Contingency and Adverse Effects Policy

Introduction

This contingency plan is intended to facilitate the decision-making process and the centre's timely response to any disruptive or extended interruption of normal business activities

Purpose

The purpose of this plan is to enable a sustained execution of teaching and assessment processes in the event of an extraordinary event that causes disruption to these activities.

Objectives

- To protect students from the effect of any adverse event
- To communicate effectively with staff, students and awarding organisations as appropriate.
- To manage all responses, recovery and restoration of activities.
- To ensure regulatory requirements are satisfied.

Contingency Phases

Stage 1: Response

1. To establish an immediate and controlled response
2. To conduct a preliminary assessment of the impact of the incident
3. To disseminate information as required
4. To provide all staff with facts necessary to make an informed decision on the resumption or recovery activity
5. To alert staff, students and awarding organisations as necessary.

Stage 2: Recovery

1. Prepare and implement procedures necessary to facilitate the recovery of time-sensitive teaching and assessment activities
2. To coordinate with staff and other external individuals or businesses as necessary.

Stage 3: Restoration

1. Prepare and implement a plan to facilitate the relocation of office and/or teaching spaces.
2. Implement actions necessary to restore IT facilities and for the transportation of back-up files.
3. Inform internal and external individuals or businesses of any changes to ensure communication remains possible.

Emergency procedures and vital information

Emergency contact numbers:

Data back up systems
- Passwords for all computers are maintained off-site.
- Assessment and internal quality assurance n data is backed up to cloud based storage systems on a weekly basis.
- Copies of all key policies and procedures are stored in cloud based storage systems.
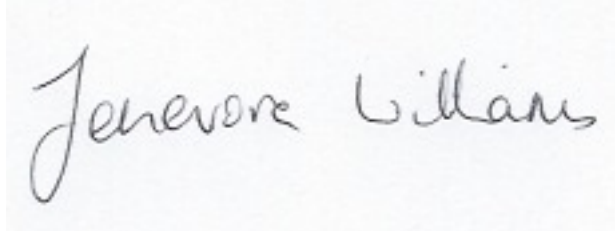
Evacuation of site
- Laptops and other IT equipment should be retrieved in the event of an impending site closure.
- All filing cabinets should be locked and data secured before evacuation where time permits.
- In the event that a disruption occurs to IT capability for longer than 24 hours, the Head of Centre/Programme Contact will operate from an alternative office.

Withdrawal of awarding organisation approval
- Up to date assessment, QA records and current student data to be made available to the awarding organisation .

Date: 28.03.2024

This policy will be reviewed every 12 months by