



Cobras AP Business Continuity Plan

1. Purpose of the Plan

The purpose of this Business Continuity Plan (BCP) is to ensure that **Cobras AP** can continue to deliver essential services in the event of an emergency or disruption. The plan outlines how the provision will respond to incidents, maintain critical functions, and return to normal operations as quickly and safely as possible.

2. Objectives

- Protect the health, safety, and wellbeing of students, staff, and visitors
 - Maintain continuity of safeguarding and education services
 - Provide clear procedures for responding to incidents
 - Communicate effectively with staff, parents/carers, and external partners
 - Minimise disruption to students' learning and development
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3. Scope of the Plan

This plan covers events that may significantly disrupt normal operations, including:

- Fire, flood, or structural damage
 - Severe weather or natural disasters
 - Power outage or utility failure
 - IT systems failure or cyber-attack
 - Infectious disease outbreak
 - Significant staff absence
 - Security incident or lockdown
 - Loss of access to the premises
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4. Roles and Responsibilities

Role	Responsibilities
Head of Provision	Lead decision-making and coordinate overall response
Senior Leadership Team	Support incident management and ensure continuity of operations
Designated Safeguarding Lead	Ensure safeguarding continuity and support for vulnerable learners
Site Manager / Caretaker	Manage physical site issues and assist with evacuations or lockdowns
IT Support	Support system recovery and maintain communication platforms

Role	Responsibilities
All Staff	Follow emergency procedures and maintain safe working practices

5. Risk Prevention and Preparation

Cobras AP maintains a proactive approach to risk by:

- Conducting regular fire drills and lockdown practices
 - Keeping a current risk register and critical incident plan
 - Backing up IT systems and using secure cloud storage
 - Providing safeguarding and first aid training for staff
 - Maintaining emergency contact lists and crisis communication tools
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6. Incident Response Plan

Step 1: Immediate Response

- Ensure the safety of students, staff, and visitors
- Contact emergency services if necessary (e.g. 999)
- Evacuate or initiate lockdown based on the situation
- Notify the Head of Provision or Deputy

Step 2: Internal Coordination

- Assemble the response team
- Assess the severity and likely duration of disruption
- Identify critical services and alternative arrangements
- Begin recording all actions and decisions

Step 3: Communication

- Notify staff using agreed channels (e.g. phone, text, email)
- Inform parents/carers via school app, text, or email
- Communicate with external partners (e.g. LA, transport, health services)
- Provide regular updates until normal service resumes

Step 4: Service Continuity

Depending on the disruption, Cobras AP will:

- Relocate to an alternative site if required
 - Activate remote learning using online platforms or printed packs
 - Prioritise support for vulnerable learners and those with EHCPs
 - Use flexible staffing solutions (e.g. internal cover or agency staff)
 - Restore key systems from backups if IT is affected
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7. Recovery and Restoration

- Plan for a phased return to normal operations

- Hold a debrief with staff and key stakeholders
 - Offer emotional support or counselling to staff and students
 - Document lessons learned and update this plan accordingly
 - Report outcomes to the governing body and local authority if required
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8. Plan Maintenance and Testing

- This plan will be reviewed annually by the Head of Provision
- All staff will receive training or a briefing on this plan
- The plan will be tested through regular drills or scenario planning

Last reviewed June 2025
