

Contingency Plan


November 2024


Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.11.24.

It is due for review on 01.09.25 (up to 12 months from the above date).

Signature (CEO)  Date01.11.24.....

Signature (COO)  Date01.11.24.....

Version Control

Version	Date	Changes
V1	01/011/24	Original document

1. Introduction

- 1.1. The purpose of this plan is to establish and implement, as needed, policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) that damages systems that contain sensitive information or disrupts the running of the centre including disruption to learning programmes.
- 1.2. The contingency plan is a routinely updated plan to ensure procedures are current and remain effective.

2. Who is this policy for?

- 2.1. The intended audience for this policy is:
- a) Students registered at the Edit Education.
 - b) Tutors, Assessors and IQAs and all other staff at the Edit Education.
 - c) The registered Awarding Organisation for the product being delivered.

3. Procedures

- 3.1. The Centre (Edit Education) will ensure that all students are aware of the option to use RPL as an assessment method.

Fire Emergency

- 3.2. In the event of a fire in the building, the following procedures should be followed:
- a) Call 999 immediately and report the fire, even though Fire and Rescue Service may have been automatically alerted.
 - b) The building should be evacuated.
 - c) Notify BizSpace when it is safe to do so if they are not present.
 - d) The member of staff in the fire's locality will be responsible for evacuating the premises.
 - e) All employees, students and visitors should be evacuated from the building and gather at the designated emergency meeting area (opposite the main BizSpace reception area).
 - f) Personal items and any other equipment should be left in situ to avoid any delay in the evacuation.
 - g) Edit Education staff must try and ensure that students and others remain calm and evacuate the building in an orderly manner.
 - h) Nobody shall return to the area until the CEO/COO has given a clear signal that it is safe to return.

Data Contingency

- 3.3. Electronic data is stored on personal computers and the Edit OneDrive.
- 3.4. This addresses the prevention of critical data loss due to server crashing, power failure, or any incident which occurs which threatens critical company data. These processes and procedures should be followed strictly by all personnel in the event that an imminent disaster has been recognised.
- 3.5. If it is likely that an issue will render the server unserviceable imminently, all data on the server should be immediately backed up to the backup server. Hard Copy File Data Files that are known to contain important company data, such as customer / student and personal information and financial documents, should be stored in an appropriate location.
- 3.6. In the event of a disaster that will render the building or the files inaccessible, all files should be removed from the premises and stored in an offsite location.
- 3.7. In the case of a disaster that will not render the building or the files inaccessible, all files should be stored in a filing or storage cabinet until the area has been declared all clear.
- 3.8. All archived Hard Copy Files and Data must be scanned and stored electronically.
- 3.9. Where there is a data loss the Head of centre must be informed in order for action to be taken to retrieve the data and identify how it came to be lost. The Head of Centre will be responsible for notifying appropriate authorities in the event of a data loss.
- 3.10. In the case of a cyber security breach, the AO will be notified immediately by the CEO/COO.

Loss of premises

- 3.11. In the event of loss of premises through fire or other causes, the following actions will take place. Depending on the severity of the incident, the possibility of the courses being relocated on site whilst still remaining on the premises should be considered.
- 3.12. In the event that it is impossible for courses to take place on the current premises alternative premises will be sought out until a time when courses can resume in their present location.
- 3.13. The Awarding Organisation will be notified of any closure and change of premises.

Centre Closure

- 3.14. In the event that the Centre should cease trading and there are current registered students within the system they should be referred to the relevant Awarding Organisation.