




# Business Continuity Plan

Policy number	13	Person responsible	DD
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Signed		Date	1/2/26

## **Aim**

Oakwood Education is committed to giving the highest priority to the safety, health and welfare of all employees, learners, contractors, and visitors. Ensuring safety, health and welfare means that organisations must be ready for unexpected events and have appropriate and effective plans in place to ensure continuity during and after an event. This arrangement is intended to work alongside other arrangements such as local emergency procedures or the prevention and control of infectious diseases protocol. It does not replace them.

As with those arrangements, the first duty of all is safety, health and welfare of all its children and young people and employees. The Business Continuity Policy (BCP) should be invoked in circumstances when a significant event has occurred, or is about to occur, and where there is, or may be, a full or partial loss of operations, or disruption to core activities.

These events typically fall into four main categories:

- People
- Premises
- Technology
- Suppliers

## **Responsibilities**

Oakwood is committed to:

- Avert or minimise the effects of any incident or event
- Bring provisions(s) back to full operation with minimum disruption to core activities
- Manage transitional arrangements relating to learning, assessment and operations
- Co-ordinate and communicate with the, employees and learners, the local authority, commissioners, partners, clients, other stakeholders, and the media.

Employees

All staff have a duty to support the business continuity policy by:

- Following advice and instruction particularly relating to emergency evacuation dealing with casualties, and the recovery of belongings
- Following communications relating to interim measures
- Directors should have access to the BCP and contact details for employees and other agencies at all times in case of emergency outside of operating hours

## **Invoking the Business Continuity Plan**

The BCP can only be invoked by a Director of Oakwood Ed Ltd.

The BCP should be invoked in circumstances when a significant event has occurred, or is about to occur, and where there is, or may be, a full or partial loss of operations, or disruption to core activities. These events typically fall into 4 main categories: Premises, People, Technology & Suppliers.

Examples of each of these types are listed below. The examples are not intended to be exhaustive, and it is seldom possible to classify an event into one category. It is quite possible for a fire to cause human tragedy and impact the supply of utilities into a building.

Premises:

- Fire
- Bomb
- Flood
- Weather damage
- Life systems failure

People:

- Loss of Life
- Major injury
- Safeguarding event
- Major Infection
- Illness
- Pandemic

Technology:

Data theft, hacking, virus, hardware or software failure including:

- IT and Management Information Systems
- Cyber attack including Office 365.
- Finance or Payroll Systems
- Computerised Registers and Examinations
- Computerised Learning Portal

Suppliers:

- Electric
- Gas
- Water
- Drainage
- Heating

- Telephone/internet provider

### **Allocating Resources**

Incidents require resources and, best practice indicates that organising and co-ordinating personnel into effective teams helps to avert or minimise immediate challenges and reinstate full operations with the minimum of disruption.

In any major incident there are generally three challenges:

- 1) Dealing with the immediate incident and returning the provisions to normal operations.
- 2) Addressing the intermediate problems whilst provisions are out of action.
- 3) Maintaining a strategic focus, handling communications and addressing stakeholder concerns.

The scale of the event, and the impact on the provision and the wider community will help to define the most appropriate response and the number of resources required. Where necessary, Oakwood will liaise with all appropriate outside agencies and 3<sup>rd</sup> parties to ensure effective management of any situations.

### **Communication**

Communication may be limited depending on the incident taking place, however the need to communicate effectively with all stakeholders is critical to ensure the health, safety and welfare of everyone involved and to reduce anxieties for those not directly impacted by the situation.

### **Debrief**

In the event that the Business Continuity Plan is invoked, records of key decisions must be kept by the Directors. Following an event, a review of decisions must take place, so that lessons can be learned and processes improved.

## Plan Activation Process

