

Three Counties Academy Trust



Business Continuity Policy

#GN22 (linked to #GN22(A))

Last amended 22nd June 2026 (v1.1)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 12th February 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
13.02.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓
26.06.26	1.1	Member, Trustee, Local Governor and Staff Summary added. Adjustments to policy where Executive Headteacher and CEO roles have been split. Lifespan adjusted	MF	✓	✓

Statement of intent

Three Counties Academy Trust (TCAT) places the safety, welfare and wellbeing of pupils, staff, visitors and all other individuals on our premises at the heart of our operations. Whilst TCAT works proactively to identify, assess and mitigate potential risks wherever reasonably practicable, we recognise that emergencies, critical incidents and unforeseen events can occur with little or no warning and may arise from circumstances beyond the direct control of TCAT or our schools.

In the event of an emergency or critical incident, staff will take all reasonable and proportionate actions to safeguard those affected, protect life, minimise harm and support the continued operation of the school wherever it is safe and appropriate to do so. TCAT is committed to maintaining effective emergency planning arrangements that enable our schools to respond promptly, consistently and effectively to a wide range of potential incidents.

The procedures contained within this policy are designed to support the timely management of emergencies and critical incidents across all TCAT schools. They seek to ensure a coordinated and structured response that prioritises the safety of pupils, staff and visitors, supports clear communication and decision-making, reduces disruption to education and school operations wherever possible, and facilitates the effective recovery of normal activities following an incident.

Given the sensitive nature of the information contained within this policy and the associated school-specific emergency and business continuity plans, publication of these documents would not be in the interests of school security, operational resilience or the safety of TCAT community. Accordingly, this policy and all associated emergency planning documentation are classified as internal TCAT documents and are not made available for general public access.

Where a legitimate need exists to review elements of these arrangements, interested parties should contact the TCAT Central Offices in the first instance. Requests for access will be considered on a case-by-case basis, taking into account the nature of the information requested, safeguarding considerations, security implications, legal requirements and TCAT's duty to protect the safety and resilience of our schools.