

BUSINESS CONTINUITY PLAN

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Approved by (Name, date, signature)



Executive Board, 27 November 2025

Executive Board Chair, David Kreyling

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PLAN FOR BUSINESS CONTINUITY

MISSION

We believe in investing in people. As professionals in the teaching and training professions, we strive to provide a better future for the children, young people and home settings we work with. Success for us means unleashing the potential of each individual so they can grow, develop and reach the potential of which they are capable. Our values are grounded in our determination to be the change we want to see in the world, through passion, commitment and integrity. We strive to plant a seed of kindness and compassion in a generation that will produce resilience and hope and enable them to aspire and achieve productive and fulfilled lives. Our success is measured in the lives we changed.

At the Omnia Foundation, we create a secure and safe environment that encourages communication, self-belief, mutual respect and success. We provide a rich and balanced curriculum that develops every child, allowing them to achieve their true potential.

Aims of the Policy

The Omnia Foundation is required to develop plans to manage business continuity in the event of a range of disruptions to services.

This plan should be read in conjunction with the other evacuation plans and emergency procedures that deal with the immediate response to an emergency situation.

This plan deals with no-notice disruptions most likely to occur:

- loss of premises (through fire, flood etc);
- loss of utilities (electricity, gas, water, fuel);
- failure of IT and telephony;
- failure of supply;
- staff shortage;
- issues such as pandemic 'flu.
- bomb threat
- Terrorist incident

The impact of any serious disruption may manifest itself in terms of: delivery of education, safety/welfare, financial consequences; reputation damage; environmental consequences.

The aim of this plan is to provide guidance and support to enable OF to tackle the impact of severe disruptions due to a variety of one-off, but credible, causes.

The plan is designed to achieve the following strategic objectives:

- ★ To safeguard the safety and welfare of students, staff and visitors;
- ★ To resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning;
- ★ To maintain the community and identity of Omnia Foundation;
- ★ To return the foundation to normality as quickly as possible following a disruption to service.

Notification

During working hours, a site disruption is likely to become apparent to all staff and students very quickly: alarm activation, word-of-mouth etc.

Outside working hours, a site disruption may be notified by the emergency services to the Head of Foundation or the Proprietor.

Plan Implementation

The responsibility for implementing this plan lies with the Head of Foundation or, if not available, other designated senior member of staff.

Initial Actions and Emergency File

Evacuation is dealt with in the Emergency Evacuation Plan.

Upon activation of this plan, the Head of Foundation, or their nominated deputy, will form a Business Continuity Management Team (BCMT) with responsibilities as listed below.

The primary objective of the BCMT is to manage the developing situation and minimise harm and danger to:

- Students
- Staff
- Visitors to Omnia Foundation
- Building, contents and other assets and
- Omnia Foundation's ability to provide education.

Emergency files will be stored in the Omnia Foundation Office, the Estates office and within the Admin Office at Head Office.

The files should contain the following items:

- A copy of this plan
- A copy of Omnia Foundation's evacuation and contingency plan
- Site plans
- Any other critical items
- Up-to-date contact information for home settings will be available via any internet enabled computer

The file should be taken out of the building by the nearest person, only if safe to do so!

The emergency file will be checked termly for accuracy of information by the Head of Occupational Health & Safety.

Assessment/Containment

As soon as practicable, the BCMT will meet to consider what resources are available to continue normal business as far as possible. Potential resources are:

- Staff, vehicles, equipment still at the scene
- Staff, vehicles, equipment located elsewhere
- Current IT and telephony capability

If the disruption has resulted in the loss of the foundation site, the BCMT meeting should be held at the Registered Office, Lower Barn Farm, London Road, Rayleigh, SS6 9ET.

Roles and Responsibilities

Functional roles include, but are not limited to the following (*dependent on resources available, individuals may be called upon to fulfil more than one role*):

Incident Officer: Head of Foundation

- Chair Team meetings
- Co-ordination of the response
- Liaise with DFE/ LADO (Local Authority Designated Officer)
- Liaise with Chair of Local Advisory Body
- Allocate resources.
- Be prepared to answer questions from the media
- Responsible for deciding whether or not staff should be sent home.

Communication: Head of Foundation supported by a Member of SLT

- Meet and greet emergency services as they arrive, with a floor plan of the building, if possible.
- Ensure all significant occurrences and decisions are recorded, together with reasons for decisions made.
- Provide clerical and practical assistance to the Incident Officer.
- (Immediate!) Instruct staff not to leave the rendezvous point until told to do so.
- Liaison between Emergency Team and staff.
- Imparting factual information to staff.
- Agree key information to be given to students by hub teachers.

Welfare: Head of Foundation supported by a member of SLT:

- Ensure all students, staff and visitors are safe and accounted for.
- Marshalling of students, staff and visitors at the evacuation rendezvous point.
- Arranging for transfer of everyone to place of safety.
- Arrange for warm, dry shelter for everyone in the short term.
- Deal with immediate welfare matters: distress, injuries, domestic responsibilities, etc.
- Co-ordinate the sending home of students and immediate care of those whose parents cannot be readily notified.

Premises: Head of Foundation supported by Facilities

Co-ordinator

- Building security.
 - Turn off gas, electricity etc, if this can be done safely.
 - Salvage of critical documents/equipment if this can be done safely. The nominated person should be in possession of a list of critical items.
 - Signs and notices for doors/boundaries.
 - Liaison with neighbours.
 - Identification/transfer to alternative premises.
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Continuity and Recovery: Senior Brand Leader - Operations & Finance

- Arrange for opening up of alternative premises.
- Co-ordinate fitting out with furniture and equipment.
- Liaise with Omnia Foundation insurance companies
- Liaise with DFE as necessary

Data Recovery: Senior Brand Leader - Operations & Finance

- Organise the retrieval and restore of data from back up tapes/systems

Contingency Roles

During the initial phase of an incident, when students and staff are accounted for and Staff have no formal designation within the remit of this plan, it should be borne in mind that they may be available to assist one of the BCMT members or undertake other duties dependent upon the circumstances and nature of the incident. They should not, therefore, be sent home, as, once released, it may be difficult, if not impossible, to make contact with them again until at least the following day.

Potential Disruptions

Loss of Premises

Loss of premises is unlikely unless through building or structural failure

Insurance contact details:

Department for Education (RPA)

0113 246 2040

Loss of Utilities

Utilities	Name of Supplier	Telephone Number
Electricity	Shared premises c/o RTSSC	
Gas	Shared premises c/o RTSSC	
Water Affinity	Shared premises c/o RTSSC	
Sewerage	Shared premises c/o RTSSC	

Loss of Telephones

Telephone lines and equipment have support contracts with:

MTECH

Contact tel: 0333 323 3888

In the event of total loss of telecommunication mobile phones and walkie talkies can be used until phone system is repaired /replaced.

Loss of IT

The IT support provider should be contacted in the event of problems with Network infrastructure, Server infrastructure, Internet Access

Name of IT provider: Spiderweb

Email: support@spiderwebsystems.com

Telephone number: 01268 968539

In the event of replacement computers being required Omnia Foundation will contact its IT support contractor to determine how and when equipment can be repaired or replaced.

Loss of Data/Back up

Data on all computers are backed up onto the cloud.

Back up

In the event of loss of data, server infrastructure can be recovered restoring the data from the last backup. The Operations Manager will coordinate the installation of data from the back up in conjunction with the IT support provider.

Staff Shortage

The most likely scenarios involving a significant loss of staff are:

- Outbreak of disease (e.g., Covid pandemic)
- Fuel Shortage
- Industrial action

In all of these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects

Epidemic/Pandemic

Pandemic Lead: Head of Foundation

Deputy: Member of SLT

A Covid pandemic or similar occurrence may jeopardise staffing levels, directly through staff illness, or indirectly through fear of infection or through caring responsibilities for sick relatives.

What Omnia Foundation's Pandemic Lead should do:

It is essential that information is disseminated about how to identify symptoms of Covid and what to do in the event of a member of staff becoming ill with suspected Covid.

Download the latest information for schools to prevent the spread of infection and in what circumstances they might need to close.

Fuel

In the event of a widespread fuel shortage, options will include:

- Increased use of public transport
- Car sharing
- Walking or cycling

When information indicates that a fuel shortage is expected, a list of staff living remotely from their place of work and with particular difficulties in accessing any of the above options will be compiled.

Industrial Action

As far as possible, without attempting to influence staff members' legal right to take industrial action, managers should try to estimate the proportion of staff that may be available to work in order to plan work in accordance with priorities.

Bomb Threat

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Staff member receiving the bomb threat will inform the Head of Foundation.

Head of Foundation will evacuate the school using Fire Evacuation procedures and congregate the students and staff at the meeting point on the field.

Premises Manager will restrict access to the site.

Head of Foundation will contact Director for Schools and Local Authority.

Consider what steps you could take to:-

- a) reassure your staff, students and home settings
- b) review and implement proportionate protect and prepare security planning.

Terrorist Incident

Dial 999 and police will respond.

Each member of staff should take action as they see fit to protect the safety of themselves and students. This can include

- Barricading
- Hiding
- Fleeing

Recovery

Long-term recovery may be affected by decisions made during the assessment/ containment phase, so recovery issues should be taken into account by the BCMT from the outset. Dependent on the nature of the incident recovery may take months or even years to achieve (for instance if a full rebuild is required after a fire, or if injuries or deaths occur) and will include ways of keeping the Omnia Foundation community together during any period of dispersion or commemorating the event on anniversaries.

B-Mindful will provide a comprehensive service for staff and if deemed appropriate, will co-ordinate counselling opportunities and support that may need to be provided for staff and students.

Monitoring & Review

This plan will be periodically subject to desktop exercises organised by the Head of Foundation on behalf of the Executive Board to test the robustness of the plan and the agility of staff and the Omnia Foundation Community to respond to a potential threat to business continuity. The plan will be reviewed annually.
