain?**

A ‘Grab Bag’ is any type of bag/holdall that is kept in a convenient place and can be quickly acquired by the Headteacher or other responsible person in the event of an emergency. The bag contains the necessary resources that you may need during an emergency. It is not a legal requirement, but is strongly recommended.

It is recommended that the contents of the grab bag are checked once a term and after use. Suggested items for a grab bag: School Emergency Management and Business Continuity Plan, first aid kit, torch, batteries, whistle, camera (can be disposable), armbands/high visibility tabards, blankets, gloves, stationary, petty cash and foil blankets. **This list is not exhaustive.**

**8. Local Authority Support Network**

In the case of any emergency it is very important that all involved are clear about their roles and responsibilities. In the case of any emergency within or involving your school it is important that you are able to focus your efforts and attention on the emergency itself. The Local Authority will provide additional support to ensure you are free to do this.

Lambeth Council Contact Centre, supported 24/7, holds an up to date list of emergency support contacts – **020 7926 1000.**

**8. Completing and Using the School Business Continuity Management Template**

It is important that staff and stakeholders are aware of this document and their responsibilities within it. This will ensure that they know what is expected of them in an emergency. If the plan is invoked, it is highly unlikely that the whole document will be used.

Most of the document is already completed as much of the planning required for schools applies to all institutions. Indeed, there may be some parts that are not relevant to your school and therefore should be deleted. Where there is a need for information to be added to, or amended within the plan these sections have been highlighted in turquoise. Where decisions are required (e.g. determining the member of staff responsible for a specific task) they are also similarly highlighted.

The main areas that will need your input are the **Appendices.** Note that if the information is already held in another document, then there is no need to repeat it within this plan – enter a cross-reference instead. A likely example of this is the staff contact details.

The ***response*** to an incident will normally include:

* Sections **4** to **7** (Command & Control to Business Continuity Management)
* The relevant page from sections **8** and **9** (as appropriate to the incident)
* Relevant appendices (dependent on the incident)

The ***recovery or post-incident*** phase will normally include:

* Sections **4** and **7** (Command and Control, plus Action Checklist)
* Relevant appendices (dependent on the incident)

**9. Further Information**

If you have any questions, please contact: **London Borough of Lambeth**

**🕾** 020 7926 6161 **🖳** [businesscontinuity@lambeth.gov.uk](mailto:businesscontinuity@lambeth.gov.uk)

**Business Continuity Activation Triggers and Initial Action**

**Incident occurs**

Assess the nature and the impact the incident will have on your school

Incident will have a major impact on your school

Incident has little or no impact on your school

Continue to monitor the situation

* Activate your Business Continuity Management Plan
* Contact relevant people
* Identify key tasks

Take action to manage your school during the incident

Inform people on your contact lists of new/temporary arrangements.

Identify your IT needs and make arrangements for activation

Contact your ‘buddy’ school and relocate.

**Review and update your School Business Continuity Management Plan.**

Continue to run your school as usual