



Southend East Community Academy Trust

“Strong Partnerships, Strong Community, Strong Schools”

Business Continuity Policy

1st September 2017

Next revision due : December 2019

Reviewed and recommended by : Trustees

Signed by Chair : Mr Robin Knight



Business Continuity Policy

1. Introduction: This policy sets out SECAT's policy for planning and responding to major incidents which may affect the continuity of SECAT and is designed to be a supportive document to the critical incident and contingency plans held by each individual Academy.
2. It is not possible, or desirable, to write a plan for every possible disruption to SECAT, no matter what the *cause* of the incident, the *effect* can generally be summarised as:
 - An inability to carry out daily activities of the MAT
 - Loss of ICT relating to the MAT
 - Loss/Shortage of staff and/or Trustees involved directly with the MAT
 - Adverse publicity and/or reputational impacts relating to the MAT
3. 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 Trust expects that all Academies will ensure:
 - Staff and pupils will be familiar with the Academy'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;
4. Each Academy maintains its own Emergency Management Instructions; 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.
5. ICT Disaster Recovery: The Business Manager and ICT Manager in each academy will be responsible for establishing an ICT Disaster Recovery Plan in line with the academy's Assessment of Critical Activities. This plan will identify actions to take in the event of loss of ICT hardware, software, infrastructure or connectivity; or the loss of key ICT related staff.
6. SECAT Documentation Backup: SECAT documentation is held at Shoeburyness High School and is available to all parties through the VPN. At Shoeburyness High School we use a number of different software packages to back up data. The following software is currently being used:
 - Veeam Backup and Replication = Virtual Server Backup (All Data)

- RedStor Backup Pro = Offsite SQL (SIMS/FMS) Backups (Database/Docstore only)
- Batch Files with Scheduled Task = SIMS and FMS Data (Database only)
- Shadow Copy/Previous Versions = Fast and Effective Data Recovery

The backed up data is stored on multiple network attached storage devices (NAS) that are situated in different locations on the school site. At present we use four NASs for data and image backups. The NASs are stored in the following areas:

- G10 QNAP NAS (**30TB**) = G10/G11 Cabinet
- MAIN OFFICE QNAP NAS (**30TB**) = Main office Cabinet
- F3 QNAP NAS (**8TB**) = F3 Cabinet

FMS and SIMS Databases

Both SIMS and FMS databases are backed up daily and are store on multiple NASs around Shoeburyness High School. We backup the following databases on our system:

- SIMS Database (SIMS)
- FMS Academy Database (FMSACAD) including Multiview
- FMS Old Pre Academy Database (CCSFMS)
- SECAT Database (Southend East)

Not only are these databases backed up locally on site they are also backed up and stored externally through a system setup and maintained by Capita (Redstor Backup Pro).

We also ensure we backup the databases before we apply any patches and perform any major upgrades. This is a required step requested by Capita before changes are made to the SIMS and FMS databases.

OFFICE BASE

In the event of the loss of the building where MAT key staff are located, the office and associated staff would be relocated to one of the other Academies for continuity of operations

STAFFING

In the event of the loss of staff for any reason SECAT would draw on Bursars/Finance/Business Managers from the Academies within the MAT for continuity of operations. Senior staff at each of the Academies could also be called upon to support the continuity of SECAT business

TRUSTEES

Due to the number of Trustees within the structure of SECAT the contingency aspect would be to call on other registered Trustees as and when required if a particular member was not available.

NEGATIVE PUBLICITY

In the event of negative publicity relating to SECAT the Chief Executive Officer and Chair of Trustees will take advice as and when required and respond accordingly.