BRIGHTFIELD

ACADEMY

Inclusion. Choice. Growth.

Business Continuity Plan

PREPARE. RESPOND. RECOVER.

Inclusion. | Choice. | Growth.

N. Larcombe

July 2026

Business Continuity Plan

BRIGHTFIELD ACADEMY
BUSINESS CONTINUITY PLAN
Policy Owner: Head of Provision
Approved By: Directors
Date Adopted: July 2026
Review Cycle: Annual, and following activation or significant organisational change
Next Review: July 2027
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1. PURPOSE

Brightfield Academy is committed to maintaining the safety, safeguarding, welfare, education and support of learners during any incident or disruption affecting normal operations.

This Business Continuity Plan sets out the arrangements for responding to significant disruption, maintaining critical functions and restoring normal operations safely and effectively. The objectives of business continuity are to:

- Protect the safety and welfare of learners, staff and other persons.
- Maintain safeguarding arrangements at all times.
- Maintain essential communication with learners, families, commissioners, referring schools and relevant agencies.
- Preserve access to critical information and records.
- Maintain educational provision wherever this can be achieved safely and appropriately.
- Protect personal and confidential information.
- Maintain statutory, contractual and regulatory responsibilities.
- Minimise avoidable disruption to learners, particularly those who may be vulnerable to changes in routine or provision.
- Support timely and controlled recovery following an incident.
- Learn from incidents in order to strengthen organisational resilience.

The safety and safeguarding of learners will always take precedence over the continuation of normal service delivery.

2. SCOPE

This plan applies to:
Directors.
Employees.
Volunteers.
Learners and their families.
Contractors.

Agency or temporary staff.
Visiting professionals.
Partner organisations where relevant to Brightfield Academy's provision.
It applies to Brightfield Academy activities undertaken on-site, off-site, remotely or at other approved locations.
The plan may be activated where an event significantly affects, or has the potential to affect, Brightfield Academy's ability to deliver safe and effective provision.

3. BUSINESS CONTINUITY PRINCIPLES

Brightfield Academy will respond to disruption according to the following priorities:

- Protect life and immediate safety.
- Safeguard children and young people.
- Account for learners and staff.
- Maintain essential communication.
- Preserve critical information and systems.
- Maintain or restore essential educational provision.
- Restore normal operations safely.

Business continuity does not mean that provision will continue regardless of circumstances.
Brightfield Academy will not continue or resume an activity or placement where staffing, premises, safeguarding arrangements, risk controls or other essential safety requirements cannot be maintained.

4. POTENTIAL DISRUPTIONS

This plan may be activated in response to circumstances including, but not limited to, the following.

4.1 Premises and Environmental Incidents

Fire.
Flooding.
Structural damage.
Gas leak.
Loss of electricity, water or heating.
Unsafe premises.
Environmental contamination or hazard.
Loss of access to the site.
Severe weather.

4.2 Staffing and Leadership Disruption

Significant staff illness or absence.
Public health emergency.
Unexpected loss of key personnel.
Loss or unavailability of the DSL/DDSL.
Insufficient staffing to maintain required learner supervision.
Inability to maintain an individual learner's agreed staffing ratio.

4.3 Technology, Cyber and Information Incidents
Internet or telecommunications failure.
Cyberattack.
Data breach.
Loss of access to management or safeguarding systems.
Hardware failure.
Loss or corruption of critical information.

4.4 Safeguarding and Critical Incidents
Serious safeguarding incident.
Serious injury or death.
Critical incident involving a learner or member of staff.
Missing learner.
Police investigation affecting provision.
Incident requiring evacuation or lockdown.
Significant allegation affecting staffing or leadership.

4.5 Financial or Organisational Disruption
Significant interruption to funding.
Loss of key contracts.
Cash-flow difficulty.
Insolvency risk.
Regulatory action.

4.6 External Events
Severe weather.
Transport disruption.
Public health emergency.
Civil or national emergency.
Significant local incident affecting access or operation.
The nature and scale of the response will be proportionate to the incident.

5. CRITICAL FUNCTIONS AND RECOVERY PRIORITIES
Brightfield Academy identifies the following functions as essential to safe and effective operation.

Critical Priority

Safeguarding and Child Protection
Response/recovery expectation: Immediate and continuous.

Learner Welfare and Safety
Response/recovery expectation: Immediate and continuous.

Accounting for Learners and Staff
Response/recovery expectation: Immediate.

Emergency Communication
Response/recovery expectation: Immediate or as soon as practicable.

Access to Essential Safeguarding and Emergency Information
Response/recovery expectation: Immediate.

High Priority

Attendance Monitoring
Response/recovery expectation: Same working day.

Communication with Parents/Carers and Commissioners
Response/recovery expectation: Same working day where practicable.

Educational Delivery
Response/recovery expectation: Restored as soon as safely and reasonably practicable.

Behaviour and Individual Support Arrangements
Response/recovery expectation: According to individual learner need.

Data Protection and Information Security
Response/recovery expectation: Continuous.

Essential Financial Administration
Response/recovery expectation: As soon as practicable.

Medium Priority

Qualification Delivery
Response/recovery expectation: According to awarding organisation requirements.

Routine Reporting and Administration
Response/recovery expectation: Following restoration of critical functions.
These priorities may be adjusted according to the nature of an incident and individual learner circumstances.

6. ACTIVATION AND MANAGEMENT OF THE PLAN
The Head of Provision has primary authority to activate this plan.
In their absence, a Director may activate it.
The plan may be activated in whole or in part depending upon the nature and severity of the incident.
The person activating the plan will establish an Incident Management Team appropriate to the circumstances.

6.1 Head of Provision
The Head of Provision is responsible for:
Assessing the overall operational impact.
Activating the Business Continuity Plan.
Coordinating the organisational response.
Liaising with relevant external organisations.
Making strategic operational decisions.
Ensuring appropriate resources are available.
Overseeing recovery.

6.2 Directors
Directors are responsible for:
Governance oversight.
Strategic decision-making.
Resource allocation.
Financial continuity.
Communication with insurers, regulators and commissioners where required.
Supporting recovery arrangements.

6.3 Designated Safeguarding Lead / Deputy Designated Safeguarding Lead
The DSL/DDSL is responsible for:
Maintaining safeguarding oversight.
Ensuring safeguarding concerns continue to be received and acted upon.
Identifying particularly vulnerable learners.
Welfare monitoring.
Safeguarding information sharing.
Liaison with Children's Social Care, Police and other safeguarding partners where necessary.
Ensuring safeguarding records remain secure and accessible.

6.4 Administration Lead or Designated Administrator
The Administration Lead or designated administrator is responsible for:
Maintaining contact information.
Coordinating communications.
Recording key decisions and actions.
Supporting attendance monitoring.
Maintaining appropriate incident records.
Where one person holds more than one role, responsibilities will be prioritised according to safeguarding and operational need.

7. IMMEDIATE INCIDENT RESPONSE
When a significant disruption occurs, Brightfield Academy will use the following response framework.

Stage 1: Protect
Immediate priority will be given to:
Preservation of life.
Learner and staff safety.
Emergency first aid.
Evacuation, lockdown or other emergency procedures where required.
Contacting emergency services.
Addressing immediate safeguarding risks.

Stage 2: Account
The Academy will establish, as far as practicable:
The whereabouts and safety of learners.
The whereabouts and safety of staff.
Whether anyone is missing, injured or otherwise at risk.
Whether vulnerable individuals require additional action.

Stage 3: Assess
The Incident Management Team will establish:
The nature and scale of the incident.
Immediate and continuing risks.
Expected duration.
Impact upon premises.
Impact upon staffing.
Impact upon individual learners.
Impact upon IT and data.
Safeguarding implications.
Which critical functions have been affected.

Stage 4: Communicate
Relevant parties will be informed as soon as reasonably practicable.
These may include:
Staff.
Learners.
Parents/carers.
Referring schools.
Local Authority commissioners.
Children's Social Care.
Police or emergency services.
Insurers.
Landlord or premises representatives.
Awarding organisations.
Other relevant professionals or agencies.
Information provided will be factual, proportionate and appropriately authorised.

Stage 5: Continue
Appropriate temporary arrangements will be implemented to maintain critical functions.

Stage 6: Recover
Normal operations will resume only when it is safe and appropriate to do so.

8. SAFEGUARDING CONTINUITY

Safeguarding remains Brightfield Academy's highest priority during any disruption.
The DSL or DDSL will remain available wherever reasonably practicable to receive and manage safeguarding concerns
.
Arrangements will be maintained for:

Reporting safeguarding concerns.
Accessing essential safeguarding information.
Contacting Children's Social Care and other safeguarding partners.
Maintaining safeguarding records.
Monitoring particularly vulnerable learners.
Responding to disclosures or emerging concerns.
Appropriate information sharing.

Escalation where a learner is at immediate risk.
Current safeguarding and emergency contact information will remain securely accessible to authorised personnel during loss of normal premises or IT access.

Where face-to-face provision cannot continue, the Academy will consider the safeguarding implications for each affected learner.

This may include:
- Welfare telephone contact.
- Contact with parents/carers.
- Liaison with the referring school or commissioner.
- Remote contact where appropriate and safe.
- Liaison with external professionals.
- Prioritisation of particularly vulnerable learners.
- Remote contact will comply with Brightfield Academy's safeguarding, online safety, professional boundaries and data protection requirements.

Where the DSL is unavailable, the DDSL will assume responsibility.
Where neither the DSL nor DDSL is available and a child is at immediate risk, staff will follow the escalation arrangements contained within Brightfield Academy's Child Protection & Safeguarding Policy.

9. CONTINUITY OF EDUCATIONAL PROVISION
Where normal delivery cannot continue, Brightfield Academy will assess each learner's circumstances and determine whether an alternative form of provision can be delivered safely and appropriately.

Options may include:
- Remote learning.
- Individual learning activities or packages.
- Adjusted timetables.
- Phased provision.
- Temporary relocation to a suitable alternative venue where available.
- Alternative arrangements agreed with the commissioner or referring school.

Any temporary venue must be considered suitable before use.

Relevant considerations will include:
- Safeguarding.
- Health and safety.
- Accessibility.
- Insurance.
- Fire and emergency arrangements.
- Data protection.
- Staffing.
- Individual learner risk assessments.
- Suitability for the proposed activity.

Brightfield Academy will not use an alternative venue merely to maintain service where doing so would introduce unacceptable risk.

10. PREMISES FAILURE

Where the normal site becomes wholly or partially unusable, the Head of Provision will determine whether:

- Unaffected parts of the premises can remain safely operational.
- Provision needs to be temporarily suspended.
- Remote provision is appropriate.
- Alternative provision can be arranged.
- Individual arrangements need to be agreed with commissioners.

No learner or member of staff will return to an affected area until it has been determined that it is safe to do so.

Relevant specialist advice, landlord approval, emergency service advice or other professional confirmation will be obtained where necessary.

11. STAFFING CONTINUITY AND MINIMUM SAFE STAFFING

Brightfield Academy will maintain staffing arrangements sufficient to meet:

- Safeguarding requirements.
- Individual learner risk assessments.
- Agreed staffing ratios.
- First aid requirements.
- Supervision requirements.
- DSL/DDSL arrangements.
- Competence requirements of activities being delivered.

Where staffing becomes insufficient, the Academy may:

- Redeploy appropriately competent staff.
- Suspend non-essential activities.
- Modify timetables.
- Reduce provision temporarily.
- Use appropriately vetted and approved temporary personnel where available.
- Agree alternative arrangements with commissioners or referring organisations.

Brightfield Academy will not continue or accept learner provision where staffing levels, staff competence, safeguarding cover or an individual's assessed staffing ratio cannot be safely maintained.

Where an individual learner requires continuous direct supervision, enhanced staffing or 2:1 staffing, that arrangement will not be reduced solely for the purpose of maintaining business continuity unless a new risk assessment demonstrates that doing so is safe and appropriate and any required commissioning agreement has been obtained.

12. ICT, CYBER AND DATA CONTINUITY

Brightfield Academy maintains secure electronic systems for critical information including:

- Safeguarding records.
- Learner records.
- Attendance information.

- Emergency contact information.
- Staff records.
- Policies and procedures.
- Essential organisational information.
- Systems are protected through appropriate:
- Password controls.
- Access permissions.
- Secure cloud-based storage.
- Backup arrangements.
- Data protection procedures.

Where a primary system becomes unavailable, essential safeguarding, attendance and emergency communication functions will be maintained through approved contingency arrangements until normal access is restored.

Staff must not use unauthorised personal systems, insecure storage or inappropriate communication channels to circumvent an outage.

Suspected cyber incidents or data breaches will be managed in accordance with Brightfield Academy's Data Protection Policy and associated information security procedures.
Where appropriate, affected systems will not be restored to normal use until their security and integrity have been established.

13. COMMUNICATION STRATEGY

Clear communication is essential during disruption.
Communication methods may include:
- Telephone.
- Email.
- Text messaging.
- Website.
- Approved digital communication systems.
- Social media for appropriate general public information.

Priority communication will normally be directed to:

- Those immediately affected.
- Parents/carers.
- Staff.
- Referring schools and commissioners.
- Relevant external agencies.

Information will be:
- Accurate.
- Factual.
- Timely.
- Proportionate.
- Appropriately authorised.

- Compliant with confidentiality and data protection requirements.
- Sensitive personal or safeguarding information will not be communicated through public channels.

A record of significant communications and decisions will be retained where appropriate.

14. ATTENDANCE AND LEARNER WELFARE DURING DISRUPTION

Attendance and learner whereabouts remain safeguarding responsibilities during disruption.

Where provision is altered, Brightfield Academy will:
- Maintain an accurate record of expected attendance.
- Record whether learners attend alternative or remote arrangements.
- Follow up unexplained non-attendance.
- Communicate with parents/carers.
- Notify commissioners or referring organisations where appropriate.
- Consider whether absence creates or indicates a safeguarding concern.

Particular attention will be given to learners known to be vulnerable to missing education, exploitation, deterioration in wellbeing or disengagement.

15. FINANCIAL CONTINUITY

The Directors will maintain oversight of the financial implications of significant disruption.

This will include monitoring:
- Cash flow.
- Commissioned income.
- Essential expenditure.
- Insurance implications.
- Contractual obligations.
- Emerging financial risks.

Priority expenditure will include, where applicable:
- Safe staffing.
- Safeguarding.
- Insurance.
- Essential premises costs.
- Health and safety.
- Essential technology.
- Educational delivery.

Material financial risks affecting Brightfield Academy's ability to continue safe provision will be identified and addressed promptly.

16. RECOVERY AND RETURN TO NORMAL OPERATIONS

Recovery will be controlled rather than automatic.

Before normal operations resume, the Incident Management Team will consider:
- Whether premises are safe.
- Whether sufficient appropriately competent staff are available.
- Whether safeguarding arrangements are fully operational.

- Whether essential systems are functioning.
- Whether individual learner risk controls can be maintained.
- Whether relevant external advice or approval is required.
- Whether learners, families, staff and commissioners have received appropriate information.

Services may be restored gradually where this is safer or more appropriate.
The Head of Provision or Director will formally determine when business continuity arrangements can be stood down.

17. POST-INCIDENT REVIEW

Following activation of this plan, Brightfield Academy will undertake a proportionate and documented post-incident review.

The review will consider:
- What occurred.
- Actions taken.
- Effectiveness of the response.
- Safeguarding implications.
- Communication.
- Staffing.
- Operational and educational impact.
- Effectiveness of contingency arrangements.
- Feedback from relevant stakeholders.
- Lessons learned.
- Actions required to reduce future risk.

Identified improvements may result in changes to:
- Policies and procedures.
- Risk assessments.
- Staff training.
- Safeguarding arrangements.
- Premises arrangements.
- IT systems.
- Communication procedures.
- This Business Continuity Plan.

Significant findings will inform Brightfield Academy's quality assurance and continuous improvement processes.

18. TRAINING, TESTING AND REVIEW

Relevant staff will be made aware of this plan and their responsibilities.

The Business Continuity Plan will be:
- Formally reviewed at least annually.
- Reviewed following significant organisational change.
- Reviewed following activation.
- Updated following relevant changes to legislation, guidance, premises, systems or staffing.
- Subject to a documented desktop exercise or other proportionate test at least annually.

Testing may include scenarios such as:

1. Loss of premises.
2. Significant staff absence.
3. Loss of the DSL or other key personnel.
4. IT or communications failure.
5. Cyber incident.
6. Significant disruption affecting learner attendance or welfare.

The outcome of testing will be recorded and any required actions monitored to completion.

19. RELATED POLICIES AND PROCEDURES

This plan should be read alongside Brightfield Academy's relevant:

✓ Child Protection & Safeguarding Policy.
✓ Health & Safety Policy.
✓ Data Protection Policy.
✓ Fire Safety and Evacuation Procedures.
✓ Online Safety arrangements.
✓ Emergency and Lockdown Procedures, where applicable.
✓ Risk Assessment procedures.
✓ Staff Code of Conduct.
✓ Attendance procedures.
✓ Critical Incident arrangements, where applicable.
✓ Qualification or awarding organisation contingency arrangements, where applicable.

Where a matter is addressed within another Brightfield Academy policy rather than through a standalone document, the relevant provisions of that policy will apply.

20. APPROVAL AND COMMITMENT

Brightfield Academy is committed to maintaining safe, supportive and effective provision during periods of disruption.

Business continuity decisions will always place learner safety, safeguarding and welfare ahead of operational convenience or commercial considerations.

The Academy will work collaboratively with learners, families, referring schools, commissioners, Local Authorities and other relevant professionals to minimise disruption and restore appropriate provision as safely and quickly as circumstances allow.

Approved by: Directors, Brightfield Academy Ltd
Date Adopted: July 2026
Next Review: July 2027
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APPENDIX A

BRIGHTFIELD ACADEMY

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BUSINESS CONTINUITY ACTIVATION CHECKLIST

When disruption occurs, act calmly, follow priorities, and keep learners safe.

This checklist supports the immediate activation of the Business Continuity Plan. Use alongside the full plan.

OUR PRIORITIES (IN ORDER)

1. Protect Life & Safety
2. Safeguard Learners
3. Account for Everyone
4. Communicate Essentially
5. Maintain Provision
6. Recover Safely

1. PROTECT

Ensure immediate safety.

- [ ] Confirm the nature and scale of the incident.
- [ ] Ensure area(s) are safe or evacuated if required.
- [ ] Call emergency services if needed (999) and follow Emergency Procedures.

2. SAFEGUARD

Keep learners safe and supported.

- [ ] Notify the DSL/DDSL and/or Head of Provision immediately.
- [ ] Check on vulnerable learners and those with additional needs.
- [ ] Record any safeguarding concerns and actions taken.

3. ACCOUNT

Account for all learners and staff.

- [ ] Take attendance of learners.
- [ ] Account for all staff and visitors.
- [ ] Report any missing person(s) immediately.

4. COMMUNICATE

Keep essential people informed.

- [ ] Inform parents/carers (via approved communication channels).
- [ ] Notify referring schools / Local Authorities as required.
- [ ] Keep staff updated and provide clear instructions.

5. MAINTAIN PROVISION

Continue education where safe to do so.

- [ ] Assess whether learning can continue on-site, remotely or elsewhere.
- [ ] Implement alternative educational arrangements if needed.
- [ ] Prioritise learners with EHCPs and additional needs.

6. RECOVER

Restore operations safely and steadily.

- [ ] Review situation regularly and update decisions.
- [ ] Plan return to normal operations when safe.
- [ ] Debrief, record lessons learned and review this plan.

KEY REMINDERS

- Safeguarding is everyone's responsibility.
- Do not share information publicly. Use approved communication channels only.
- Follow all relevant policies, including Safeguarding, Emergency and Lockdown, Critical Incident, Health & Safety and IT/Data Protection.
- If uncertain, contact the Head of Provision or DSL/DDSL immediately.

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APPENDIX B

INCIDENT MANAGEMENT & DECISION LOG

Record key actions, decisions and communications during any disruption.

Use this log to ensure a clear, accurate and chronological record of decisions and actions taken during the response and recovery.

1. INCIDENT SUMMARY

Date of Incident:	Time Incident Identified:	Incident Type:	Incident Ref / ID:

Brief Description of Incident:

2. INCIDENT MANAGEMENT TEAM ACTIVATION

Role	Name	Contact (Phone / Email)	Time Notified	Present (✓)
Head of Provision				☐
Designated Safeguarding Lead				☐
Deputy DSL (if available)				☐
Administration Lead				☐
Director (1)				☐
Director (2)				☐
Other (please specify)				☐

3. ACTIONS & DECISIONS LOG

Time / Date	Action / Decision Taken	By Whom	Purpose / Outcome	Follow-up Required (Y/N)

4. COMMUNICATIONS LOG

Time / Date	Who Was Informed (e.g. Parents, LA, School)	Method (Phone / Email / Text / Other)	Message / Key Information Shared	By Whom

REMEMBER

- Safeguarding always comes first.
- Communicate clearly and regularly.
- Keep records accurate, secure and confidential.

5. REVIEW & CLOSE

Incident Resolved (Date / Time):	Plan Returned to Normal Operations (Date / Time):	Logged By:

Initial Lessons Learned / Key Points:

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APPENDIX C

CRITICAL CONTACTS & ESCALATION RECORD

Key contacts, internal roles and external agencies for use during disruption.

Ensure this information is kept up to date and accessible to all members of the Incident Management Team. Store securely and review at least every 6 months.

1. INTERNAL LEADERSHIP TEAM

Role	Name	Primary Contact Phone / Email	Back-Up Contact Phone / Email
Head of Provision			
Designated Safeguarding Lead (DSL)			
Deputy DSL			
Administration Lead			
Director (1)			
Director (2)			
Premises / H&S Lead			
IT Lead (Internal or External)			
Other (please specify)			

2. EMERGENCY SERVICES

Emergency Services (Fire / Police / Ambulance)	999
Non-Emergency Police	101
NHS (Health Advice)	111
Gas Emergency	0800 111 999
Electricity Emergency	105
Water Emergency	0330 303 0368

3. SAFEGUARDING & CHILD WELFARE

Organisation / Service	Contact Name	Phone / Email
Children's Social Care (Local Authority)		
Multi-Agency Safeguarding Hub (MASH)		
LADO (Local Authority Designated Officer)		
Prevent / Channel (Local Authority)		
NSPCC Helpline		0808 800 5000
Childline		0800 1111

4. PARTNERS & STAKEHOLDERS

Organisation / Service	Primary Contact Name	Phone / Email
Parent / Carer Communication System		
Referring Schools (Key Contacts)		
Local Authority Commissioning Team		
Awarding / Exam Organisations		
Transport Providers		
Other (please specify)		

5. COMMUNICATION & ESCALATION PATHWAY

Incident Occurs — Report to the Head of Provision immediately. →

Assessment — Incident Management Team assesses risk and impact. →

Communicate — Inform key internal staff and external agencies. →

Escalate if Required — Contact emergency services or external agencies if needed. →

Review & Update — Update stakeholders as circumstances evolve.

Always prioritise safeguarding, safety and welfare in all decisions and communications.

6. SUPPLIERS & SERVICE PROVIDERS

Supplier / Service	Contact Name	Phone / Email	Notes
IT Support Provider			
Building Maintenance			
Cleaning Contractor			
Security Provider			
Other (please specify)			

7. IMPORTANT INFORMATION

Incident Management Team Meeting Point:

Alternative Contact Method (if systems are down):

Secure Document Location (Physical):

Secure Digital Location / Cloud Backup:

DATA PROTECTION REMINDER

Ensure all contact details are stored securely and used only for legitimate business continuity and safeguarding purposes.

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APPENDIX D

ANNUAL BUSINESS CONTINUITY TEST/EXERCISE RECORD

Record, evaluate and learn from tests and exercises to strengthen organisational resilience.

Brightfield Academy will carry out at least one documented desktop exercise or other test of this Business Continuity Plan each year.
This record will be retained for a minimum of 3 years.

A. EXERCISE DETAILS

Date of Exercise:

Time of Exercise:

Type of Exercise:
- ☐ Desktop Exercise
- ☐ Simulation
- ☐ Walk-through
- ☐ Other (please specify) _____

Scenario / Disruption Simulated:

Led By (Name / Role):

Location / Format: ☐ On-site ☐ Remote ☐ Hybrid

Plan Version Tested:

Participants / Roles Involved:

B. AREAS TESTED (Please tick all that applied)

Safeguarding Continuity ☐	Alternative Education Arrangements ☐	Attendance & Welfare Monitoring ☐
Learner Welfare & Safety ☐	ICT & Data Systems ☐	Data Protection & Records ☐
Accounting for Learners & Staff ☐	Staffing & Absence Management ☐	Financial Continuity ☐
Emergency Communications ☐	Premises Access / Evacuation ☐	Recovery & Return to Normal Operations ☐

C. EXERCISE RESULTS

Area Tested	What Went Well? (Strengths)	What Didn't Go Well? (Weaknesses / Gaps)	Impact / Risk (Low / Medium / High)	Immediate Actions (What we will do now)

D. ACTION PLAN

Action Required	Responsible Person	Target Date	Completed (✓)
			☐
			☐
			☐
			☐

REMEMBER

- Business continuity is an ongoing commitment.
- Test regularly. Improve continuously.
- Update this plan based on lessons learned.
- Share key learning with staff.
- Safeguarding and safety remain our top priority in all circumstances.

E. SIGN-OFF

Exercise Evaluated By (Name / Role): _____ Date: _____

Approved By (Director / Head of Provision): _____ Date: _____

NEXT STEPS

Next Review / Update Date: _____

Next Exercise Due By: _____