

BUSINESS CONTINUITY PLAN



KALEIDOSCOPE
Multi Academy Trust

**PLEASE MAINTAIN A LOG AFTER ANY
INVOCATION**

INTRODUCTION

This plan provides actions that should be considered by the CEO, his/her nominated deputy, and the Headteachers of all Kaleidoscope Academies in case of any disruption or interruption to an Academy or the central Kaleidoscope office.

Kaleidoscope Academies will have their own BCP which they will update annually and send to the MAT Office.

Kaleidoscope Academies will prepare detailed responses for their own sites should a situation arise, which will include liaising with the CEO as part of the initial decision making process.

Date of issue: September 2019	Next review: September 2021
Copies of this Plan are kept at: <ul style="list-style-type: none"> • MAT Office • Cloud storage – Kaleidoscope secure drive <p>Copies of Academy Plans are kept by the Academy and by the MAT Office (secure drive)</p>	
Person/s responsible for reviewing this plan: PFO (CEO)	

Version control

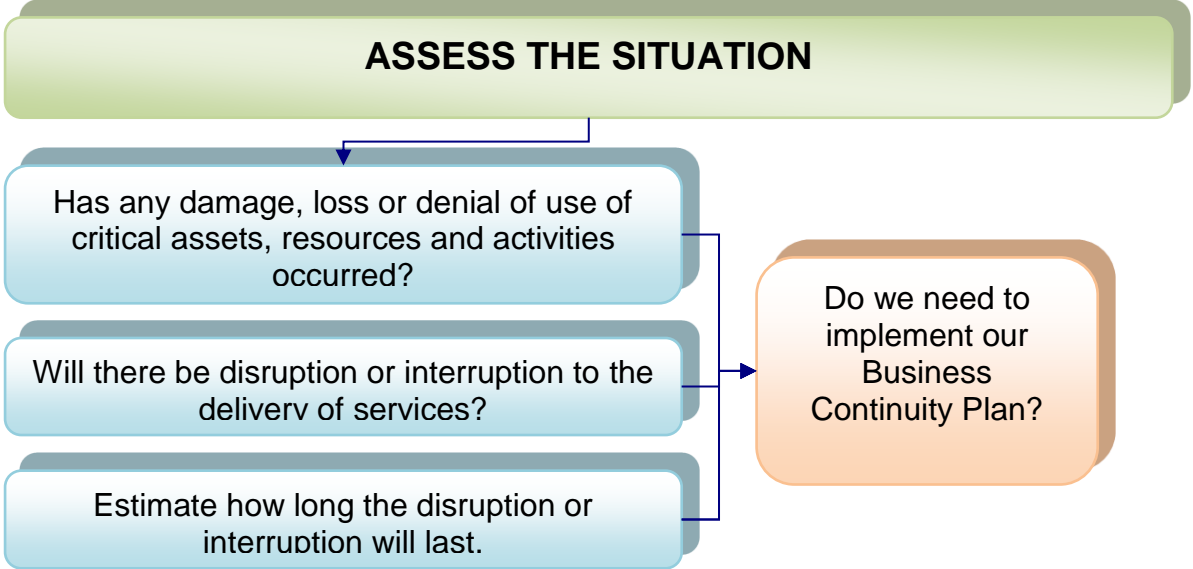
Amendment N°	Date	Amendment Page Title	Page N°	Initials	Testing dates
01	18/07/2018	Version 01 released	NA	CW	
02	11/09/2019	Version 02 released	NA	CW	
03					
04					
05					
06					
07					

Responsibility chart:

Please refer to schools Emergency contact lists for contact details.

Position	Responsibilities
CEO	Decision maker on invocation of the plan. Financial (expenditure) control. Liaise with the Academy Headteacher should the disruption occur at Academy site. Strategic viewpoint to request tactical response to bring services back on line. Review Business Continuity Plan Monitor response; deal with press (Through Marketing and Communication, NSC). Liaise with Emergency response. Hand over the Business Continuity response to the PFO after initial Emergency response.
PFO	To assist CEO in the initial responses and work between CEO and Tactical staff for updates and to assist in above. Deputise for CEO as required.
Kaleidoscope Office staff.	To react to the invocation of the plan. Lead the tactical response from MAT Office. Contact suppliers for assistance, RPA Insurance team and Property and Asset Management Team as required. Work with the CEO / PFO and North Somerset's Marketing and Communications Team on the press response in larger disruption likely to affect families. Liaise with local Academies.
Headteachers at Kaleidoscope Academies	Liaise with CEO / PFO on invocation of the plan. Financial (expenditure) control at the Academy. Strategic viewpoint to request tactical response to bring services back on line. Review Academy Business Continuity Plan Monitor response; deal with press (Through CEO / Marketing and Communication, NSC). Liaise with Emergency response. Hand over the Business Continuity response to the Academy Office after initial Emergency response.

PHASE I: ASSESS THE SITUATION



The following is a list of the main critical functions of the MAT Central Team (assets, resources and activities) that support the delivery of MAT Office services:

Critical Function	Description
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of MAT Office Services and to meet duty of care requirements as per health & safety legislation etc
Utilities-gas	The MAT Office is currently located at St. Martin's school and the provision of utilities will be linked to the school that the MAT Office is based in or re-locates to.
Utilities-water	The MAT Office is currently located at St. Martin's school and the provision of utilities will be linked to the school that the MAT Office is based in or re-locates to.
Utilities-electric	The MAT Office is currently located at St. Martin's school and the provision of utilities will be linked to the school that the MAT Office is based in or re-locates to.
Provision of ICT	The provision of ICT to deliver MAT Services
Keeping of suitable records	The keeping of suitable records in relation to MAT Services
Provision of cleaning contractors	The MAT Office is currently located at St. Martin's school and the provision of all office services will be linked to the school that the MAT Office is based in or re-locates to.

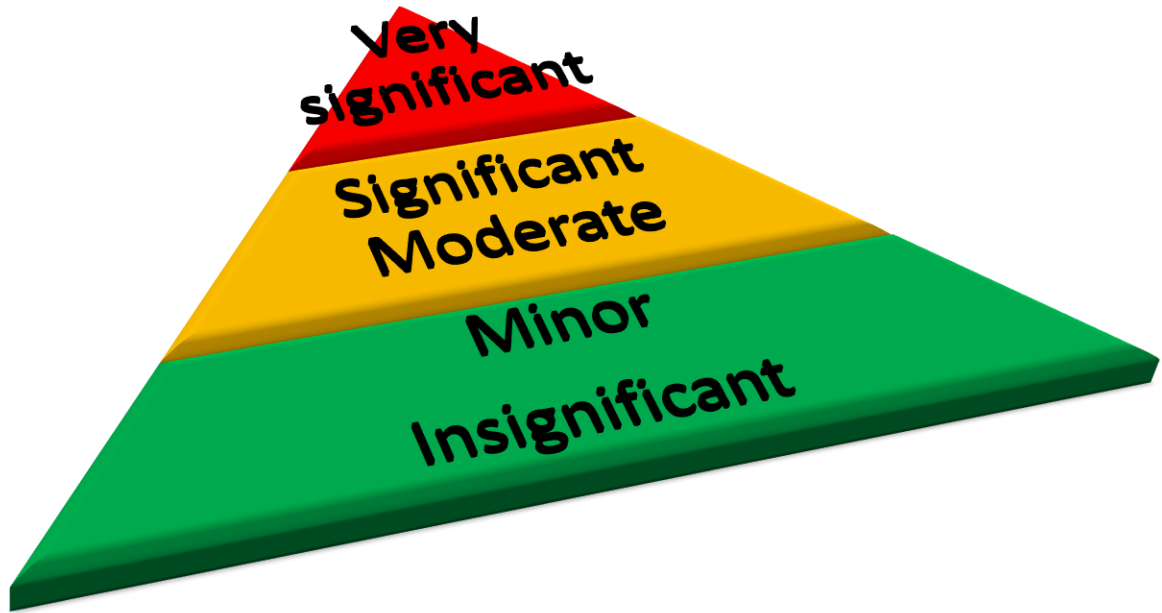
The 'Maximum Tolerable Period of disruption' is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function.

CRITICAL FUNCTION	MTPD	NOTES
Premises	1 week	Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 1 week.
Utilities	1 to 5 days	Loss of utilities, depending on circumstances may result in immediate MAT Office / Academy closure, depending on circumstances and seasonal factors (e.g summer or winter). Such closure will have a significant impact after 1 week similar to loss of use/denial of access to premises.
ICT	1 week	The MAT Office can function off-site as many functions are 'cloud-based' however a break of more than one week is deemed to become significant on the efficient running of MAT functions.
Cleaning	1 week	This will be linked to cleaning in place in the host Academy.

Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Example Descriptor
Statutory Compliance	Statutory compliance may include H&S legislation, audit and accounting visits, etc.
Reputation	Reputation may be the reputation to the Academy and / or Kaleidoscope MAT.
Staff	Impacts on staff can be financial, physical, psychological.

Below are some guidelines as to the impact levels



Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of the BCP
Moderate	There is thought to be some impact on some areas. This may require the implementation of the BCP if the impact is considered to affect critical areas such as staff safety, audit risk
Significant	A significant impact in a number of areas that warrants the implementation of the BCP
Very Significant	The impact is severe with major detrimental impact on stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment / Academy. Immediate implementation of the BCP

PHASE II: IMPLEMENT BUSINESS CONTINUITY PLAN

**CEO / HEADTEACHER AND ACADEMY OFFICE
TO IMPLEMENT CONTINUITY AND RECOVERY
ARRANGEMENTS**

SERVICE CONTINUITY

Identify which continuity resources are required

Determine if continuity resources are available

Inform stakeholders of the continuity arrangements that are being implemented

Consider the need to implement remote learning plan

SERVICE RECOVERY

Determine extent of damage to buildings, injury to persons, loss of services and impact to reputation

Determine what resources are needed to assist in recovering from the incident

Determine what assistance will be required from external providers

Estimate how long recovery will take

Inform stakeholders of the recovery arrangements and timetable for recovery

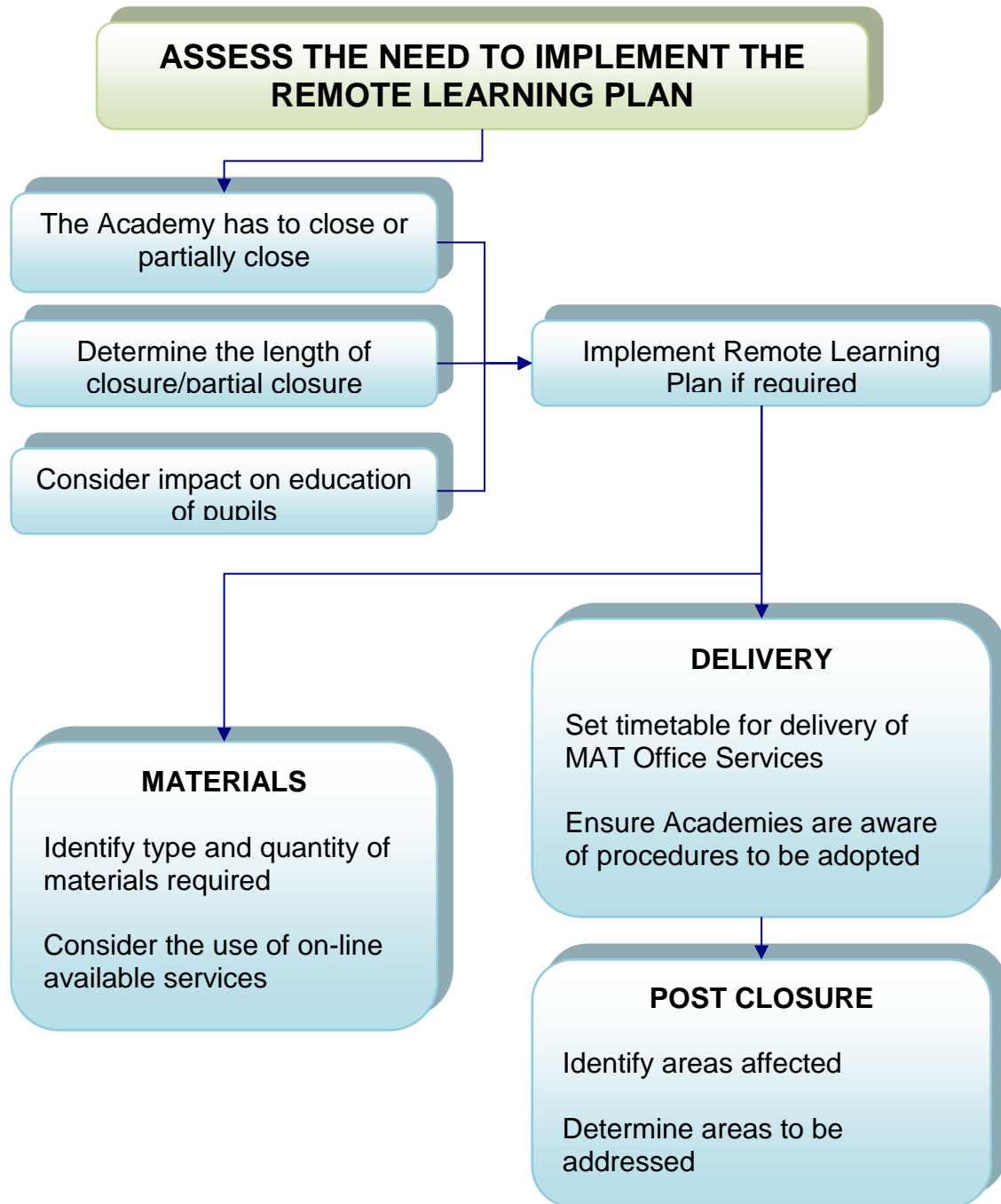
SERVICE CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Senior manager (e.g. CEO Headteacher, Bursar)	Deputies are in place to cover e.g. PFO (for CEO) and Deputy HT at the Academies
	Administrative support staff	Academy staff may be able to act up to support MAT Office for certain duties. There are currently two finance staff, and one administrator to support the CEO / PFO and the team can work flexibly for a short period of time.
	Technical support	This is provided by 2 IT who can work remotely.
	Site support	Other members of staff will cover in short term.
Premises	Damage/denial of use of building and/or associated contents	Contact RPA (insurance cover) and arrange for offsite portable classrooms. Seek help initially from North Somerset where applicable.
	Loss of utilities (gas, electric, water)	Contact Academy and liaise with supplier depending on issue.
	Loss of telephony system	Contact Academy supplier and ask them to re-allocate number to mobile / alternative number
ICT	Loss of I.T servers/software	Contact 2 IT / Contact Capita / Scomis
	Loss of I.T hardware	Contact 2 IT / Contact Capita / Scomis
Records	Loss or damage to administrative records	Most records held electronically. From September 2017 SIMS/Access systems can be accessed via any computer.

CONTACT LIST

CONTACT	NAME	TELEPHONE NUMBER/S
Property and Asset Management (NSC)	North Somerset Council	01934 888888 01275 882920
Business Continuity Manager (NSC)	Audit West	audit_west@bathnes.gov.uk
Insurance	RPA	Risk protection arrangement (RPA) team Email Academies.RPA@education.gov.uk
Building Technical Services	Waterhouse (Liaise with Academy)	
Electrical contractor	Waterhouse (Liaise with Academy)	
Gas:	Liaise with Academy	
Gas contractor	Liaise with Academy	
Water: Wessex Water	Liaise with Academy	
Site care and facilities (caretaker)	Liaise with Academy	
Landline phone provider	Liaise with Academy	
Marketing and Communications (NSC)	North Somerset Council	01275 888888 01275 888 728
Out of Hours (NSC)	North Somerset Council	01934 622669

PHASE III: REMOTE LEARNING PLAN



REMOTE WORKING PLAN

DETAILS OF REMOTE WORKING STRATEGY TO BE ADOPTED	Determine where staff are to be re-located e.g. home working / alternative Academy site.
	Contact Academies - Re-direct Academies to mobile phone / alternative number(s).
	Ensure access to the MAT systems away from the MAT Office (if school access is denied). Contact Access / 2IT systems to implement remote access if required. Many systems are web-based so remote working is not a problem.
ALTERNATIVE SITE	Identify an alternative site where the remote working requirements can be met.
	Relocate to alternative Academy site. Contact RPA to arrange for temporary hut for remote working.

PHASE IV: TEMPORARY ACCOMMODATION / RELOCATION PLAN

ASSESS THE NEED TO IMPLEMENT THE TEMPORARY RELOCATION PLAN

The MAT Office has to close or partially close.

Determine the length of closure/partial closure.

Consider impact on MAT functions.

Implement Temporary Relocation Plan if required.

MATERIALS

Identify type and quantity of materials required.

Use on-line systems as required.

Ensure other facilities/resources are available.

DELIVERY

Arrange accommodation at temporary location.

COMMUNICATION

Ensure Academies are aware.

Loss of working accommodation

Function	Temporary location
MAT Office	Dependent on scenario in contact with RPA consider suitability of: Portacabin to be placed on St Martin's school site.

