



Business Continuity Plan (BCP) 2025/26

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Business Continuity & Emergency Response Plan 2025/26



Version: 1

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1. Purpose

The purpose of this Business Continuity Plan (BCP) is to ensure that The Open Door Academy can continue to operate safely and effectively during and after any disruption. This plan outlines the Academy's approach to maintaining essential services, safeguarding students, protecting staff, and restoring normal operations as quickly as possible.

2. Scope

This plan applies to:

- All Academy sites, staff, students, and visitors
- All educational, safeguarding, administrative, and operational functions
- All disruptions including emergencies, environmental hazards, IT failures, staffing shortages, and external threats

3. Key Objectives

The Open Door Academy aims to:

- Protect the **safety and wellbeing** of students and staff
- Maintain **critical safeguarding and educational functions**
- Minimise disruption to learning
- Restore normal operations quickly and safely
- Ensure clear communication with staff, students, families, and partners

4. Leadership & Responsibilities

4.1 Incident Management Team (IMT)

- **Head of Centre** – Overall strategic lead, Student support and communication
- **Designated Safeguarding Lead (DSL)** – Safeguarding oversight
- **Director 1 (Business Manager)** – finance, HR
- **Director 2 (IT Lead, Site Manager)** – Digital continuity, systems premises, recovery, Premises safety and emergency response, Operations

4.2 IMT Responsibilities

- Assess the situation and declare a continuity incident
- Activate relevant sections of the BCP
- Coordinate communication and decision-making
- Ensure safeguarding remains central to all actions
- Record decisions and actions taken

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5. Critical Functions

The following functions must be maintained wherever possible:

5.1 Safeguarding

- DSL availability
- Reporting and responding to concerns
- Contact with vulnerable students
- Multi-agency communication

5.2 Education Delivery

- On-site teaching
- Remote learning (if required)
- Off-site provision oversight
- Attendance monitoring

5.3 Communication

- Contact with staff, students, and families
- Liaison with local authority and emergency services
- Updates to website and communication channels

5.4 Operational Support

- Access to MIS and safeguarding systems
- Payroll and HR
- Premises safety and security
- IT systems and data protection

6. Risk Scenarios & Response Actions

6.1 Loss of Premises (fire, flood, structural issue)

Immediate Actions

- Evacuate using emergency procedures
- Account for all students and staff
- Contact emergency services
- Notify IMT and local authority

Continuity Actions

- Relocate to designated alternative site
- Implement remote learning if needed
- Communicate with families and staff
- Assess damage and recovery timeline

6.2 Loss of IT Systems / Cyber Incident

Immediate Actions

- Report incident to IT Lead
- Disconnect affected devices if necessary
- Activate cyber-incident protocol

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Continuity Actions

- Switch to paper-based safeguarding and attendance
- Use alternative communication channels
- Restore systems from backups
- Notify relevant authorities if data breach suspected

6.3 Significant Staff Shortages

Immediate Actions

- Prioritise safeguarding and supervision
- Redeploy staff as needed
- Cancel non-essential activities

Continuity Actions

- Implement remote learning for some groups if required
- Use supply staff or partner agencies
- Maintain contact with vulnerable students

6.4 Loss of Utilities (power, water, heating)

Immediate Actions

- Assess safety of continuing on-site operations
- Contact utility provider
- Implement temporary measures (e.g., bottled water, portable heaters)

Continuity Actions

- Partial or full site closure if required
- Move to alternative site or remote learning
- Communicate clearly with families

6.5 Transport Disruption

Immediate Actions

- Notify families and transport providers
- Ensure students are supervised until safe departure

Continuity Actions

- Adjust start/end times
- Provide remote learning for affected students
- Maintain contact with vulnerable families

6.6 Public Health Incident

Immediate Actions

- Follow local authority and NHS guidance
- Isolate affected individuals if required
- Increase hygiene measures

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Continuity Actions

- Implement hybrid or remote learning
- Maintain safeguarding contact with students
- Communicate regularly with families

7. Communication Plan

7.1 Internal Communication

- Staff WhatsApp/Teams groups
- Email alerts
- Emergency phone tree
- Daily briefings during incidents

7.2 External Communication

- Parents/carers via text, email, and website
- Local authority
- Emergency services
- Off-site providers

7.3 Key Messages

All communication must be:

- Clear
- Timely
- Accurate
- Reassuring
- Safeguarding-aware

8. Safeguarding Continuity

During any disruption, safeguarding remains the highest priority.

The Academy will:

- Ensure a DSL or Deputy DSL is always contactable
- Maintain daily contact with vulnerable students
- Continue recording concerns (paper or digital)
- Liaise with social care and external agencies
- Ensure safe supervision ratios

9. Remote Learning Continuity

If students cannot attend on-site:

- Provide structured remote learning
- Maintain attendance checks
- Ensure access to devices where possible
- Provide pastoral check-ins
- Monitor engagement and wellbeing

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10. Recovery & Restoration

After the incident:

- Conduct a full review of impact
- Restore systems, premises, and routines
- Provide wellbeing support for students and staff
- Update risk assessments
- Record lessons learned
- Update the BCP if required

11. Plan Review

This plan will be reviewed:

- **Annually**
- After any major incident
- When organisational or statutory changes occur