



Business Continuity Plan

Approved by:	Finance Committee	Date: May 2026
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Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	2
4. Communications	3
5. Continuity Strategies.....	4
6. Remote education.....	6
7. Attendance.....	6
8. Provision of free school meals.....	7
9. Safeguarding	7
The school will follow the DfE's guidance on promoting and supporting mental health and wellbeing in schools and colleges.....	7
10. Monitoring arrangements.....	7
11. Links with other policies.....	7
Appendix A: business continuity actions checklist	8
Appendix B: key contact details.....	10

1. Aims

This plan aims to:

- Outline potential risks and issues that could cause disruption to the delivery of critical activities
- Mitigate the impact of disruptions to critical activities by providing actions or procedures to follow, to make sure all pupils continue to get the quality of education to which they're entitled

2. Legislation and guidance

This document is based on guidance from the Department for Education (DfE) on [emergency planning and response for schools](#) and [school security](#). It also complies with the following statutory guidance and legislation:

- [Keeping Children Safe in Education](#)
- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)

3. Roles and responsibilities

3.1 Headteacher

- Activating and standing down this plan
- Leading the business continuity team

3.2 Business continuity team (SLT and Site Manager)

- › Safeguarding and wellbeing of pupils
- › Recording decisions and actions
- › Stakeholder communication
- › Communication with the media (in consultation with Cornwall Council)
- › Estate management

4. Communications

Effective, timely and accurate communication is essential during any disruption to normal school operations. This section outlines how the school will communicate with all stakeholders, including the arrangements in place should usual communication systems be compromised.

4.1 Aims of the Communications Approach

The school will ensure that stakeholders are informed promptly of any changes to the typical operation of the school.

4.2 Primary Communication Methods

The school will use text message and email systems. These can be operated via school mobile devices utilizing a mobile data connection in the event of the school's broadband connection being disrupted.

4.3 Alternative and Back-Up Communication Channels

The school will use the school website, social media, remote-access email, text systems, and the incident information line.

4.4 Stakeholder Communication Strategy

Staff – Text/Email

Parents and carers – Text/Email

Governors – Text/Email

4.5 Communication Responsibilities

The Headteacher will activate communications; the Business Continuity Team will manage stakeholder and media communication.

4.6 Communication in Case of System Failure

Contact information is accessible remotely through secure access to the school's MIS. Paper-based systems and call-forwarding will be used where necessary.

4.7 Consistency and Accuracy

Messages will be concise, factual and regularly updated.

4.8 Data Security

All communication will comply with data protection legislation.

5. Continuity Strategies

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Shortage of staff or skills	<p>In the event of high levels of staff absence due to:</p> <ul style="list-style-type: none"> ➤ Illness ➤ Severe weather ➤ Transport disruption <p>Please note: staff absence due to strike action may require a separate strategy that accounts for legislation and guidance on handling strike action.</p>	<ul style="list-style-type: none"> ➤ Maintain an up-to-date delegation matrix showing who covers each critical role during absence. ➤ Identify role dependencies and ensure at least two trained staff can cover each essential operational area. ➤ Develop quick-reference handover notes for each critical role. ➤ Create micro-training modules/guides for essential processes (registers, communication systems, safeguarding reporting, etc.) ➤ Maintain a skills inventory identifying staff who can provide emergency cover. ➤ Prepare pre-approved timetable reduction models, such as: <ul style="list-style-type: none"> ▪ Prioritising core subjects ▪ Combining year groups ▪ Moving some sessions outdoors or alternative spaces, e.g. Children's Centre, City Life Church. ➤ Create emergency supervision schedules for break/lunch cover using available staff. ➤ Maintain a bank of recorded lessons/resources teachers can deploy quickly when absent. ➤ Ensure guidance for parents on how remote provision will work during temporary staffing shortages. ➤ Create decision thresholds (e.g., % teacher availability, lack of qualified safeguarding lead). ➤ Prepare a partial-closure plan prioritising vulnerable pupils, exam groups, and children of critical workers. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Partial closure of school site	In the event that part of the school premises/facilities are considered unsafe or not fit for purpose. Examples include: <ul style="list-style-type: none"> ➤ Damage limited to a specific part of premises ➤ Loss of utilities (power or water) to specific part of premises 	<ul style="list-style-type: none"> ➤ Isolate and secure the affected areas to prevent unauthorised access, and display relevant warning signs ➤ Consider different ways of working (as listed in previous scenario) ➤ Consider sourcing additional facilities such as modular buildings, portable toilets, generators, lighting, etc. ➤ Have pre-agreed arrangements with other premises in the community, i.e. City Life Church. 	Headteacher Site Manager Mitie
Full closure of school site	In the event that the whole school premises/facilities are considered unsafe or not fit for purpose. Examples include: <ul style="list-style-type: none"> ➤ Extensive damage caused by fire or flooding ➤ Loss of utilities (power or water) to whole premises 	<ul style="list-style-type: none"> ➤ Secure premises to prevent unauthorised access and display relevant warning signs ➤ Display details of where people can find information about the closure, advice and contact information ➤ Have pre-agreed arrangements with other schools and premises in the community. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Loss of IT services/data	In the event that IT services or critical data cannot be accessed. Examples include: <ul style="list-style-type: none"> ➤ Loss of network ➤ Following a cyber attack 	<ul style="list-style-type: none"> ➤ School data is securely stored and backed up on cloud-based servers. ➤ Paper-based copies of critical information stored securely on site. ➤ Key operational tools (MIS, email, comms system) are all cloud-based. ➤ Laptops and PCs are capable of working offline. ➤ Multi-factor authentication enabled across all cloud services. ➤ Printed templates maintained for <ul style="list-style-type: none"> ▪ Attendance registers ▪ Incident/accident forms ▪ Visitor logs ▪ Behaviour ▪ Safeguarding referral forms ➤ Paper materials stored in grab-and-go continuity kit. ➤ Data recovery plan in place ➤ Calls forwarded to school mobile phone ➤ Maintain access to remote email systems 	

6. Remote education

Where possible, the school will provide remote education when attendance in school is either not possible or contrary to government guidance. The school will implement an appropriate curriculum, teaching and support that will enable pupils to continue learning effectively and in accordance with DfE guidance.

Where pupils with special educational needs and disabilities (SEND) are not able to access remote education without adult support, the school will work with families to put in place reasonable adjustments.

7. Attendance

The school will continue to record absence in the attendance register if it remains open, using the most appropriate code. The codes used will be in line with the [Education \(Pupil Registration\) \(England\) Regulations 2006 as amended \('the Pupil Registration Regulations'\)](#), and [working together to improve school attendance guidance](#).

Where pupils are unable to attend school:

- In some exceptional circumstances, this will be recorded as code Y (unable to attend in exceptional circumstances) unless a more appropriate code applies. The school will also record the nature of the circumstances in which a pupil is unable to attend school
- Because they are ill or have an infectious illness, this will be recorded as code I (illness)

- › The school will also continue to record and monitor pupils' engagement where the provision of remote education is made, although we will not formally track this in the attendance register

8. Provision of free school meals

Where pupils eligible for benefits-related free school meals are receiving remote education, the school will work with the school catering team to make sure those pupils can have a good-quality lunch. This will ensure that the school continues to support eligible pupils for the short period where they are unable to attend school.

The school will identify pupils with any medical conditions, including allergies, to make sure that all pupils are able to eat a school lunch safely. This is particularly important in circumstances where caterers are not serving meals to pupils directly. For example, where pupils are being served food in the classroom.

9. Safeguarding

Safeguarding and promoting the welfare of children and young people remains of paramount importance. The school will continue to have regard to relevant statutory safeguarding guidance. This includes:

- › [Keeping Children Safe in Education](#)
- › [Working together to safeguard children](#)
- › [The early years foundation stage \(EYFS\) framework](#)

9.1 Vulnerable pupils

In all circumstances, the school will prioritise vulnerable children and young people for face-to-face education and childcare.

We will try to support any children and young people who we believe may have challenging circumstances at home.

We will liaise with professionals working directly with vulnerable children to ensure that contact with those children is sustained in the event that they are unable to access on-site provision.

9.2 Wellbeing and support

To handle the potential emotional impact on pupils due to the disruption of critical activities, the school will:

- Aim to follow normal school routines as far as possible
- Set up support systems for pupils to talk and share their feelings
- Signpost pupils to appropriate support and advice
- Where needed, provide access to counselling services or specialist treatment

The school will follow the DfE's guidance on [promoting and supporting mental health and wellbeing in schools and colleges](#).

10. Monitoring arrangements

This policy will be reviewed by the Finance Committee annually in the Summer term. At every review, the policy will be shared with the full governing board.

11. Links with other policies

This policy is linked to our:

- › Health and safety policy

- › Emergency/critical incident plan
- › Examinations contingency plan
- › Child protection policy
- › Attendance policy
- › Risk assessments
- › Remote learning policy

Appendix A: business continuity actions checklist

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident		
Undertake post-incident support activities and evaluate the impact of the incident		
Consider:		
Which school activities are disrupted?		
What is the impact of these activities being disrupted?		
Are there any critical activities approaching (exams, etc)?		
Planning for how critical activities will be maintained (using your business continuity plans), giving consideration to:		
- Immediate priorities		
- Communication strategies		
- Deployment of resources		
- Finance		
- Monitoring the situation		
- Reporting		
- Stakeholder engagement		
Log all decisions and actions, including what you decide not to do and include your decision-making rationale		
Log all financial expenditure incurred		

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Complete a lessons-learnt log, what went well? What didn't?		
Complete a post-incident review		
Implement any improvements or findings, such as:		
Do emergency action plans need updating/enhancing?		
Do policies need amending?		
Are building improvements necessary?		
Are there any training and development needs?		

Appendix B: key contact details

KEY CONTACT	ROLE/RESPONSIBILITY	CONTACT INFORMATION
Chris Wallis	Headteacher	head@bosvigo.cornwall.sch.uk
Jo Penrose	Deputy/assistant headteacher	jpenrose@bosvigo.cornwall.sch.uk
Chris Wallis	Safeguarding lead	head@bosvigo.cornwall.sch.uk
Helen O’Kane	Chair of governing board	hokane@bosvigo.cornwall.sch.uk

INSURANCE PROVIDERS	CONTACT INFORMATION

UTILITY/SERVICES	CURRENT SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
Electricity		
Gas		
Water		
Internet	ICT4	
Phone lines	ICT4	
IT support	ICT4	

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Site Management - Mitie	
Local authority	
Local press and media contacts (e.g. local BBC radio)	
MARU	
Emotional/behavioural support team (e.g. educational psychologist)	
Counselling services	