KATHARINE LADY BERKELEY'S SCHOOL
FOUNDED 1384

Business Continuity Plan 2026/27

Reviewed by: Finance Staffing and Premises

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1.0 Purpose and scope

1.1 This plan sets out how Katharine Lady Berkeley's School (KLB) will maintain or restore its critical activities following a serious disruption. It supports, and should be read alongside, the school's emergency response procedures. Safety, safeguarding, welfare and the continuity of education take priority in all decisions.

1.2 The plan applies to incidents occurring during or outside normal school hours, including weekends and holidays, and to school activities on or away from the main site. It is designed to be sufficiently flexible to support a range of incidents rather than predict every possible scenario.

2.0 Definitions

2.1 Emergency: An event that causes, or has the potential to cause, injury, loss of life, damage to property, safeguarding risk or significant disruption.

2.2 Business continuity incident: An incident that prevents, or seriously limits, one or more critical school activities.

2.3 Recovery: The coordinated process of restoring critical activities and returning to normal or an agreed new operating position.

3.0 Related plans and information

- Fire evacuation procedures and fire risk assessment
- Lockdown procedure
- Safeguarding and Child Protection Policy
- Educational Visits procedures
- Data Protection and Personal Data Breach procedures
- Cyber Incident Response Plan and ICT Disaster Recovery Plan
- Remote Education arrangements
- Examination contingency arrangements
- First Aid and supporting pupils with medical conditions procedures
- Cyber Response and Resilience Plan

4.0 Plan activation and stand-down

4.1 The Headteacher, or in their absence a nominated Deputy Headteacher, may activate this plan where disruption cannot be managed through normal arrangements or is likely to have a significant effect on safety, safeguarding, education or essential operations.

- Assess immediate risks and call 999 where emergency assistance is required.

- Activate the relevant emergency procedure and establish the Incident Management Team (IMT).
- Open an incident log recording decisions, actions, times, expenditure and communications.
- Identify affected critical activities and agree immediate priorities.
- Notify relevant internal and external contacts.
- Review the position at agreed intervals and record the decision to continue, escalate or stand down.

4.2 The Headteacher, or nominated Deputy Headteacher, will authorise stand-down when immediate risks are controlled and critical activities are stable. Recovery actions may continue after the incident response has ended.

5.0 Incident Management Team

Role	Core responsibilities
Headteacher / nominated Deputy	Strategic lead; activation and stand-down; decisions on opening, partial opening or closure; liaison with Chair of Trustees, DfE/LA and emergency services; approval of external communications.
Deputy Headteacher(s)	Operational coordination; student and staff arrangements; continuity of education; deputising for the Headteacher.
Site Manager	Site safety, utilities, access, contractors, premises assessment, evacuation locations and liaison with emergency responders.
Finance Manager	Financial continuity, emergency expenditure, payroll and supplier arrangements, RPA liaison and retention of evidence for claims.
HR Manager	Staff contact and deployment, welfare, absence information and employment advice.
IT Manager	Activation of the Cyber Incident Response or ICT Disaster Recovery Plan; technical advice; safe restoration of systems and communications.
DSL / SENCO / First Aid Leads, as required	Safeguarding, vulnerable pupils, SEND, medical needs, access to essential information and liaison with families or agencies.
Headteacher, supported by Deputy Headteacher and Site Manager	Approved messages to staff, families, students, media and community partners; monitoring and correcting misinformation.

5.1 Additional members will be added to match the incident. If the site is inaccessible, the Headteacher or nominated Deputy will specify a safe physical or virtual meeting point using the alternative contact arrangements in the restricted contact annex. The Headteacher leads communications, supported by the Deputy Headteacher and Site Manager.

6.0 Contact and communication arrangements

6.1 The HR Manager maintains the restricted emergency contact annex, checks it at least termly and after relevant changes, and replaces the copy in the Gerda box. Emergency information is held in the Gerda box. The Headteacher can access emergency documents through OneDrive and locally stored copies on their school laptop. The HR Manager holds a separate backup hard drive in the school safe for use if the network is unavailable. Access to personal information is restricted to authorised personnel. The IT Manager will confirm that essential emergency documents are available offline on the Headteacher's laptop and protected by appropriate device encryption and access controls. The HR Manager will coordinate updates to the emergency information held through these arrangements.

Audience	Primary route	Fallback route
Staff	School email / staff messaging system	Telephone tree, emergency mobiles. or agreed off-site meeting point
Parents and carers	School communications system and website	Text message, email, local authority closure service, website announcement or approved media notice
Students	Instructions from staff and school communications	Parent/carer communication and approved public notice, Classcharts
Trustees	Chair contacted directly, followed by trustee communication	Telephone
Media / public	Headteacher or nominated communications lead only	Approved statement issued through the local authority or emergency services where appropriate

6.2 Only verified information will be communicated. Staff must not post or discuss incident information through personal social media. Personal data will be shared only where necessary, lawful and secure.

7.0 Closure, partial closure and evacuation

7.1 **Closure before the school day:**

- The Headteacher or nominated Deputy assesses safety, staffing, transport, site access and the feasibility of partial opening.
- The decision and rationale are recorded.
- Staff, families, trustees and relevant partners are notified using the communication arrangements above.
- The closure is registered through the current Gloucestershire County Council protocol and displayed on the school website where available.
- Arrangements are confirmed for safeguarding, vulnerable pupils, free school meals, examinations and continuity of education.

7.2 **Closure during the school day**

7.2.1 Closure during the school day will be used only where it is safer than remaining open. Students will remain supervised until collected or until release has been authorised in accordance with the school's established permissions and procedures. Particular consideration will be given to school transport, students with SEND or medical needs, vulnerable students and those unable to return to an appropriate place of safety.

7.3 **Evacuation and places of safety**

7.3.1 The alternative on-site assembly point is the far end of the school fields. If evacuation beyond the grounds is necessary, staff and students may move through to the Sport Wotton area, to which the school has access during the school day. The location and route used must be safe in relation to the hazard and follow emergency-service advice. Staff will supervise students, account for students, staff and visitors, and record any authorised collection or release. Routes, accessible evacuation arrangements and arrangements outside the school day must be confirmed in the Emergency Plan.

8.0 Critical activities and recovery priorities

8.1 The IMT will set priorities according to the circumstances. The indicative priorities below guide decisions but do not override immediate safety or safeguarding requirements.

Priority	Critical activity	Continuity requirement / alternative
Immediate	Safety, safeguarding and accounting for people	Maintain registers and essential safeguarding, medical and emergency contact information through secure online and offline arrangements.
Immediate	Emergency communication and leadership	Establish the IMT, an incident log and resilient communication routes.
Same day	Support for vulnerable pupils, SEND and medical needs	Identify affected pupils; maintain DSL, SENCO and first-aid input; liaise with families and agencies.
Same day	Site, utilities and security	Assess safe access, isolate hazards, protect the site and obtain specialist advice.
1 working day	Teaching and supervision	Prioritise safe face-to-face provision, partial opening, timetable changes or temporary relocation; use remote education where appropriate.
Immediate / same day as required	Examinations and statutory activity	Activate examination contingency arrangements and contact awarding bodies where required.

Priority	Critical activity	Continuity requirement / alternative
Same day as required	Meals and essential welfare	Maintain free school meal and catering arrangements through an approved alternative provider or other agreed provision.
1–3 working days	Payroll, banking and priority suppliers	Use authorised contingency processes, separation of duties and secure banking access.
As advised	ICT and data	Activate the separate Cyber Incident Response and/or ICT Disaster Recovery Plan; restore systems in the agreed priority order.

9.0 Recovery action plans

Disruption	Immediate continuity / recovery action	Lead
Loss of telephone or communications	Use alternative devices/routes; contact providers; protect personal data; issue approved updates.	IT Manager / HR Manager / Headteacher, supported by Deputy Headteacher and Site Manager
Cyber incident or major ICT loss	Seek immediate IT Manager advice; use safe operational alternatives. Activate the Cyber Incident Response and ICT Disaster Recovery Plans once completed; do not reconnect or restore systems without technical authority.	IT Manager / Headteacher
Finance process failure	Assess scope; verify balances and authorisations; agree secure manual or delayed arrangements; inform affected staff/suppliers.	Finance Manager / HR Manager
Utility failure	Contact provider; assess safe occupation; isolate affected areas; consider partial closure, relocation or approved temporary supply.	Site Manager / Headteacher
Partial or complete building loss	Notify emergency services and RPA; secure site; assess usable accommodation; implement partial opening, relocation or remote education as appropriate.	Headteacher / Site Manager / Finance Manager
Temporary denial of access	Use designated relocation arrangements; reorganise timetable and staffing; maintain safeguarding and student accounting.	Headteacher / Deputy / Site Manager
Catering supplier or kitchen failure	Use an approved alternative food provider or other agreed provision; protect allergy, hygiene and FSM arrangements.	Finance Manager / Catering lead
Nearby incident / environmental hazard	Follow emergency-service advice: evacuate, shelter or lock down as appropriate; account for all people; communicate when authorised.	Headteacher / Site Manager
Fire	Follow the Fire Evacuation Procedure; call emergency services; account for all people; do not re-enter until authorised.	Headteacher / Site Manager

Disruption	Immediate continuity / recovery action	Lead
Severe weather	Follow the extreme weather procedures; assess transport, staffing, site safety and partial-opening options.	Headteacher / Site Manager
Significant public health incident / mass staff absence	Follow current DfE, UKHSA and local public-health advice; assess safe staffing and prioritise face-to-face provision.	Headteacher / HR Manager
Industrial action	Assess safe staffing and lawful operational options; prioritise provision in accordance with current guidance; communicate decisions.	Headteacher / HR Manager
Security threat, including terrorism	Follow the Lockdown Plan and police advice; evacuate, stay inside or lock down according to the threat.	Headteacher / Site Manager

10.0 External notification and support

10.1 The IMT will notify organisations according to the nature of the incident. Contact details are maintained in the restricted emergency contact annex.

- Emergency services – call 999 where life, safety or serious crime is involved.
- Gloucestershire County Council, including emergency planning, education and communications contacts as appropriate.
- DfE incident support, where required by current guidance.
- Health and Safety Executive, only where reporting is required under RIDDOR.
- UK Health Security Agency and local public health team for significant public-health incidents.
- Information Commissioner's Office and other bodies where required under the separate data-breach or cyber procedures.
- Awarding organisations, transport providers, utilities, contractors and other critical suppliers as relevant.

11.0 Education, safeguarding and welfare during disruption

- Maximise safe face-to-face education and minimise the duration of disruption.
- Maintain safeguarding leadership and routes for students, families and staff to report concerns.
- Identify vulnerable pupils and those with SEND, medical needs or limited access to remote education, and agree individual support where necessary.
- Maintain attendance and student-accounting records using the appropriate emergency code and current guidance.
- Consider free school meals, transport, examinations and access to essential pastoral or external-agency support.
- Provide timely, realistic work and communication where remote education is necessary.

- Consider staff and student wellbeing during the incident and as part of recovery.

12.0 Records, insurance and expenditure

12.1 The Finance Manager will ensure that emergency expenditure is authorised and recorded, evidence of damage and loss is retained, and insurers are notified promptly. KLB participates in the Department for Education's Risk Protection Arrangement. Cover and claims are subject to the current RPA membership rules; no particular recovery solution or expenditure should be assumed to be covered without confirmation.

12.2 Incident logs, decisions, communications, attendance records, photographs, invoices and related evidence will be retained securely in accordance with the school's retention and data-protection requirements.

13.0 Recovery, debrief and return to normal

- Confirm that safety, safeguarding and site or system risks are controlled.
- Agree the sequence for restoring activities and communicate it to affected groups.
- Monitor attendance, workload, wellbeing, SEND and safeguarding impacts during recovery.
- Reconcile expenditure, claims, records and outstanding actions.
- Hold a structured debrief to identify what worked, what should change and who will complete each action.
- Update this plan and related procedures promptly where lessons or changed risks require it.

14.0 Training, exercising and review

14.1 Relevant staff will be briefed on their roles at the start of each academic year and as part of induction. The plan will also be reviewed after any activation, exercise or significant change to premises, staffing, systems, suppliers or statutory guidance.

15.0 Implementation and assurance actions

- IT Manager and HR Manager: confirm that the essential emergency documents and minimum necessary student contact and medical information are included in the secure laptop access arrangements, available offline where required, and kept current. Confirm device encryption and access controls.
- Site Manager and Headteacher: maintain safe relocation routes and accessible evacuation arrangements in the Emergency Plan. For activities outside the

school day, confirm suitable places of safety as part of the activity arrangements; Sport Wotton access is confirmed during the school day.

- HR Manager: maintain the completed restricted emergency contact annex separately from unrestricted copies of this plan, including deputies, out-of-hours and critical supplier contacts.
- Headteacher: check supporting procedures and external contact details at each review, arrange approval and brief relevant staff.

KLB

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