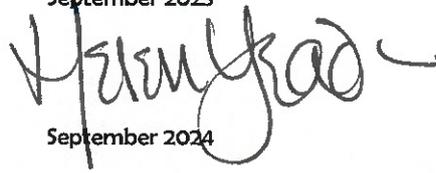


## EDUCATION CONTINGENCY POLICY

DATE CREATED: November 2013

DATE REVIEWED: September 2023

SIGNATURE:



DATE OF NEXT REVIEW: September 2024

This policy was adapted for Greatwood by Vicky Candy. Reviewed and updated by Helen Yeadon. It will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.

### Introduction

Greatwood is required by the Civil Contingencies Act 2004 to develop plans to manage business continuity in the event of a range of disruptions to services. By extension, Greatwood has a responsibility to ensure we safeguard the interests of learners and ensure they receive continuity in their programme of learning should any problems arise.

No-notice disruptions are, by definition, impossible to predict. This plan deals with the ones most likely to occur:

- loss of premises (through fire, flood etc.)
- loss of utilities (electricity, gas, water, fuel)
- failure of IT and telephony
- staff shortage

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

### Aim of Plan

The aim of this plan is to provide guidance and support to enable the education department, within Greatwood as a whole, to tackle the impact of severe disruptions due to a variety of unlikely, but credible, causes, with the following objectives.

### Objectives of Plan

The plan is designed to achieve the following strategic objectives:

- To safeguard the safety and welfare of pupils, staff and visitors;
- To resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning

### Related Plans and Procedures

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

For example: Greatwood's Fire Evacuation Procedure

### Plan Review and Testing

This plan should be reviewed for currency and accuracy every 2 years or in the event of significant structural or organisational change.

This policy is designed to ensure a consistent and effective response in the event of major disruption to the course delivery and assessment system affecting significant numbers of learners. The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of learners while maintaining the integrity of the education and safeguarding standards. The contingencies applied will be selected based on the context of the disruption.

The priority when implementing contingencies will be to maintain the following principles:

- Delivering course to published standards
- Delivering assessments to published timetables
- Complying with regulatory requirements in relation to safeguarding and education standards.

Communication:

- In the event of local disruption, communication to tutors and learners will take place through the administration following agreement with the Managing Director.
- In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholders.
- This includes communications between the organisations involved in the response and communications to stakeholders such as learners, parents or carers and the public.

Greatwood is committed to:

- sharing timely and accurate information as required to meet the aims of the plan
- communicating with stakeholders so they are aware of disruption and contingency measures being implemented and any actions required of them as a result
- ensuring that any messages are clear and accurate.

## **KEY RISKS AND ASSOCIATED ACTIONS**

- Lack of appropriately trained and qualified staff and their absence

Centre actions:

o Greatwood will keep abreast of the planning, hiring, training etc of all staff at least 2 weeks prior to the course start and arrange alternative staff as necessary.

- Failure of IT systems

Centre actions:

o Maintain secured backup for all types of assessment and feedbacks

o Support learners with printing version of the course materials if available.

o Liaise with schools and learner contacts to let them know about the failure of the system and get help from their contingency plan.

- Centre closed for an extended period

Centre actions:

o Communicate with learners about the potential for disruption and plans to address this.

o Establish liaison between tutors and learners so that learner can make correspondence with tutor and get course materials and submit assignments online wherever possible.

- Centre unable to distribute results as normal

Centre actions:

o Contact to be made immediately to the awarding bodies about alternative options.

o Contact to be made immediately to the learners explaining the situation.

- Withdrawal of Qualifications

Greatwood is committed to putting the interests of learners first and undertakes to take all reasonable steps to

protect the interests of learners should a course or unit be withdrawn for whatever reason and by whichever body. Where there appear to be learners unlikely to complete prior to the programme end date, Greatwood will take all reasonable steps to identify an alternative course schedule and to make the necessary transfers and other arrangements in order to enable the learners to achieve completion of the programme wherever possible.