



*Achieving together in faith*

**Holy Cross Catholic  
Multi-Academy Company  
Business Continuity Policy  
Public Version  
2025 – 2026**

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**Appendices are confidential:**

## 1.0 Introduction

- 1.1 Introduction: This policy sets out Holy Cross Catholic MAC's (MAC) policy for planning and responding to major incidents which may affect the continuity of the MAC and is designed to be a supportive document to the critical incident and contingency plans held by each individual School.

It is not possible, or desirable, to write a plan for every possible disruption to the MAC, no matter what the *cause* of the incident, the *effect* can generally be summarised as:

- An inability to carry out daily activities of the MAC
- Loss of ICT relating to the MAC
- Loss/Shortage of staff and/or Trustees involved directly with the MAC
- Adverse publicity and/or reputational impacts relating to the MAC

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented and the effects of others minimised by taking sensible precautionary measures. The MAC expects that all Schools will ensure:

- Staff and pupils will be familiar with the School's routines for fire and the evacuation of the school building on hearing the fire alarm
- Staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in their relevant policy)
- Staff organising school trips and visits follow the guidelines and write a risk assessment to be signed off by the relevant Headteacher
- Staff are aware of pupils with medical needs or health problems;
- Staff are aware of policy in dealing with violence at work;
- Staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity;
- Senior staff/Local Governing Bodies have agreed and implemented their own individual Business Continuity Plans.
- Local Business Continuity Plans are reviewed on an annual basis.

Each School maintains its own Business Continuity Plan; including emergency contact details and action plan. This plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impacts on the delivery of critical activities or the safety and wellbeing of pupils, staff and others; and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

- 1.2 The MAC's Business Continuity Policy (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 corresponding individual Business Continuity Plans of the schools;
  - The school's fire evacuation plans (the operation of which does not necessarily activate the BCP);
- 1.3 The reputation of the MAC and of the individual Schools within it are of paramount importance, and as such any decisions to implement the BCP; close one or more schools, or other actions taken to protect pupils and staff will always be made with the welfare and safety of everyone in the school in mind.

## **2.0 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.

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.

## **3.0 General Information**

### **3.1 Review and Training**

This document should be reviewed annually by the MAC Head Office Team and the MAC Board of Directors. Individual schools and Local Governing Bodies will annually review their own individual Business Continuity Plans. Briefings will be provided to all relevant staff at the start of the school year, will form part of the Induction Pack for relevant staff joining the organisation mid- year and, if any significant changes are made to the plan.

### **3.2 Associated Documents/information**

Associated Documents which are held locally at each school include:

- Emergency Evacuation Plans/Fire Evacuation Plans/ Business Continuity Plans
- Fire risk assessment
- Snow Procedure

### **3.3 Emergency Contact Information**

An emergency information pack is kept in the Grab bag at the main/reception office at each school within the MAC and includes all necessary information to respond to the emergency.

### **4.0 Strategy**

If a disaster is declared by the Chief Executive Officer (CEO) or Chief Finance and Operating Officer (CFOO) the Business Continuity Policy and appropriate Business Continuity Plans will be activated.

Staff and key organisations may need to be advised of the implementation of the Business Continuity Policy or School BC Plan as soon as possible and a detailed list and contact details are held within the full (private) version of this policy held by schools.

### **5.0 Roles and Responsibilities - Schools**

5.1 Headteachers at each of the schools with the CEO and CFOO are responsible for the implementation and co-ordination of the BCPolicy and School BC Plans, including:

- Immediately contacting the police if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated.
- Co-ordination of status reports/communication for the benefit of all audiences
- Maintaining the BCP in an up-to-date format by delegating responsibility for updates.

### **5.2 Incident Management Team**

Lead by the CEO the Incident Management Team includes Head Teachers and the CFOO. Depending on circumstances this could expand to Finance Manager, MAC Business Managers, Admin Staff, H&S advisers and the Site Service Officer of the school. Additional members of the team will be recruited to match the specific needs of the incident.

The Incident Management Team is responsible for acting under the direction of the CEO (or their nominated Deputy) to restore normal conditions as soon as possible.

If the Head Office is inaccessible the CEO will determine which of the other schools to meet in.

### **5.3 Staff**

Staff are required to co-operate with the Incident Management Team in support of the Business Continuity Policy and local Plan. In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks. Staff should refrain from using social media to report or discuss any incident where the BCP has been activated.

## **6.0 Procedure for Closing a School within the MAC**

6.1 These are in place within the full strategy.

### **6.2 Closure during a School Day**

It is never a preferred option to close the school during a school day but it can be done using procedures outlined in the full policy.

### **6.3 Immediate Places of Safety**

In the event of a major incident on site requiring the school to be closed, schools have identified immediate places of safety.

### **6.4 Off-Site Place of Safety**

If it becomes necessary to evacuate the site completely, pupils will be escorted to the off-site assembly point from where they can be collected or from where they can be released to make their own way home if there is approval in place to walk home alone.

## **7.0 Lockdown Procedure**

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure pupils and staff from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared the school will follow it's internal Lockdown Policy.

## **9.0 Business Recovery in the Event of a Loss of Buildings or site Space**

### **9.1 General**

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Schools.

Temporary working facilities are the responsibility of the Schools and MAC.

The MAC holds insurance (see below).

### **9.2 Insurance**

The schools are insured through the Zurich Insurance 'Midlands Academy Insurance Group' managed by Solihull Metropolitan Borough Council which covers the reinstatement value of the property.

### **9.3 Replacement Site Facilities**

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the Insurance Company via Solihull Council.

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 on playgrounds if possible.

Erecting additional buildings (porta cabins) on school sites will always be the preferred solution.

## **10.0 Pandemic Threat / Mass Staff Unavailability**

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the Incident Management Team will shut the school to pupils using the same procedures described above.

## **11.0 Other Threats**

Other Threats have been considered.

## **12.0 MAC Head Office**

The Head Office for the MAC is located on the site of St Augustine's Primary School in a former Children's Centre and as such will adhere to the Plans for the school site. In addition, the Head Office team have identified their business critical functions and recovery plans.

**APPENDICES are confidential:**