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Date: 21 May 2025

BUSINESS CONTINUITY PLAN

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1. INTRODUCTION

Oxford College Ltd is dedicated to safeguarding the continuity of its academic, administrative, and operational functions in the face of disruption. This Business Continuity Plan (BCP) provides a structured approach to maintaining service delivery and protecting stakeholders during unforeseen incidents such as disasters, emergencies, or major system failures.

2. PURPOSE

The purpose of this plan is to:

- Minimise the impact of disruptions on students, staff, and operations.

- Maintain critical business functions and services during emergencies.

- Facilitate rapid recovery and restoration of normal operations.

- Protect institutional data, assets, and reputation.

3. SCOPE

This BCP applies to:

- All teaching and administrative departments.

- All delivery methods, including online and on-campus programmes.

- All categories of staff, including contractors and external service providers.

4. RISK IDENTIFICATION AND ANALYSIS

Key threats include:

- Fire, flood, and severe weather conditions.

- IT and data breaches or system failures.

- Utility outages (electricity, water, internet).

- Pandemics and public health emergencies.

- Staff shortages due to strike, illness, or resignations.

Risks are assessed based on:

- Probability of occurrence.

- Severity of impact on operations.

- Recovery Time Objectives (RTOs) and required contingency measures.

5. CRITICAL FUNCTIONS AND RTOs

Critical Function	RTO	Responsible Role
Online Learning Systems	4 hours	IT & Learning Resources Officer
Student Support Services	6 hours	Student Services Lead
Academic Delivery	24 hours	Academic Director
Assessment and Certification	48 hours	Registrar
Finance and Payroll	72 hours	Finance and Operations Manager

6. RESPONSE TEAMS AND STRUCTURE

Business Continuity Team (BCT):

- Principal (Lead Coordinator)

- Academic Director

- Registrar

- IT & Digital Infrastructure Officer

- Quality Assurance Manager

Responsibilities:

- Activate BCP protocols and manage response efforts.

- Coordinate internal communication and stakeholder briefings.

- Liaise with emergency services and external regulators where necessary.

- Document incident details and oversee recovery progress.

7. COMMUNICATION STRATEGY

- Immediate alerts are issued via email, SMS, and internal messaging systems.

- Updates are posted on the website and student platforms.

- Contact lists for staff, students, and emergency services are updated quarterly.

- Clear and transparent communication is maintained throughout the incident.

8. RECOVERY AND RESTORATION

- Alternative venues, platforms, and schedules are identified and mobilised as needed.

- IT backups are restored from secure cloud storage or local backups.

- Academic timetables are rescheduled, and learning time is recovered through blended delivery.

- Incident debriefing is conducted to identify lessons learned.

9. TRAINING AND TESTING

- Annual BCP drills are conducted involving all departments.

- Scenario-based exercises simulate different emergencies and test response protocols.

- Feedback from tests informs plan updates and refinements.

10. DOCUMENTATION AND MONITORING

- All incidents are documented in the Business Continuity Register.

- Recovery effectiveness is evaluated post-incident.

- BCT meetings are held at least once per year to review procedures and preparedness.

11. POLICY REVIEW

This plan is reviewed annually or following a major disruption or change in operations.

Approved by:

Principal, Oxford College Ltd

Date: 21 May 2025