Newbattle Abbey College
Colaiste Abaid a'Bhatail Nuaidh

BUSINESS CONTINUITY PLAN

Distribution List

Electronic Versions

This document is held on the College's intranet.

Hard Copies

Hard copies of this document are held as follows:

- Principal
- Depute Principal
- Director of Operations
- Business Development Manager
- Curriculum Manager
- Catering Manager
- Estates and Facilities Manager
- Senior Administrator
- Student Wellbeing and Support Lead
- Reception Desk

Emergency Contact Numbers – held with hard copies and on College Managment Team 'Teams' page

Stakeholder Contacts – held with hard copies and on College Managment Team 'Teams' page

Contingency Plans – see Appendix I

1. Purpose

The Business Continuity Plan (BCP) supports the College to manage the immediate effects of any incident or emergency that threatens business continuity and return to normal business as soon as possible. Actions taken in the event that the BCP is activated will be in line with the priorities in the Business Continuity Policy Statement:

1. Protect and ensure the health and safety of College staff, students and other users;
2. Minimise and recover from damage to College facilities;
3. Maintain or return to a 'business as usual' state as soon as practicably possible.

The plan will help to ensure the continuation of business critical services by minimising the impact of any damage to staff, premises, equipment or records.

The plan will also help to identify actions that could be taken in advance of an emergency or incident to reduce the impact on services.

2. Scope

The BCP is activated when an incident occurs which causes a business interruption that requires special measures to be taken to ensure business continuity.

All standing College procedures, such as the Fire Safety and Evacuation Procedure, should be followed in the first instance.
The BCP supports the College to reduce the potential impact of an incident by being prepared to maintain services in the event of, for example:

- Loss of key premises
- Loss of key staff
- Cyber attack / Loss of data / Loss of information and communications technology
- Loss of utilities (electricity, water, gas)
- Loss of a key partner or funder
- Disruption due to pandemic restrictions

3. Team Structure and Responsibilities

3.1 Senior Management Team (SMT)

The SMT, chaired by the Principal or nominated depute, will oversee and coordinate the College's response to any incident, including:

- Convene the Incident Management Team (IMT), drawing membership from across the College to reflect the nature of the incident.
- Decide whether to invoke the BCP.
- Review all information provided in the IMT's initial evaluation and take action as required.
- Consider and agree the strategy for communication.
- Advise and liaise with the Board of Directors and key stakeholders throughout as appropriate.
- Support, advise and liaise with the IMT throughout the event.
- Strategically review the impact of the event on the long term integrity of the College and develop long-term recovery plans.
- Establish the legal implications and liabilities that may occur during or as a result of the incident.
- Agree and approve procedures for paying and recording of costs associated with the incident.

In the unlikely event that none of the SMT are contactable for whatever reason, College managers will convene and make contact with the Chair of the Board.

3.2 Incident Management Team (IMT)

In responding to any business disruption, an Incident Management Team (IMT) may be established. The IMT will be made up of competent people based on the nature of the disruption.

Due to the small size of the College, the composition of the IMT will depend on the nature of the incident and the immediate availability of staff. It may include members of the SMT and relevant College managers and technical staff.
The Incident Management Team (IMT) will:

- Coordinate and implement the College's operational response to an incident.
- Prioritise activity, with a view to ensuring the most effective operation of services and curriculum delivery during and after the incident.
- Manage internal communications, overseen by SMT.

4. Roles and Responsibilities

4.1 All Line Managers

All line managers will prioritise the health and welfare of staff, students and other College users. Line managers will keep in regular and frequent contact with their staff, keep the IMT and/or SMT informed of any staffing or welfare issues and ensure appropriate support is provided.

4.2 Principal

The Principal has overall responsibility for overseeing the response to an incident/emergency.
If the Principal is not available, responsibility for managing an incident will pass firstly to the Depute Principal, and secondly to the Director of Operations.
Only the Principal or his/her nominated deputy may activate the BCP.
Once activated, the BCP will stay in effect until such time as the Principal or his/her nominated deputy decides that the need for the BCP has passed and that any further activity can be managed under normal operational processes.

4.3 Depute Principal

The Depute Principal will oversee arrangements to ensure continued delivery of the curriculum as well as all student communications, student welfare issues and student-related enquiries. This may include liaison with key partners and with the emergency services, and/or contacting student families/next of kin.

4.4 Curriculum Manager

The Curriculum Manager will lead on arrangements to continue curriculum delivery, minimise the impact on student progress and liaise with awarding bodies as appropriate.

4.5 Student Wellbeing and Support Lead (SWSL)

The SWSL will lead on arrangements to support student welfare and academic progress.

4.6 Director of Operations

The Director of Operations will oversee financial, HR, legal and contractual matters related to the incident. This may include creating a project account for expenses, arranging emergency funding, dealing with staff wellbeing and contractual matters, liaising with the College insurers and liaising with suppliers and clients.

4.7 Estates and Facilities Manager

The Estates and Facilities Manager will lead on estates and facilities matters and on health and safety matters, including risk assessments of any affected areas; establishing a safe working environment as soon as possible; make arrangements for

utilising/repurposing alternative College areas; liaise with loss adjusters, utilities providers and contractors.

4.8 Business Development Manager
The Business Development Manager will lead on contingency planning for commercial activities, engagement with commercial clients and communications management.

4.9 Catering Manager
The Catering Manager will work to ensure that catering services are adjusted and maintained as far as possible in any given circumstances.

4.10 Senior Administrator
The Senior Administrator will ensure that central administration services are maintained, including supporting the SMT and IMT. This will include ensuring that appropriate records are kept of meetings held and decisions made throughout.

4.11 All Staff
All staff have a responsibility to follow and comply with instructions given by the IMT or SMT.

4.12 Communication
In the event of an incident/emergency, effective information management is vital. The SMT and IMT will ensure that staff, students and other stakeholders directly impacted are kept regularly informed during any incident.
During any period in which the BCP is active, all official College communications must be approved by the SMT. No staff member outwith the SMT should approve any communications or discuss the incident directly with the media or via social media.

5. High-level Contingency Plans
High-level contingency plans have been developed to aid the immediate response to identified potential disruptions, howsoever caused – se Appendix III. These plans are reviewed regularly to ensure that reasonable contingencies are in place to minimise the impact of an event.

The plans should be used as the basis for, and to inform, immediate response actions where applicable.

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Business Continuity Plan
Lead Officer:	Director of Operations
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