

BUSINESS CONTINUITY PLAN

Policy type
Review period
Last reviewed on
Next review due
Approval level

Recommended
Annual
Autumn 2026
Autumn 2027
Executive Board

Approved by (Name, date, signature)



Executive Board, 23 September 2026
Executive Board Chair, David Kreyling
Published on

Omnia Foundation Website

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 Omnia Foundation's Critical Incident Policy, Emergency Evacuation Plan, Lockdown and Invacuation Procedure and other relevant emergency procedures. These documents address the immediate operational response to specific incidents, while this plan primarily addresses the continuity and recovery of the Foundation's operations following significant disruption

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 inc cyber incident or significant loss of access to data/systems;
- failure of supply;
- staff shortage inc loss of key personnel;
- epidemic or pandemic;
- bomb threat or other security incident;
- terrorist incident or other threat requiring evacuation, invacuation or lockdown
- severe weather
- disruption to transport/access to the site

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, Chief Executive Officer or the Proprietor.

Plan Implementation

Responsibility for activating and implementing the immediate operational response at school level lies with the Head of Foundation or, in their absence, their nominated deputy. The CEO will provide executive oversight of the business continuity response, including strategic decisions, liaison with the Proprietor/Executive Board and coordination of wider organisational resources.

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.

The composition of the BCMT will depend upon the nature of the incident but should normally include the Head of Foundation, Chief Executive Officer and appropriate representatives from senior leadership, operations, finance, premises, safeguarding and IT. Other personnel may be co-opted as required.

Emergency files will be stored in the Omnia Foundation Office, the Estates office and within the Admin Office at Head Office. Also, a secure electronic copy of this plan and essential continuity information will also be maintained in an accessible location appropriate to the Foundation's information-security arrangements.

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 emergency contact information for parents/carers and staff will be maintained in accordance with the Foundation's data protection arrangements, with appropriate contingency arrangements where normal IT systems are unavailable.

The emergency file will be checked termly for accuracy of information by the person responsible for Health & Safety in conjunction with the Head of Foundation.

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

The BCMT will convene at the Registered Office, Lower Barn Farm, London Road, Rayleigh, SS6 9ET, where safe and practicable, or remotely/at another location designated by the Chief Executive Officer or Proprietor.

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 or nominated Deputy (Operational)

- ! Chair Team meetings
- ! Co-ordination of the response
- ! Liaise with the DfE, relevant local authority, emergency services, safeguarding partners and other statutory agencies as required by the nature of the incident
- ! Liaise with Chief Executive Officer and Proprietor/Chair of the Executive Board
- ! Allocate resources.
- ! Refer media enquiries to the CEO or nominated communications lead. Staff must not provide statements or information to the media unless authorised to do so
- ! Responsible for deciding whether or not staff should be sent home.

Executive Lead: CEO (Strategic)

- Strategic oversight;
- Liaison with the Proprietor/Executive Board;
- Organisational and financial decisions;
- External stakeholder liaison as appropriate;
- Oversight of continuity and recovery.

Communications: Head of Foundation supported by a Member of SLT with the CEO overseeing external and strategic communications as appropriate

- 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 and the safeguarding/therapeutic team as appropriate:

- 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: CEO, supported by Finance & Operations

- 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: Data and IT Recovery: Operations Manager/appropriate operational lead, in conjunction with the Foundation's IT support provider and under the oversight of the CEO.

- Organise the retrieval and restore of data from back-up systems and cloud-based services.

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	

Yorkshire Gas and Power as of September 2026.

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 approved mobile communication arrangements and other agreed contingency communication methods will be used, subject to the circumstances of the incident.

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 781400

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

Foundation data held within managed systems are backed up and/or retained through approved cloud-based services in accordance with the Foundation's IT and data-management arrangements..

Back up

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

Staff Shortage

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

- Outbreak of infectious disease, epidemic or 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

An epidemic, pandemic or significant outbreak of infectious disease may jeopardise staffing levels, directly through staff illness, or indirectly through fear of infection or through caring responsibilities for sick relatives.

Information and guidance issued by relevant public-health bodies and government will be followed. Current advice regarding symptoms, infection-control measures, attendance and any circumstances requiring restriction or closure will be communicated to staff and parents/carers as appropriate.

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.

The Head of Foundation/Incident Officer will assess the immediate circumstances and follow police/emergency-service advice wherever available. Depending upon the nature and location of the threat, the appropriate response may include evacuation, invacuation or lockdown. Staff must follow the Foundation's relevant emergency procedure and must not automatically initiate a fire evacuation unless that is the appropriate. If an evacuation is appropriate move pupils, staff and visitors to the designated safe location appropriate to the circumstances and relevant emergency procedure. response

Premises Manager will restrict access to the site.

- a) reassure your staff, students and home settings
Head of Foundation will contact Director for Schools and Local Authority.
- b) review and implement proportionate protect and prepare security planning.
Consider what steps you could take to:-

Terrorist Incident

Dial 999 and police will respond.

In the event of a terrorist incident or other immediate external/internal threat, staff must follow the Foundation's Lockdown and Invacuation Procedure and instructions from the Incident Officer and emergency services, where it is possible and safe to do so. The overriding priority is the immediate safety of pupils, staff and visitors. Staff may need to take dynamic action where following the normal procedure would place themselves or pupils at greater risk

Decision to Close or Restrict School Operations

Where an incident significantly affects the Foundation's ability to operate safely, the Head of Foundation, in consultation with the CEO wherever practicable, will determine whether provision can continue safely. The CEO will oversee any decision with significant organisational, financial or reputational implications and will liaise with the Proprietor as appropriate.

Consideration will be given to pupil and staff safety; safeguarding; staffing levels; accessibility and safety of the premises; utilities and IT availability; transport; the needs of individual pupils; advice from emergency services or statutory agencies; and the ability to provide a safe and meaningful education.

Where normal on-site provision cannot continue, the BCMT will consider appropriate alternative arrangements and communicate these to staff, pupils, parents/carers, placing authorities and other relevant stakeholders.

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 and/or other appropriate support services may be commissioned or utilised to provide counselling, wellbeing and post-incident support for pupils and staff

Monitoring & Review

This plan will be reviewed at least annually and following any significant incident, exercise, material organisational change or change to relevant guidance. Appropriate desktop/tabletop exercises will be undertaken periodically, with learning points recorded and incorporated into subsequent revisions of the plan and associated emergency procedures
