

Journey Independent School Business Continuity Policy

September 2025



Business continuity planning policy

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1. Introduction

- 1.1 The School's ability to react, manage and recover from emergencies or business disruptions is critical to ensure the continued operation of the Trust and the delivery of its strategic objectives.
- 1.2 Whilst emergencies and business disruptions are thankfully not regular occurrences, the School needs to demonstrate that it has the core planning in place to deal with such eventualities that cannot be controlled.

2. Purpose and scope

- 2.1 **Purpose.** The purpose of this policy is to define the School's approach to how business continuity should be implemented and managed. School and Senior staff are to refer to it when updating and activating their own individual Business Continuity Plans (BCP).
- 2.2 **Scope.** This policy applies to the School, which includes all Schools, outreach projects and the Head Office¹. It should be read in conjunction with the *School Business Continuity Plan* and *Head Office Business Continuity Plan*, which will be updated and issued by the School annually.

3. Definitions

- 3.1 **Emergency.** An incident that requires the immediate implementation of special arrangements by one or more of the Emergency Services and will generally include the involvement, either directly or indirectly, of large numbers of people. Emergencies are normally critical and overwhelming in nature, and are likely to result in staff, students and parents experiencing acute or even prolonged distress and disruption. They could happen on or off-site.
- 3.2 The characteristics of an emergency are that they can:
 - arise with or without warning;
 - cause or threaten death, injury or serious disruption to normal life;
 - affect more people than can be dealt with under normal conditions; and
 - require special mobilisation and organisation of resources e.g. the Emergency Services, first aiders etc.
- 3.3 Examples of emergencies can include: threat of terrorist attack, student or staff fatalities or serious injury (on or off-site, including during an educational trip/visit), severe weather damage or a major arson attack.
- 3.4 **Business disruption.** An incident that is not swiftly resolved and which results in an interruption to the delivery of key services/activities and/or requires a School and/or Head Office to respond in a manner outside of its normal day-to-day procedures.
- 3.5 Causes of business disruption can include: industrial action, significant sickness, severe weather, or utility failure.

- 3.6 Where an event or incident falls within the business disruption definition it will require a planned response to ensure minimum disruption to the School/Head Office and a return to normal operations as soon as possible.
- 3.7 Emergencies often lead to business disruption, but either can occur independently of the other.

4. What is business continuity?

- 4.1 Business continuity is a management process that provides a framework to ensure the resilience of an organisation, such as the School's Head Office or a School, in the event of an emergency or business disruption as detailed above.
- 4.2 Whilst acknowledging the unforeseeable nature of such events, the business continuity plan provides procedures and contingencies that will act as a guide and support for leaders and managers facing these situations.

5. Alignment to strategic objectives

- 5.1 Business continuity planning is aligned to the School's strategic objectives², which are detailed below:

Priority	Objective
Safety and Welfare	
1	Maintain a safe working environment
2	Maintain staff and student welfare, and attendance
Education	
3	Deliver high quality learning
4	Maximise opportunities for success in external exams
Income/resources	
5	Maintain the School's reputation
6	Maximise income from government grants
7	Safeguard and develop the School's personnel
8	Safeguard the School's physical assets and data
9	Make the most effective use of financial resources

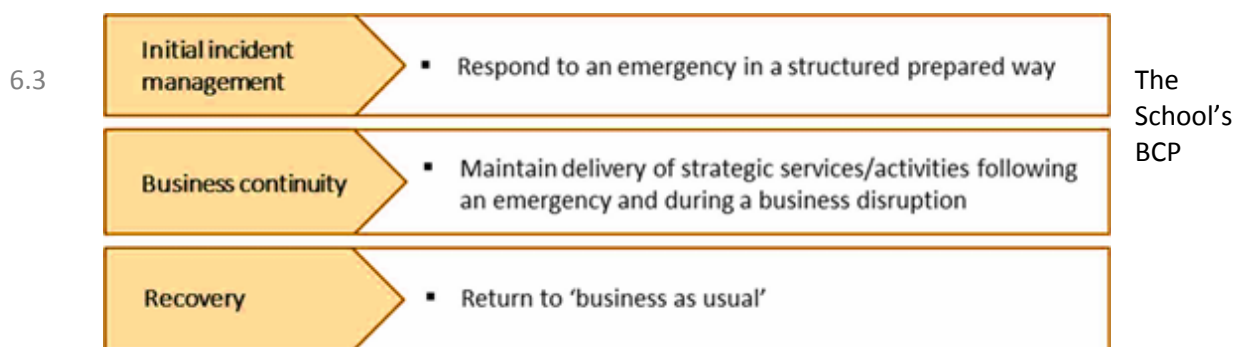
Table 1 – Journey Independent School strategic objectives

- 5.2 There will always be external risks to achieving these objectives from circumstances which are beyond the School's ability to control. A business continuity plan is part of sensible risk management, as well as being a legal requirement³.

6. Business Continuity Plans (BCP)

- 6.1 A BCP is the documentation of agreed procedures and information that is developed and maintained in readiness for use in an emergency or business disruption to enable a School or Head Office to continue delivering its core activities.

6.2 A clear, concise and tailored BCP will enable the School and SLT to be in a position to deliver:



documentation, issued for use by Head Office and all of our Learning Schools, deals with the twelve most probable emergency and business disruption incident. These are detailed below.

6.4 Emergency scenarios covered in the BCP:

- Unplanned School closure;
- Fire or flood;
- Death (including suicide) or serious injury to a student or member of staff;
- Outbreak of disease;
- Intruder/physical threat from outside (including riot or civil disturbance);
- Educational visit/trip incident;
Threat of terrorist action or bomb threat.
- Covid Outbreaks or National Lockdown
- Adverse weather conditions

6.5 Business disruption scenarios covered in the BCP:

- Unplanned loss or shortage of key staff;
- Denial of access;
- Failure of ICT;
- Loss of key suppliers or third parties;
- Loss of utilities.

6.6 The BCP document replaces the previously issued School Contingency & Business Continuity Plan.

6.7 Disruption specifically due to Covid Regulations and Instigation of National Lockdown

- As guidance is constantly evolving - as well as finding guidance from the BCP - please check relevant guidance at the required time
- Do not insist on Covid Pass currently
- Have Vaccination information available in the entrance area
- Follow wider advice on face coverings (if needed use transparent where possible to support SLCN and SEND service users)
- Ensure good hygiene practices for everyone - taught, encouraged and visual reminders
- Ensure all workspaces are well ventilated
- Ensure cleaning regimes are built into every day good practice - as well as the nightly cleans
- Follow Public Health Advice for testing and Self Isolation

- Lessons and activities to continue online with resourcing packs and live and recorded lessons if a national or local lockdown is required.

7. BCP ownership

- 7.1 CEOs are the BCP owners for individual academies and they are responsible, in conjunction with their nominated Incident Management Teams (detailed in Section 9), for maintaining, exercising and updating it in accordance with this policy.
- 7.2 The Head Office BCP will be owned by the CEO and the Compliance and Data Protection Manager will be responsible for maintaining, exercising and updating it in line with this policy.

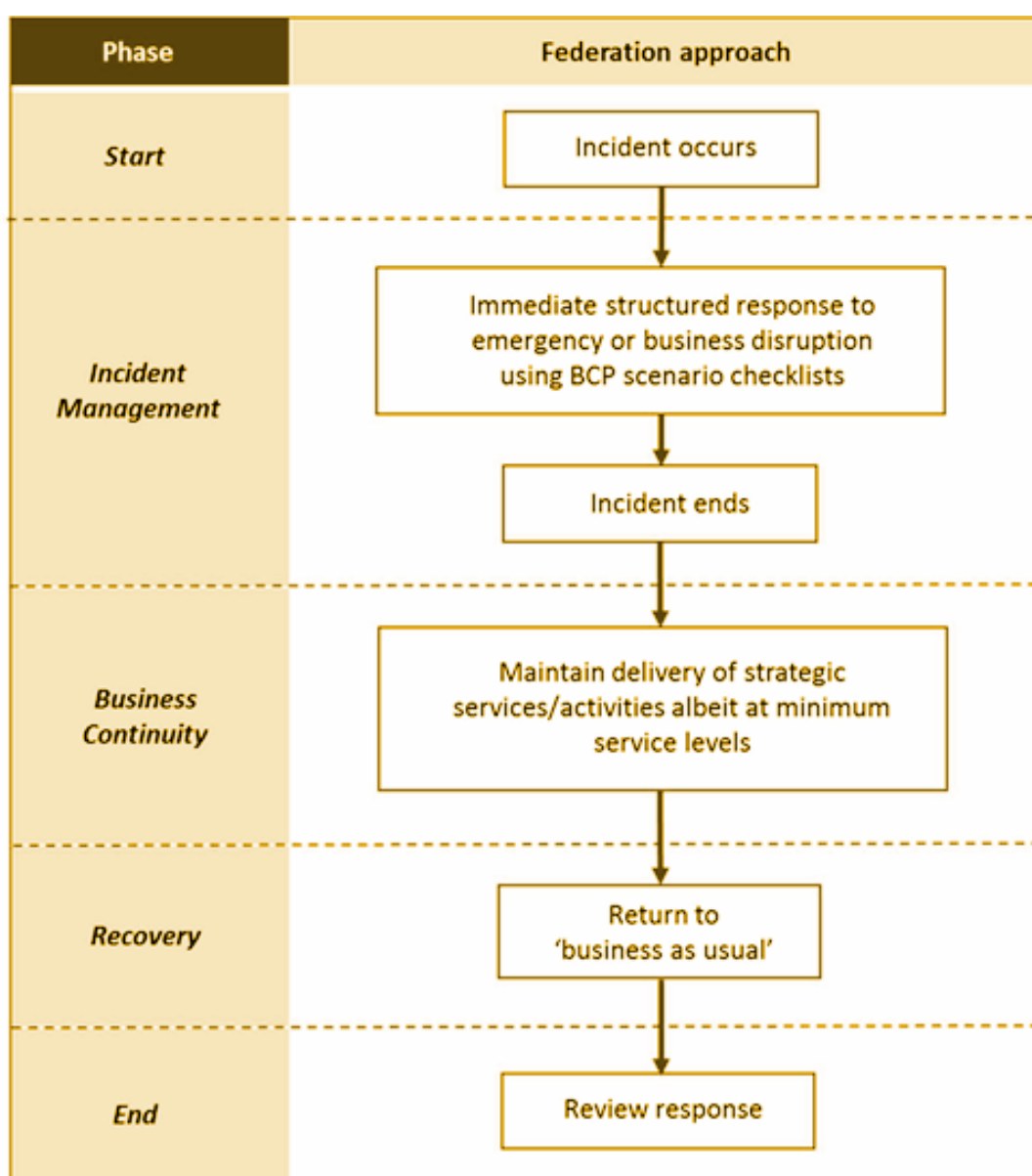
⁴School Business Continuity Plan and Head Office Business Continuity Plan, to be updated annually.

7.3 The School’s Board of Directors and Volunteer Governing Bodies⁵ are responsible for checking that Head Office and individual academies’ BCPs are updated at the start of each academic year.

8. Using the BCP

8.1 In responding to an incident, the individuals locally will have to take into account the specific nature of the event and conditions. The Business Continuity Plan provides guidelines for dealing with twelve particular incidents. It is important to note that some of these responses may be usefully applied to other situations not on the list, and the general structure of an Incident Management Team and supporting staff will be applicable to any emergency or business disruption.

8.2 The flow diagram below details the School’s approach to responding to an incident:



9. Incident Management Team (IMT)

- 9.1 The School Head Office and all academies will appoint an IMT to provide a coordinated response to any emergency or business disruption.
- 9.2 School IMTs will be led by the Chief Executive and should consist of those members of the Senior Leadership Team (SLT) with decision-making authority. The size of the IMT and its composition will vary depending upon on the size of the School and the skill-sets available.
- 9.3 When a CEO is not in attendance at a School, due to attendance at an off-site event or an unplanned event such as illness, then a deputy should be nominated to fulfil the role of IMT lead. For all other roles there should be at least one other person nominated, who can cover in an absence.
- 9.4 The Head Office IMT will be drawn from across the functional areas of the Head Office and will be activated in the event of any School emergency or as required to support academies during business disruptions. The IMT will be led by a Director, who will be nominated by the CEO depending on the nature of the emergency. The Director will be assisted by the Compliance and Data Protection Manager, who will act as his/her deputy and drive mobilisation of the team.
- 9.5 All members of an IMT should understand the content of their respective BCP and their required roles when the plan is activated. Training and testing is essential to provide this understanding and to instil confidence in being able to deal with the wide range of emergency and business disruption scenarios.

10. School IMT roles and responsibilities

- 10.1 The primary purpose and priority of a School IMT is to:
- protect the safety and welfare of students, staff and visitors;
 - protect vital assets e.g. equipment and data;
 - ensure continuity of education for students;
 - ensure urgent and regular communication takes place;
 - take any measures required to protect the School's reputation;
 - support the business continuity phase; and
 - support the recovery phase.
- 10.2 In addition to the IMT, some key staff (e.g. PA to the CEO and Premises manager) are likely to have specific responsibilities in any incident and will require training and involvement in the delivery of the BCP.
- 10.3 Other members of teaching and support staff may be co-opted to support the IMT as required or may have roles delegated to them. When delegating (and when planning delegation) it is important to consider that tasks will have to be completed under a much greater degree of pressure in an emergency, so delegation might have to be reconsidered on the day. In addition to this, the roles and responsibilities called upon will very much depend on:

10.4 The size and apportionment of roles and responsibilities will ultimately be driven by the resources available in each School. A breakdown of the core roles and additional roles (to be activated depending on the circumstances of the incident) is detailed at Annex A.

11. School Head Office notification and support

11.1 No School should have to bear the weight of an emergency on its own. As such the Head Office is to be notified by all Centers if any incident occurs which is deemed to be an emergency. Likewise if a School due to its size does not have the necessary skilled staff to deal with a severe business disruption then Head Office is to be contacted for assistance.

11.2 Learning Hubs should contact the Head Office for support via 01302 492239 in the first instance. This will act as the trigger for activating the Head Office IMT to provide coordinated support across all functional areas.

12. Head Office IMT roles and responsibilities

12.1 The primary purpose and priority of the Head Office IMT is to:

- provide coordinated support to academies during emergency incidents;
- protect the safety and welfare of staff and visitors;
- protect vital assets e.g. equipment and data;
- ensure regular communication takes place to external authorities and interested parties;
- take any measures required to protect the School's reputation;
- support the business continuity phase; and
- support the recovery phase.

12.2 The composition of the Head Office IMT will vary depending on the nature of the incident reported, however the following functional areas will have nominated representatives:

- CEO's office - legal and media interface;
- School Team
- HR;
- Finance;
- Data Team (MIS);
- School Manager - Premises, Health and Safety; Data Protection, procurement; and
- IT - Infrastructure, project management and service delivery.

12.3 A breakdown of the core roles and responsibilities of the Head Office IMT is detailed at Annex B. The IMT will report directly to the CEO, via a nominated Director who will also be the IMT lead.

13. Staff awareness of BCP

13.1 All staff nominated as members of an IMT must be aware of the BCP's existence and their role in implementing it. Other staff nominated for specific roles should also be briefed and provided with a summary of their own duties and responsibilities. Training and testing is an integral part of business continuity planning for all staff involved in its delivery.

13.2 The CEO is responsible for making sure nominated IMT members are aware of their roles and responsibilities. In the Head Office the responsibility sits with the Compliance and Data Protection Manager.

14. IMT meetings

14.1 When an IMT convenes the meeting must be short and concise, and cover all the key areas. A suggested agenda is detailed below:

- Summary of the incident
 - Scale, duration, impact
 - What actions have already been taken?
- Initial considerations
 - Welfare of students, staff, contractors/visitors - including any safeguarding implications
 - Immediate health and safety concerns
 - Support required - escalation to the School?
 - Communication - who with, regularity and by what means? e.g. Emergency Services, Health and Safety Executive (HSE), IMT members, staff, parents and the School
 - Education - how to best provide for students
- Additional considerations
 - Buildings and facilities - security, access, services
 - Data - access to MIS for contact details etc.
 - ICT - security of equipment and access to electronic resources
 - Finance - potential for damages and insurance claims
 - Data protection - physical security of confidential and personal data
 - Public relations implications
- Summary of immediate actions to take
- Time/date of next meeting

15. IMT meeting rooms/Incident Control Rooms and relocation sites

15.1 It is down to individual Schools and the SLT to decide where to meet upon activation and subsequently control an incident. An alternative meeting space should be identified if this is not available.

15.2 A relocation site must also be identified in the eventuality there is a requirement to evacuate the premises for an unspecified period of time. Consideration should be given to another School within the School in the first instance. Transportation requirements and additional staff cover should likewise be considered as part of good business continuity planning.

15.3 The primary and alternative IMT meeting room/Incident Control Rooms, along with identified relocation sites, are to be recorded in respective *School/Head Office Business Continuity Plan* documents at Annex D: Key contacts and information.

16. Record keeping

16.1 All the events, decisions and actions taken during a significant incident should be recorded. This will enable the Chief Executive and IMT to ensure all necessary actions have been taken and a

record

remains after the incident for analysis and review. As such a record keeper will need to be nominated.

- 16.2 An incident log book or sheets for recording events and a decision should therefore be contained in an incident 'grab bag', which is detailed in Section 17. An 'incident log sheet' template is provided in the *School/Head Office Business Continuity Plan* documents at Annex C.

17. Incident grab bag

- 17.1 An incident 'grab bag' is a store of important and useful equipment and resources that can be accessed quickly should there be a requirement to evacuate a School or the Head Office premises. A breakdown of the recommended contents for an incident 'grab bag' is detailed at Annex C.
- 17.2 At least one grab bag is to be located on-site and it is recommended that it is situated in or close to the main office (which is normally continuously manned). Additional grab bags are applicable if the School is on a split site or has extensive real estate. Schools should assess this requirement and provision accordingly.
- 17.3 Grab bags are to have a nominated owner, who is responsible for ensuring the correct contents are held and any devices, such as mobile phones or tablets, are charged.
- 17.4 The organisational information detailed in Annex C should be available in the event of an out-of-hours incident. To that end, an electronic copy of these documents is to be kept along with the School business continuity plan at the School Head Office and a second copy should be accessible to the IMT lead (or deputy) out-of-hours. Relevant documentation should be forwarded to the School's Compliance and Data Protection Manager in the first instance.

18. Personal data considerations

- 18.1 The advent of the General Data Protection Regulation (GDPR) and other data protection legislation means that the security of personal data must be a significant consideration when deciding what to hold in a 'grab bag' and where to locate it.
- 18.2 Confidential parent/carer, student and staff data *can* be held in paper format in the 'grab bag', but it is to be limited wherever possible and held securely if so. Parent contact details and medical records can now be accessed online via mobile devices. Therefore the use of such devices should be the default setting, as opposed to having paper lists of confidential data, which can very often be out of date.

19. Communication with staff, parents/carers and external third parties

- 19.1 Academies and Head Office are to have processes in place for contacting staff, parents/carers and students (as applicable) in the event of an emergency or business disruption. It is therefore important that telephone numbers and other contact details are readily available and kept up to date.
- 19.2 Any communication is to be agreed by the IMT lead and should be timely, concise and factually accurate to avoid potential confusion and mixed messages. Careful considerations to data protection regulations should be made before any personal data is disclosed in the course of dealing with an incident.

- 19.3 The School Manager/CEO should be contacted before any external communications (e.g. to the press) are released following an incident and the IMT should give thought to consulting Head Office about any communications to parents.
- 19.4 LoveAdmin should be the principle means of accessing the contact details of parents/carers. If it cannot be accessed on the premises during an incident then use should be made of other ICT facilities at the School in close proximity or via mobile devices/tablet held in the 'grab bag'. The School Data Team can also assist as part of Head Office IMT support i.e. messaging text/email notifications.

20. Coordinating with other plans

- 20.1 The check lists, detailed in the *School/Head Office Business Continuity Plan* documents, provide a list of the actions to be followed in the advent of an emergency or business disruption. They are not exclusive and should be used in conjunction with existing contingency plans where they exist e.g. site evacuation plans or lockdown procedures.

21. Standing down from an incident

- 21.1 Once the emergency or business disruption has been contained the IMT team should be stood down and the 'end of incident' communicated. This decision should be taken as soon as practicable and is to be made by the Chief Executive in conjunction with the supporting Head Office IMT lead, where applicable i.e. in the case of emergency incidents.

22. Business continuity and Recovery phases

- 22.1 Following an emergency or business disruption there will undoubtedly be a period of transition as a School or Head Office moves from a business continuity phase e.g. where a School remains open during term times, and normal routines and timetables are maintained as far as possible, to 'business as usual' and a full recovery.
- 22.2 The transition to full recovery, both in the short and long term, will need careful coordination and management. In order to achieve this a recovery action plan will need to be generated with set timescales and responsibility for completion clearly indicated. This action plan will be owned by the School but agreed and supported by the School.

23. Testing and exercising plans

- 23.1 To ensure the effectiveness of the BCP during a real life incident, plans will need to be tested and Head Office/School staff will need to be trained (at least annually). The following training methods *should* be considered and opportunities made to incorporate them in School and Head Office training cycles:
- incorporating emergency and business continuity training and awareness into inductions and mandatory training for all relevant personnel;
 - 'table-top' discussion exercises using check-list scenarios to check the validity and reliability of the plan contents;
 - including students in training e.g. practising regular fire drills and intruder lockdown procedures; and
 - discussion of real life incidents to improve planning and response.

23.2 Testing and exercising will undoubtedly raise areas where the BCP documentation can be improved. Any suggestions for future updates of the centrally issued *School Business Continuity Plan* documentation are to be sent to the School's Compliance and Data Protection Manager: [Lewis Kendall](mailto:finance@journeyeducationgroup.co.uk)
finance@journeyeducationgroup.co.uk

24. Review of BCP and updating

24.1 The Business Continuity Plan should be adopted by each School with only minimal adjustments. The recommendation is that the nominated members of the IMT do this collectively as the responsibility and ownership ultimately resides with the School.

25. End

Annex A: School IMT roles and responsibilities

IMT core roles and responsibilities

Role	Responsibility	Accountability / authority
<p>IMT lead (CEO or nominated deputy in a planned absence)</p>	<p>Business Continuity management</p> <ul style="list-style-type: none"> ▪ Owner of Business Continuity management in the School ▪ Ensure the School has the capacity in its structure to respond to incidents and highlight any areas of deficiency ▪ Determine the School’s overall response and recovery strategy ▪ Business Continuity Plan development ▪ Develop continuity arrangements e.g. alternative location of site, use of temporary staff etc. ▪ BCP testing and exercising ▪ Review and update BCP following an incident, test or exercise ▪ Train School staff on Business Continuity - including roles and responsibilities <p>Incident management</p> <ul style="list-style-type: none"> ▪ Assess the incident and decide whether to invoke the BCP ▪ Assemble IMT and confirm roles ▪ Ensure Emergency Services are requested if required ▪ Manage the incident, delegating actions where possible ▪ Liaise with Emergency Services on their arrival ▪ Contact Head Office to inform and ask for assistance if required ▪ Maintain communication with Emergency Services and School as required 	<p>The CEO has overall responsibility for the day-to-day management, including lead decision maker in an incident</p>
<p>IMT members (Composition will vary depending on size of School. Some individuals may be multi-hatted)</p>	<ul style="list-style-type: none"> ▪ Support the IMT lead in directing the School’s initial and ongoing response to an incident ▪ Notify relevant stakeholders e.g. parents/carers, governors etc. of the incident, plan activation and ongoing response actions (as directed by the IMT lead) ▪ Provide direction and leadership to the whole School community ▪ Undertake response and communication actions as agreed in the Plan e.g. engaging with third-party contractors as required. ▪ Liaise with Head Office staff as directed ▪ Prioritise the recovery of key activities disrupted by the incident and drive the recovery process ▪ Stakeholder liaison, including communication with parents/carers, governors, School staff, external agencies, and any social media. ▪ Monitor and ensure the welfare of students, including the provision of emergency meals/snacks (in liaison with catering company), and drinking water. ▪ Monitor and ensure staff welfare and any emergent 	<p>Accountability to the IMT lead. Delegated authority to take agreed actions to respond and recover from an incident</p>

employment issues	
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Key staff to support IMT with specific roles

Role	Responsibility	Accountability / authority
Premises manager	<ul style="list-style-type: none"> ▪ Raise the alarm as necessary to Chief Executive/IMT on discovery of an incident out-of-hours ▪ Ensure site security and safety in an incident ▪ Be the lead point of contact for any contractors, who may be involved in an incident response ▪ Provide information about dangerous substances held on the School site ▪ Be available to brief the IMT lead, Emergency Services or School staff on building design and operations ▪ Provide emergency shut-off controls/locations for utilities, alarms etc. ▪ Provide access (keys and alarm codes) as required 	Report to IMT lead
Record keeper (Chief Executive's Assistant or as nominated)	<ul style="list-style-type: none"> ▪ Ensure all key decisions and actions taken in relation to the incident are recorded accurately ▪ Maintain an incident log ▪ Limit and monitor the use of office phones during an emergency, especially by students and any visitors 	Report to IMT lead
IT coordinator (IT technician)	<ul style="list-style-type: none"> ▪ Ensure the resilience of the School's IT infrastructure ▪ Organise ICT resources ▪ Liaise with Head Office ICT staff and external providers (if applicable) as required 	Report to IMT lead
Health and Safety lead	<ul style="list-style-type: none"> ▪ Coordinate any actions involving first aid and a medical response ▪ Preserve the scene e.g. cordon off and make safe ▪ Issue first aid/medical equipment and coordinate efforts of first aiders ▪ Record names of those injured and any individuals taken to hospital ▪ Complete any accident/incident paperwork & RIDDOR forms 	Report to IMT lead
Finance officer/ Business Partner	<ul style="list-style-type: none"> ▪ Organise emergency purchases and payments ▪ Log any expenses made during an incident ▪ Coordinate any insurance claims 	Report to IMT lead

The role of governors

Role	Responsibility	Accountability / authority
Chair of Governors/ governors	<ul style="list-style-type: none"> ▪ Work in partnership with the IMT lead and team members to provide strategic direction in planning for emergencies and business disruptions ▪ Support IMT lead in responding to disruptive incidents ▪ Support the School's response to an emergency and business disruption, and its subsequent recovery ▪ Ensure that any incident is properly reviewed, lessons learned and policies updated accordingly 	Liaise with IMT

Annex B: Head Office IMT roles and responsibilities

IMT core roles and responsibilities

Role	Responsibility	Accountability / authority
<p>Director of New Projects (supported by the Compliance and Data Protection Manager)</p>	<p>Business Continuity management</p> <ul style="list-style-type: none"> ▪ Owner of School Business Continuity Planning policy and School/Head Office Business Continuity Plan documents ▪ Owner of Head Office business continuity arrangements e.g. alternative location of site, fire evacuation procedures etc. ▪ School BCP testing and exercising ▪ Training Head Office staff on Business Continuity - including roles and responsibilities ▪ Review and update School Business Continuity policy and supporting documentation following an incident, test or exercise 	<p>Accountable to the CEO</p>
<p>IMT lead (Director to be nominated by the CEO depending on the nature of the emergency)</p>	<p>Incident management</p> <ul style="list-style-type: none"> ▪ Determine and drive the School's overall response and recovery strategy for the Head Office and/or a School in time of emergency or significant business disruption ▪ Provide strategic oversight of any emergency incident ▪ Maintain communication with a School and/or Emergency Services in case of a Head Office incident ▪ Provide regular briefs to the CEO and other Directors to keep them informed and update on the incident ▪ Agree with School IMT lead and/or CEO to stand-down from an incident as appropriate 	<p>The IMT lead has overall responsibility for the management of the incident and is accountable to the CEO for decisions made</p>
<p>IMT coordinator (Compliance and Data Protection Manager or otherwise specified)</p>	<ul style="list-style-type: none"> ▪ Liaise with CEO to nominate a Director to fulfil the role of IMT lead ▪ Liaise with nominated IMT lead over composition of the Head Office team ▪ Mobilisation of the IMT and confirmation of roles ▪ Manage IMT effort on behalf of IMT lead, delegating actions where appropriate ▪ Provide regular updates to IMT lead and CEO as required 	<p>Reports to IMT</p>
<p>IMT members (Composition will vary depending on the nature of the incident)</p>	<ul style="list-style-type: none"> ▪ Support the IMT lead and coordinator in responding to an Head Office/School emergency or significant business disruption ▪ Provide functional advice and guidance to academies as specified in this Annex ▪ Monitor and ensure the welfare of Head Office staff ▪ Prioritise the recovery of key functions disrupted by an incident ▪ Notify relevant stakeholders e.g. academies, governors etc. as appropriate of the incident, planned and ongoing response 	<p>Accountability to the IMT lead. Delegated authority to take agreed actions to respond and recover from an incident</p>
<p>Record keeper (CEO's office staff or as nominated)</p>	<ul style="list-style-type: none"> ▪ Ensure all key decisions and actions taken in relation to the incident are recorded accurately ▪ Maintain an incident log 	<p>Reports to IMT lead /coordinator</p>

IMT functional area roles and responsibilities

Role	Responsibility	Accountability / authority
CEO's office	<ul style="list-style-type: none"> ▪ Support a Head Office emergency as required. ▪ Provide lead on legal, PR and external communications with key stakeholders, all staff and external agencies as required ▪ Support a School during an emergency or significant business disruption as required: <ul style="list-style-type: none"> ○ management of external communications with key stakeholders e.g. parents/carers, governors and other interested parties as appropriate. ○ coordinate external press releases, checking with legal experts as required ○ advise on social media communications 	Reports to the IMT lead
Education team (Secondary, Primary and Sixth form)	<ul style="list-style-type: none"> ▪ Support a Head Office emergency as required ▪ Support an School during an emergency or significant business disruption as required: <ul style="list-style-type: none"> ○ to ensure the continued delivery of high quality learning 	Reports to the IMT lead
HR	<ul style="list-style-type: none"> ▪ Support a Head Office emergency as required ▪ Support a School during an emergency or significant business disruption as required: <ul style="list-style-type: none"> ○ assist in end of month payroll ○ provide advice and guidance with regards death in service and personal injury claims ○ emergency payments to staff ○ pre-employment checks ○ guidance on additional agency recruitment ○ issue letters and contracts ○ provide work space for School HR staff to work alongside central HR team in Head Office ○ advise on any employment issues 	Reports to the IMT lead
Finance	<ul style="list-style-type: none"> ▪ Support a Head Office emergency as required ▪ Support a School during an emergency or significant business disruption as required: <ul style="list-style-type: none"> ○ advice and guidance on any insurance claims ○ approve any emergency purchases and payments ○ ensure central payment of suppliers, as required 	Reports to the IMT lead
Data Team	<ul style="list-style-type: none"> ▪ Support a Head Office emergency as required ▪ Support a School during an emergency or significant business disruption as required: <ul style="list-style-type: none"> ○ messaging text/email notifications to parents e.g. sending children home or telling parents to come and collect children i.e. primary academies ○ provide access to parents/carers' primary contact details as required 	Reports to the IMT lead

<p>Estates & Projects (Premises, H&S, Data Protection, procurement)</p>	<ul style="list-style-type: none"> ▪ Support a Head Office emergency as required ▪ Support a School during an emergency or significant business disruption as required: <ul style="list-style-type: none"> ○ buildings and facilities advice and guidance, including site security ○ project management to coordinate any re-location of an School and subsequent return to its original premises, as appropriate ○ data protection advice and guidance ○ procurement advice and guidance ○ health and safety advice and guidance ○ assist in transportation/logistical issues as appropriate 	<p>Reports to the IMT lead</p>
<p>IT (Infrastructure, project management and service delivery)</p>	<ul style="list-style-type: none"> ▪ Support a Head Office emergency as required ▪ Support a School during an emergency or significant business disruption as required: <ul style="list-style-type: none"> ○ advice and guidance to the on-site IT team ○ assess what IT support is needed to enable a School to function in temporary accommodation ○ coordinate assessment of potentially damaged ICT equipment ○ provide alternative equipment to get a School back up and running - liaising with Finance as required ○ project management to coordinate re-location and purchase of temporary/permanent IT equipment ○ infrastructure team support: liaise with external provider to get network up and running ○ redirection of main School phone number to an alternative (if on central system). This will avoid a School being inundated with calls it does not have the capacity to deal with 	<p>Reports to the IMT lead</p>

Annex C: Grab bag recommended contents

- C.1 A 'grab bag' is a store of important and useful equipment and resources that can be accessed quickly should there be a requirement to evacuate a School or Head Office premises.
- C.2 It is important to nominate owners for any 'grab bags', who will be responsible for updating the contents and ensuring electrical devices are regularly charged. Devices should be regularly synchronised with School networks.
- C.3 The following table details recommended contents:

Section	Details
Business Continuity documentation	<ul style="list-style-type: none"> ▪ School Business Continuity Planning Policy ▪ School Business Continuity Plan document, including <ul style="list-style-type: none"> ○ Up to date 'Key contact and information sheet' (Annex D) ○ Incident log sheets for recording actions and decisions
Organisational information (A copy of these documents - with the exception of hard copy registers - is to be kept with the School business continuity plan at the School Head Office and a second copy should be accessible to the IMT lead (or deputy) out of hours)	<ul style="list-style-type: none"> ▪ Site evacuation plan ▪ Access/egress routes ▪ Floor/site plans of building (recommended laminated), including the location of: <ul style="list-style-type: none"> ○ chemical stores and any dangerous substances held on-site ○ central IT/electrical equipment stores that contain quantities of batteries ▪ Location of emergency shut-off controls/locations for utilities, alarms etc. ▪ Hard copy registers for roll calls (to be updated regularly) <p><i>Note:</i> (1) <i>The Head Office Data Team can confirm attendees/absentees on the day of any incident as required to support roll calls</i></p>
Equipment	<ul style="list-style-type: none"> ▪ Smart device and charger e.g. laptop or tablet <ul style="list-style-type: none"> ○ capable of accessing LoveAdmin ▪ Mobile phone and charger ▪ First aid kit ▪ High visibility jacket ▪ Whistle <ul style="list-style-type: none"> ○ In order to command attention of large groups of people in open spaces ▪ Torch and batteries ▪ Accessories: <ul style="list-style-type: none"> ○ waterproof notebook(s), pens or pencils, ○ indelible markers, adhesive labels ○ other stationary as deemed applicable ▪ Robust bag or case to store all items <p><i>Notes:</i> (1) <i>Mobile devices such as laptops, tablets and mobile phones should be charged on a regular basis</i> (2) <i>Consideration to be given to availability of local internet hotspots or partner that can provide internet access in the event of network failure</i> (3) <i>Consideration to be given to purchasing a mobile power pack to charge devices during an incident</i></p>

Journey Independent School

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