

PUSHFORWARD EDUCATION LIMITED

BUSINESS CONTINUITY PLAN

VERSION 1

01 MAY 2023

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. SCOPE	3
2. RECOVERY OBJECTIVES.....	3
A. RECOVERY TIME OBJECTIVE (RTO).....	3
B. RECOVERY POINT OBJECTIVE (RPO).....	3
3. RECOVERY team	4
A. SERVICE / ROLE / FUNCTION	4
B. RESPONSIBILITY	4
C. DEPENDENCIES.....	4
D. EXPECTED RESPONSE TIME.....	4
4. RECOVERY STRATEGY	5
A. INITIAL RECOVERY	5
B. OVERALL RECOVERY STRATEGY	5
5. STAFF CONTACT LIST	6
6. SUPPLY CHAIN CONTACTS	6

1. SCOPE

All business activities depend on the following:

1. Access to company buildings and facilities.
2. Access to the appropriate machinery.
3. The availability of adequate staffing.
4. Demand from appropriate students and authorities.

This document outlines the company's recovery approach to these areas.

Pushforward Education Ltd have specific policies and procedures that comprehensively detail activities and required responses.

The recovery team fully understand their roles and responsibilities.

2. RECOVERY OBJECTIVES

A. RECOVERY TIME OBJECTIVE (RTO)

Facilities

The business can select an alternative activity and building if required. Off-site working is possible but not ideal for a long period of time due to the nature of the individual.

IT

All information is backed up to the Cloud and share point and is immediately available at any time from any device.

RTO

Could sustain an interruption to facilities for up to 7 days but would also use another building/facility in the meantime so would not get to 7 days.

B. RECOVERY POINT OBJECTIVE (RPO)

Can be continuing services almost immediately. RPO from 7 days. See above, would not reach this point.

3. RECOVERY TEAM

A. SERVICE / ROLE / FUNCTION

Administrations Director/Business Continuity Manager – Victoria Bacon – deals with all operations and facilities.
Managing Director – Leon Edwards – can also be secondary contact in the event that Administrations Director is unavailable.
Provision Practitioners/Managers x 4 – responsible for managing and student logistics/activities.

B. RESPONSIBILITY

As above

C. DEPENDENCIES

None known

D. EXPECTED RESPONSE TIME

Immediately

4. RECOVERY STRATEGY

A. INITIAL RECOVERY

Inform all interested parties
 Business Continuity Manager to contact MD and Provision Practitioners
 Business Continuity Manager to contact student liaison/local authority

B. OVERALL RECOVERY STRATEGY

Ensure that all necessary facilities are available at the DR site for staff to continue working as per normal site

BCP - Loss of key Information			
Actions	Details	Person(s) responsible	Completed?
Identify key facility, staff member, student or information lost.	Review and take immediate action as required. Document all enquiries and actions in accordance with company policy and procedures.	Administrations Director/Business Continuity Manager and MD	
Identify any IT data/information lost or stolen/hacked.	Restore virus protection and back-up software and procedures.	Administrations Director/Business Continuity Manager and MD	
Report any loss of sensitive/secure IT information to appropriate personnel and authorities.	Highlight which sensitive/secure information has been lost, how and where and notify authorities as appropriate.	Administrations Director/Business Continuity Manager and MD	
Contact other locations to check on facilities capacity.	Identify alternative curriculum in conjunction with the students individual requirements. Academically, personally and logistically.	Administrations Director/Business Continuity Manager and MD	
Ensure safety and welfare of students and staff.	On site liaison and communication with Provision Practitioners and authorities.	Administrations Director/Business Continuity Manager and MD	
Crisis Management – ensure that the relevant authorities are advised of non-compliance with regulations or agreed protocols.	Report any incidents in accordance with agreed protocols. Prepare press/social media release if required.	Administrations Director/Business Continuity Manager and MD	

RECOVERY SCENARIOS

1. Access to company buildings and facilities.

Building is inaccessible due to Fire, Theft, Malicious Damage/Vandalism, Storm/water ingress, Chemical leak on business estate, Denial of access by authorities.

2. Access to the appropriate machinery.

As above and machinery breakdown.

3. The availability of adequate staffing.

Staffing levels could be affected by illness or a Pandemic or the availability of qualified, experienced staff.

4. Demand from appropriate students and authorities.

The business is dependent on receiving referrals from local educational authorities.

This could be affected by long-term illness, changes in local authority strategy, government funding, changes in legislation or a Pandemic.

5. STAFF CONTACT LIST

STAFF NAME	JOB TITLE	MAIN CONTACT NO.	SCEOND CONTACT NO.	EMAIL ADDRESS	CONTACTED

6. SUPPLY CHAIN CONTACTS

COMPANY / AUTHORITY	SERVICE / PRODUCT	INDIVIDUAL CONTACT	MAIN CONTACT NO.	SCEOND CONTACT NO.	EMAIL ADDRESS	CONTACTED

PREPARED BY	Victoria Bacon	TITLE	Administrations Director	DATE	
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