

Crystal Academy: Aerial Arts and Dance CIC

Business Continuity Plan

Crystal Academy: Aerial Arts and Dance CIC is committed to maintaining the safety, wellbeing, and continuity of service for our students, families, and staff. This Business Continuity Plan outlines how we will respond to and manage serious disruptions to our normal operations to minimise impact on those we serve.

Purpose:

To ensure Crystal Academy is prepared to maintain key functions during unforeseen events such as venue loss, staff absence, health outbreaks, or utility failures.

Scope:

Applies to all classes, events, and activities delivered under Crystal Academy's provision.

Identified Risks and Responses:

1. Temporary Loss of Venue:

- We have identified alternative accessible venues locally with existing partnerships that can accommodate sessions if our main site becomes unavailable.
- Portable equipment and cloud-based data ensure flexible relocation.

2. Staff or Volunteer Shortages:

- We maintain a bank of trained, DBS-checked freelance practitioners who can step in when core staff are unavailable.
- Session plans and safeguarding contacts are stored securely and are accessible by authorised personnel.

3. Health Emergency or Pandemic:

- We will follow current public health guidance and implement remote or outdoor delivery where

possible.

- Sanitisation, PPE, and illness reporting protocols are in place.

4. Utility Failures (e.g. electricity, water):

- We will cancel or relocate sessions if the premises become unsafe.
- Parents/carers will be informed immediately via email, SMS, or social media.

Communication:

- Families will be notified of changes or emergencies promptly via multiple channels.
- A designated continuity lead (Jason Kolmer) will manage incident response and liaise with external services.

Safeguarding and Data:

- All safeguarding, medical, and emergency contact information is stored in secure, cloud-based systems and backed up regularly.

Review and Testing:

- This plan will be reviewed every 12 months or following a critical incident.
- Annual scenario testing will be conducted to ensure readiness.

Lead Responsibility: Jason Kolmer (Director & DSL), supported by Kirsty Kolmer.