



Holden Knight Recruitment Ltd

Business Continuity Plan

Human Resources v1.3

Review Date: November 2027



Business Continuity Plan

1. INTRODUCTION

- 1.1 For any organisation, regardless of its size, planning and preparation is key to ensuring it can continue to operate and survive the impacts of a disruption to business. Business continuity planning involves making documented procedures for the loss or unavailability of the following:
- Work locations
 - Staff/skills
 - Suppliers/contractors
 - Specialist equipment
 - Technology and communications
 - Data/information
- 1.2 A business continuity plan should guide an organisation to respond, recover, resume and restore its essential activities to a pre-defined level of operation. The process of business continuity management is a continuous cycle and involves:
- Understanding your organisation and where it is vulnerable
 - Identifying essential activities, staff and infrastructure
 - Deciding what you can do to make your business more resilient
 - Documenting what to do and who is going to do it
 - Testing your plan/procedures and discussing simple scenarios
 - Amending your plan following any learning from tests
 - Reviewing plans regularly and checking details are up to date
 - Making sure that staff are aware of any changes
 - Embedding business continuity into the organisations structure
- 1.3 The Holden Knight continuity plan is designed to ensure the continued delivery of high-quality tuition and mentoring services to children and young people during unexpected disruptions (e.g., illness, staff absence, building issues, IT failure), while safeguarding learners and maintaining communication with the local authority.

2. Risk Assessment & Mitigation Strategies

Risk	Impact	Mitigation Strategy
Staff absence	Missed sessions, loss of learning	Maintain a pool of vetted, trained tutors and mentors for cover
IT system failure	Disruption to online/remote learning	Backup systems (e.g., mobile hotspots, alternative platforms)
Venue unavailability	Sessions cancelled	Use backup venue or switch to remote delivery if appropriate
Safeguarding breach	Risk to learner safety	Immediate investigation, follow safeguarding procedures
Illness outbreak	In-person sessions suspended	Move to online delivery temporarily

3. Alternative Delivery Methods

3.1 Remote Learning

Using secure platforms (e.g., Teams, Zoom, Google Meet) with safeguarding protocols in place.

3.2 Flexible Locations

Partner with local community centres or libraries as temporary venues.

3.3 Hybrid Options

Mix online and face-to-face teaching if needed.

4. Safeguarding During Disruptions

- 4.1 DSL (Designated Safeguarding Lead) remains contactable at all times. All remote sessions follow the online safety policy (recorded where appropriate, with parental permission). Regular wellbeing check-ins with learners and families during transitions.

5. Communication Plan

Local Authority - Immediate notification of any disruption and plan for continuity.

Parents/Carers - Clear updates via email, text, or call.

Tutors - Regular team briefings and updates on changes to delivery.

6. Document Storage and Access

- 6.1 All learner records, timetables, and safeguarding logs stored securely on cloud-based platforms with restricted access. Backup copies maintained and regularly updated.

7. Review and Testing

Plan reviewed bi-annually or after a major disruption. Regular mock drills (e.g., IT failure scenarios, staff absence) to ensure preparedness.