

Business Continuity Policy



1. Purpose

Liminal Education East Anglia is committed to maintaining the safety, wellbeing, and continuity of education for all pupils in the event of disruption to normal operations. This policy outlines the procedures and responsibilities in place to minimise disruption and ensure appropriate safeguarding, communication, and educational provision during emergencies or unexpected events.

As a small unregistered Alternative Provision (AP), the organisation recognises the importance of flexibility, clear communication, and proportionate risk management.

2. Scope

This policy applies to all staff, contractors, volunteers, pupils, visitors, and external professionals connected with the provision.

The policy covers situations that may significantly disrupt normal operations, including severe weather, site closure, utility failure, staffing shortages, infectious illness outbreaks, IT failure, safeguarding incidents, transport disruption, and environmental emergencies.

3. Key Principles

- Safeguarding and welfare remain the priority at all times.
- Communication with commissioning schools and parents/carers will remain clear and timely.
- Educational continuity will be maintained wherever reasonably possible.
- Responses will remain proportionate, flexible, and risk assessed.
- Significant incidents will be reviewed and procedures updated where necessary.

4. Roles and Responsibilities

The Head of Centre / DSL is responsible for coordinating responses to disruption, communicating with relevant parties, and ensuring safeguarding procedures remain effective.

Staff and volunteers are responsible for following emergency procedures, reporting concerns promptly, and supporting pupils appropriately during disruption.

Commissioning schools retain overall statutory responsibility for pupils placed at the provision and will be informed promptly of significant operational changes or incidents.

5. Emergency Communication

In the event of disruption, parents/carers, commissioning schools, and staff will be informed as soon as reasonably possible through telephone, email, or agreed communication systems.

Emergency contact details will be maintained and reviewed regularly.

6. Site Closure Procedures

The provision may close temporarily where the site is unsafe, staffing levels are insufficient, utilities fail, or significant safeguarding or health risks exist.

Where possible, commissioning schools and parents/carers will be informed before the start of the day and alternative arrangements or remote learning activities may be provided.

7. Educational Continuity

Where disruption occurs, the provision will seek to maintain educational engagement through printed work packs, online learning resources, Functional Skills materials, and communication with commissioning schools.

Expectations will remain realistic and supportive, particularly for pupils with SEMH or SEND needs.

8. Safeguarding During Disruption

Safeguarding responsibilities remain in place during all disruptions.

The provision will continue to respond to concerns promptly, maintain recording procedures, liaise with commissioning schools and external agencies, and complete welfare checks where appropriate.

9. Staffing Contingencies

As a small provision, staffing flexibility is essential.

Responses to staffing disruption may include reduced timetables, adjusted group sizes, use of appropriately vetted regular staff, or temporary closure where safe staffing levels cannot be maintained.

10. IT and Data Security

Reasonable measures will be taken to protect data and maintain secure communication systems, including password-protected devices and secure handling of confidential information.

Where IT systems fail, paper-based procedures may be used temporarily.

11. Fire and Environmental Emergencies

In the event of fire or immediate danger, staff and pupils will evacuate calmly to the designated assembly point and emergency services will be contacted where required.

Serious incidents will be recorded and reviewed.

12. Severe Weather and Travel Disruption

The provision will monitor weather warnings and transport disruption and may delay opening, reduce sessions, or close where necessary to ensure safety.

13. Review Following Incidents

Following significant disruption, the provision will review the effectiveness of the response, identify lessons learned, and update procedures where necessary.

14. Monitoring and Review

This policy will be reviewed annually or sooner where guidance changes, significant incidents occur, or operational arrangements change.

15. Linked Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Attendance Policy
- Online Safety Policy
- Data Protection and Privacy Policy
- Behaviour Policy
- First Aid Policy

16. Review

This policy will be reviewed annually or sooner if guidance or circumstances change.

Approved by: **Richard Henwood** (Head of Centre)

Date: 01/09/25

Next Review: September 2026