



TEMPLEFIELDS MULTI-ACADEMY TRUST (TMAT)

c/o Tany's Dell Primary School
Mowbray Road, Harlow, Essex CM20 2LS

OVERARCHING STATEMENT ON EMERGENCY PLANNING + BUSINESS CONTINUITY

- The Templefields Multi-Academy Trust (TMAT) Board has an overall responsibility to ensure that all the academies within its MAT have effective Policies, Procedures and Plans in place to deal with any emergency situation which may arise, that these are regularly and rigorously reviewed and that procedures are subject to periodic stress tests.

Whilst there are common features to such Policies, Procedures and Plans, the details are necessarily specific to each academy. Each academy has therefore produced an individual Comprehensive Emergency Plan to cover every contingency, which has been scrutinised in detail by each Local Governing Body, under the MAT's Scheme of Delegation and then has been recommended for adoption by the Trust Board.

- Each Emergency Plan covers the following:
 - Activation
 - Roles & Responsibilities
 - Contact details
 - Post Incident Support
 - Business Continuity
 - Site Information
 - Diagrams and Maps
 - Evacuation
 - Shelter
 - Lockdown
 - School Closure due to severe weather
 - Communications
 - Bomb threats
 - Suspicious packages
 - Log keeping
 - School Closure notification system
 - Exercising and training
 - Buddy school
 - School details and plan administration

- In terms of Business Continuity, where one academy within the MAT may be unable to function for educational purposes, the first port of call would of course be to see whether pupils/staff and educational operation can be accommodated at another one or two of the TMAT academies. This might, for example, be by instigating split day working, i.e. one of the academies operating half a day with changed times for its 'home' population and then operating for the other half for the academy unable to operate on its own premises. Equally, the nearest secondary school to the TMAT academies, Mark Hall Academy, has indicated its willingness to help out in an emergency. In the event of a scenario where one academy might be unusable for a lengthy period, then the provision of demountables (via insurance cover) on the site of one or more of the other TMAT academies will be considered.

In the event where two or more of the TMAT academies become unusable simultaneously, then TMAT will look to its local partnership group, the Harlow Education Trust, to see if it can access contingency support via this wider group of local schools and, if necessary, look to hire suitable local premises for educational purposes.

All data stored electronically – finance, staff, pupil and curriculum – is backed up via the Cloud and can therefore be retrieved in the event of loss and installed on systems within TMAT.

Signed: *Andrew Sentance*

Name: **Andrew Sentance**

Date: **16th March 2018**