Bay Learning Academy CIC - Business Continuity Plan
2024 - 2025

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1. Purpose of the Plan

The purpose of this Business Continuity Plan (BCP) is to ensure that **Bay Learning Academy CIC** can continue to operate and provide services in the event of significant disruption, such as natural disasters, IT failures, pandemics, or other emergencies. The plan outlines the strategies to maintain essential functions and minimise impact on students, staff, and stakeholders.

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2. Objectives

- Ensure the safety and well-being of students, staff, and visitors.
- Maintain delivery of essential educational services during and after a disruption.
- Restore normal operations as quickly as possible.
- Protect and preserve important data and assets.
- Minimize the financial, legal, and reputational impact of disruptions.

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3. Scope

This plan applies to all operations, including educational services, administrative functions, IT systems, and the physical premises of **Bay Learning Academy CIC**. It covers major incidents such as:

- Loss of premises or physical access.
- IT system failures or cyberattacks.
- Utility outages (electricity, water, etc.).
- Staffing shortages due to illness or other factors.
- Disruptions caused by external threats or incidents.

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4. Roles and Responsibilities

Business Continuity Team

The Business Continuity Team (BCT) will manage and coordinate the response to disruptions. This team includes:

- **Principal**: Overall responsibility for activation and management of the BCP.
  Manages physical premises, security, and logistics. Responsible for ensuring continuity of IT services and data recovery. Ensures that all safety protocols are followed.
- **Business Development Manager**: Manages communication with staff, students, parents, and stakeholders.

Each team member will have an identified backup person to ensure continuity if they are unavailable.

All Staff

Staff are responsible for following instructions provided by the Business Continuity Team and ensuring the safety and well-being of students. Staff will also assist in restoring normal operations and reporting any issues or incidents.

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5. Risk Assessment

Bay Learning Academy CIC has identified the following key risks and mitigation strategies:

Risk	Impact	Mitigation
Loss of physical premises	Disruption to teaching and services	Secure alternative teaching sites and online learning tools.
IT systems failure	Loss of access to learning resources, data	Regular data backups, cloud-based systems, and IT support.
Cyberattack/data breach	Confidential data compromised	Implement robust cybersecurity measures and response plans.
Utility failure (electricity/water)	Operations halted	Backup power solutions and alternative workspace plans.
Pandemic/illness outbreak	Reduced staffing, inability to operate	Remote learning options and flexible work arrangements.
Staff shortages	Reduced ability to deliver services	Cross-train staff and identify key external support.
External threats (e.g., terrorism)	Safety of students and staff compromised	Security procedures, lockdown protocols, and evacuation plans.

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6. Business Continuity Strategies

6.1 Alternative Premises

In the event of loss of access to the main premises, **Bay Learning Academy CIC** will:

- Use pre-identified alternative locations for temporary teaching and administrative operations.
- Transition to online learning platforms such as Microsoft Teams to ensure continuity of education.
- Communicate promptly with staff, students, and parents regarding changes in location and delivery.

6.2 Remote Working and Learning

In the event of widespread disruption (e.g., a pandemic), staff will work remotely using secure online platforms, and students will engage in online learning. The Business Development Manager will ensure that:

- Remote access to systems and data is available and secure.

- Staff and students have access to necessary devices and internet connectivity, where possible.
- Technical support is available to resolve remote access issues.

6.3 IT Continuity and Data Protection

- **Regular Backups**: Data will be backed up daily and stored both locally and in the cloud to ensure that systems and files can be restored quickly in the event of a failure.
- **Cybersecurity**: Firewalls, antivirus software, and encryption will be used to protect against cyber threats. The Business Development Manager will have an incident response plan in case of a data breach or attack.
- **Recovery Time Objective (RTO)**: The goal is to restore essential IT systems within 24 hours of a disruption.

6.4 Staff and Student Communication

- The Business Development Manager will use the school's communication channels (email, SMS, website, and social media) to keep staff, students, and parents informed of any disruptions and provide updates.
- Clear guidelines will be issued on how and when key information will be communicated, and alternative communication methods (e.g., personal phones) will be used if school systems are compromised.

6.5 Health and Safety Procedures

- The Principal will ensure that evacuation, lockdown, and first aid procedures are in place and regularly rehearsed.
- Personal Protective Equipment (PPE) and sanitation supplies will be stored and readily available in case of a health emergency, such as a pandemic.
- Staff will be trained in emergency first aid and evacuation procedures.

6.6 Key Stakeholder Engagement

- **Parents and Guardians**: Will be kept informed of any changes to their child's education, including location, online learning schedules, or any health and safety measures.
- **Local Authorities and Partners**: The academy will collaborate with local authorities, emergency services, and other educational partners for guidance and support during disruptions.

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7. Emergency Procedures

7.1 Plan Activation

The Business Continuity Plan will be activated by the Principal in response to any disruption that could significantly affect operations. The BCT will be immediately convened to assess the situation, implement relevant measures, and communicate with stakeholders.

7.2 Immediate Actions

- **Assess the situation**: Determine the extent and impact of the disruption.
- **Activate the response team**: Mobilise staff and resources according to the specific disruption.
- **Communicate**: Ensure timely communication with all stakeholders.
- **Ensure safety**: Prioritise the safety and security of students, staff, and the premises.

7.3 Recovery

- After addressing the immediate situation, the focus will shift to recovery and restoration of normal operations.
- The Principal will lead a post-incident review to evaluate the effectiveness of the response and make improvements to the BCP where necessary.

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8. Plan Maintenance and Testing

- The Business Continuity Plan will be reviewed annually by the Business Continuity Team to ensure it remains current and effective.
- Regular tests, such as evacuation drills and IT recovery simulations, will be conducted to ensure preparedness.
- Feedback from tests and any real incidents will be used to update the plan.

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9. Review and Approvals

This Business Continuity Plan is approved by the Board of Directors of **Bay Learning Academy CIC** and will be reviewed annually, or more frequently if significant changes occur in the academy's operations or risk environment.

By following this plan, **Bay Learning Academy CIC** aims to maintain the highest level of service during disruptions, safeguard the welfare of all involved, and quickly return to full operation.

Approved by:

Board of Directors, Bay Learning Academy CIC

Date: 2nd September 2024

Next Review: August 2025