



Windsor Academy Trust
Manor Way Primary Academy

Emergency and Business Continuity Policy
(including Lockdown Procedure)

Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	12th October 2023
Next Review date:	October 2025

Emergency and Business Continuity Policy Statement

1. Introduction

- 1.1 Windsor Academy Trust (WAT) is committed to protecting the health, safety and wellbeing of all persons using WAT premises and to safeguard children and young people, protecting them from harm. WAT will therefore put in place plans and procedures to ensure that it is suitably prepared, in the event of a major incident.
- 1.2 WAT will ensure that wherever possible, education continues to be provided in a safe working environment. It is expected that each academy will have their own plans outlining their local arrangements and that the central team will have in place plans for the central WAT location(s) as appropriate overseen by the ~~Chief Operating Officer (COO)~~ Director of Operations (DoO).

1.3 WAT is committed to:

- **Preventing** emergency situations from occurring for example by being aware of the working environment and potential hazards.
- **Protecting** educational services by minimising educational and administrative disruption.
- **Responding** effectively to incidents by enacting emergency plans and implementing emergency procedures, ensuring early control is established at a senior level in the critical early stages following a disaster/major incident to ensure that normal work is resumed in the shortest possible time.
- **Equipping and training** all employees, managers and leaders to ensure that they are aware and able to respond in an emergency situation by providing training clear instructions and guidance.
- **Engaging and consulting** with employees and third party responders to enable them to be pro-active and well informed should they need to assist in an emergency situation.
- **Embedding awareness** of health, safety and safeguarding as an integral part of WAT's culture.
- **Measuring, monitoring and reviewing performance**, gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

2. Purpose

2.1 The purpose of the Emergency and Business Continuity plan is to ensure that:

- A structured response is provided in the event of an emergency with the actions to be taken to ensure continuity of service.

- Arrangements are in place for the recovery and business continuity of WAT operations and most importantly the provision of education to students/pupils. The plan should address the measures required to minimise disruption in the event of a disaster, major incident, disruption or an unplanned occurrence.

2.2 In adopting this approach WAT will ensure that:

The Emergency and Business Continuity Plan provides the basis for:

- Continuing operations at an acceptable pre-defined level by deploying the resources and capability in WAT to plan for, and respond to, incidents and business disruptions.
- Developing and implementing emergency and business continuity planning within the academy and other WAT premises; and,
- Providing confidence and assurance to external organisations and other stakeholders.

3. Governance

3.1 The WAT Board of Directors (BoD) will need to be assured that robust plans are in place across the Trust.

3.2 The ~~CoO~~ DoO is responsible for the development and implementation of procedures for WAT sites and for ensuring that all staff are aware of what to do if there is an emergency.

3.3 The Local Advisory Bodies (LABs) are responsible for ensuring that all academies are compliant with legislation and that robust plans are in place and are fully implemented in the eventuality of disruption.

3.3 The Headteacher is responsible for the development and implementation of procedures in their academy and for ensuring that all staff are aware of what to do if there is an emergency.

4. Cyber Security

4.1 WAT is committed to ensuring the protection of our digital assets, maintaining business operations, and minimising disruptions that may be caused by cyber incidents.

4.2 The primary objectives are;

1. Ensure the confidentiality, integrity, and availability of critical information and systems.
2. Implement systems and processes to reduce and mitigate risks of cyber incidents.
3. Detect, respond to, and recover from cybersecurity incidents effectively and efficiently.
4. Minimise the impact of cybersecurity incidents on business operations and services.
5. Establish clear roles, responsibilities, and communication protocols during a cybersecurity incident.

4.3 The DoO holds overall responsibility for cyber security, supported by the Head of Digital Transformation and IT.

4.4 Annual cyber security training is mandatory for staff to increase awareness and knowledge of cyber security threats and best practices. Simulated incident response drills are conducted to ensure the preparedness and effectiveness of the IT Team

4.5 The local arrangements (Appendix 2) includes an IT Major Cyber Incident Response Plan (CIRP) which is to be used should an incident happen affecting IT within the WAT offices and schools. The purpose of this plan is to minimise the impact of such losses by making contingency plans and putting measures in place for essential IT processes to be maintained.

5. Local Arrangements

5.1 Appendix 1 provides guidance for academies to develop local procedures in the event of a lockdown becoming necessary.

5.2 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored for their own local circumstances. Such arrangements will be supported and informed by external Health Safety Advisors and other consultants/specialists. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. The local arrangements are outlined and held by each academy. A reference copy of the full document is to be kept in the academy/central team premises and must be readily available.

6. Enacting Emergency and Business Continuity Plan

6.1 All academies must notify the Director of Operations (DoO) if the implementation of the Emergency and Business Continuity or Major IT Incident Plan becomes necessary.

7. Communication

7.1 This policy statement must be brought to the attention of all members of staff. Any personal data that is held must comply with the requirements outlined in WAT's Data Protection Policies.

8 Policy Review

8.1 This policy statement and local arrangements will be reviewed regularly and as a minimum every 2 years.

APPENDICES

*(Guidance and Local
Procedures)*

Appendix 1

Lockdown Procedure Manor Way Primary Academy

Appendix 2

Emergency & Business Continuity Plan