



Building Closure and Business Continuity Policy

Last approved: June 2026

Approved by: Quality Committee

Next review due: August 2027

1. Purpose

This policy outlines how BN1 Arts manages the closure or suspension of a building and ensures continuity of learning. Its aim is to protect students' ability to complete their studies with minimal disruption, even when circumstances outside the organisation's control require significant operational changes. ****Please note that this policy does not deal with course closures. Please refer to the admission contract.***

2. Principles

BN1 Arts is committed to maintaining the quality and continuity of the student experience. Students will receive clear information, individual guidance, and fair options to support them through any period of change. Where students have not yet met the requirements for an award, they will be offered appropriate resit opportunities without attendance, with outcomes confirmed through standard academic processes. Decisions will always take into account the impact on applicants and offer holders, recognising that many will have made choices based on published information.

3. Definitions

A building closure occurs when a BN1 Arts site permanently stops operating or accepting new students. A suspension refers to a temporary pause in recruitment or delivery at a building for a defined period.

4. Scope

This policy applies to all BN1 Arts buildings and all courses delivered at those buildings, including specialist pathways and disciplines.

5. Decision-Making Authority

The Senior Leadership Team (SLT) holds full responsibility for reviewing evidence, approving building closures or suspensions, and overseeing all communication and continuity arrangements. The relevant Executive Director leads the development of the closure rationale and business case, drawing on appropriate data and consultation.

6. Rationale and Evidence Requirements

Any proposal to close or suspend a building must be supported by a clear rationale. This includes analysis of student numbers, applicant and offer-holder data, staffing capacity, financial viability, and any risks to student experience or quality. The proposal should also demonstrate that consultation has taken place with affected staff and, where appropriate, with students. Where contractual or partnership obligations exist, these must be considered to ensure compliance and minimise disruption.

7. Approval Process

The **Executive Director** prepares the business case and submits it to SLT. SLT may approve the proposal, request further information, or reject it. Once approved, the closure or suspension process formally begins and relevant teams are notified to implement the required actions.

8. Business Continuity and Student Support

BN1 Arts will ensure that students can continue or complete their studies through teach-out at the same building or, where necessary, at an alternative BN1 Arts site. If relocation is not possible, online or blended options may be offered on a case-by-case basis. Students who prefer to transfer to another provider will receive support to do so. Courses with external accreditation will continue to meet all regulatory or professional requirements, and compensation will be considered where continuation is not possible, in line with the Student Protection Plan.

9. Communication

Students

Students will be informed in person wherever possible, followed by written confirmation outlining the reasons for closure, the options available to them, and the support they can expect. Clear points of contact will be provided to ensure ongoing guidance.

Applicants

Applicants and offer holders will be contacted by the Admissions team and informed of the closure or suspension. They will be offered alternative BN1 Arts options where appropriate and may withdraw their application without penalty. Marketing will ensure that all public-facing materials are updated promptly.

Staff and Stakeholders

SLT will issue a BN1 Arts-wide communication once students have been informed and will manage any staffing implications through standard processes. Where required, external bodies will be notified in line with regulatory expectations.

10. Ongoing Monitoring During Teach-Out

Courses delivered during a teach-out period will continue to be monitored through BN1 Arts' quality assurance processes. The organisation will ensure that the student experience remains equitable and that academic standards are upheld. Where student numbers are very small, review cycles may be extended to cover the full teach-out period.

11. Exceptional Circumstances

In situations such as fire, flood, or other force majeure events, BN1 Arts will prioritise safety and continuity. The organisation will communicate promptly with students and staff, provide alternative delivery arrangements where possible, and support transfers to other providers if necessary. All decisions will be guided by fairness, transparency, and the need to minimise disruption.

12. Immediate Building Closure

If a building must close immediately, BN1 Arts will offer students the opportunity to transfer to another BN1 Arts building delivering the same course. Where this is not possible, alternative modes of study will be explored. Students who wish to transfer to another institution will receive tailored support to ensure a smooth transition.