Business Continuity and Disaster Recovery Plan

CECOS College London
1st Floor,
23 South Mall,
St Georges Chambers,
London,
N9 0TS

Policy Name	Business Continuity and Disaster Recovery Plan	Policy Number	V1:2

Effective Date	01/03/2026	Date of Last Revision	01/03/2026	Version Number	1.2

Responsible Officer	Chris McLean	Contact Email	chris@cecos.ac.uk

Scope

This policy applies to:

- All CECOS staff, learners, contractors, and stakeholders
- All College sites, systems, and operations across the UK

It covers all potential disruptions including:

- Natural disasters
- IT system failures, cyber-attacks, and data breaches
- Utilities failure (power, water, telecommunications)
- Loss of premises or restricted access

- Public health emergencies (e.g. pandemics)
- Security incidents, including external threats
- Financial system failures

Policy Statement

CECOS College London is committed to:

- Ensuring the **safety and wellbeing of staff and learners**
- Maintaining **continuity of teaching, training, and services**
- Protecting critical systems, data, and infrastructure
- Restoring operations to **normal or near-normal performance** as quickly as possible

The College will:

- Maintain robust Business Continuity (BC) and Disaster Recovery (DR) arrangements
- Identify and mitigate risks to operations
- Ensure preparedness through planning, training, and testing

Relevant Legislation

Title	Date
Health and Safety at Work etc Act	1974
Civil Contingencies Act	2004
Data Protection Act	2018

Related Policies

Title	Effective Date
Safeguarding and Prevent Policy	01/03/2026
Data Protection Policy	01/03/2026
Risk Register	Ongoing
Health & Safety Policy	01/03/2026

Version History

Version	Approved By	Revision Date	Details of change
1.2	Chris McLean	01/03/2026	Full revision

Exceptions

- In emergency situations, procedures may be adapted to ensure:
    - Immediate safety
    - Safeguarding
    - Legal compliance

All deviations must be documented and reviewed.

Additional Comments

Governance, Ownership and Accountability

Area	Responsibility	Role
Strategic Oversight	Governance Board	Ensures compliance and resilience
Executive Accountability	Chief Executive	Overall responsibility
Operational Leadership	Principal	Activates BC/DR plans
Programme Lead	Managing Director	BC/DR oversight and liaison
Incident Coordination	Major Incident Team (MIT)	Operational response
Safeguarding	Designated Safeguarding Lead (DSL)	Learner safety

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Policy Approval and Review (NEW)

- Policy reviewed **annually (minimum)**
- Next review date: **March 2027**

Version	Date	Summary	Next Review
1.2	March 2026	Revised policy	March 2027

Policy Leadership

The CEO, **Dr Mudassir Tanveer**, is responsible for:

- Oversight of the BC/DR programme
- Liaison with Governance Board and Senior Leadership Team (SLT)
- Escalation and resolution of BC/DR issues

Major Incident Team (MIT) (UPDATED)

Role	Name	Contact Number
Managing Director	Dr Mudassir Tanveer	07817 616 715
Deputy Principal	Hariss Pervez	07956696916
Director of Facilities	Jawad Tanveer	07511111133
Safeguarding Officer (DSL)	Bev Ball	07711259000

Requirement (Addressing Feedback):

- Contact details for **DSL must always be included**
- Full MIT contact list must be maintained and regularly updated

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External Emergency Contacts (NEW)

- Emergency Services: **999**
- NHS (non-emergency): **111**

- Information Commissioner's Office: **ico.org.uk**
- Health and Safety Executive: **hse.gov.uk**
- Insurance Provider: [Insert Provider & Policy Number]

Prevention and Preparedness

- Preventative controls reduce disruption risk
- All significant organisational changes must be reflected in this policy
- SLT must review interdependencies of operations

Incident Classification

Level 1 – Amber Status

- Localised disruption
- Managed within departments
- MIT on standby

Level 2 – Red Status

- Major disruption affecting operations
- Full activation of BC/DR plan
- MIT fully mobilised

Incident Notification

- Any staff or learner must report incidents immediately
- Reports escalated to SLT or MIT
- External threats handled in line with safeguarding and Protect Duty requirements

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Critical Response Procedures

Evacuation

- Follow fire/emergency procedures
- Account for all individuals
- Move to designated safe areas

Lockdown Procedure

- Secure entrances
- Remain indoors and silent
- Await instructions

Places of Safety

- Pre-identified safe areas at each site

Centre Closure

- Decision by Principal or CEO
- Immediate communication issued

Continuity Arrangements

Teaching and Learning

- Transition to online delivery
- Use of cloud-based learning platforms

Alternative Sites

- Pre-identified backup locations across provision areas

Training Cessation (NEW)

If delivery cannot continue:

- Learners retain access to portfolios and resources
- CECOS will:
    - Support transition to alternative providers where required
    - Ensure learners are not disadvantaged

IT and Disaster Recovery

- Regular data backups
- Cloud-based systems
- Rapid restoration of critical systems

Data Breach / Cyber Incident

- Immediate reporting to Data Protection Lead

- ICO notified within 72 hours (if required)
- Systems secured and investigated

Transport and Evacuation (NEW)

Where required:

- CECOS will support safe travel arrangements
- Ensure safe return home for staff and learners

Communications Failure

Alternative communication methods:

- Mobile phones
- Personal email
- Online platforms

Recovery Phase Plan (NEW)

Recovery includes:

- Restoring systems and services
- Resuming teaching delivery
- Temporary relocation if required
- Supporting affected individuals

Monitoring, Testing and Evaluation (NEW)

- Annual Business Continuity Drill
- Outcomes reported to SLT and Governance Board
- Improvements implemented

Compliance and Verification

- Annual compliance review required
- Waivers permitted only with SLT approval
- Maximum delay: 12 months

Non-Compliance

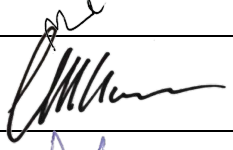
Failure to comply may result in:

- Formal management action
- Disciplinary procedures

Record Keeping

- All incidents documented
- Actions and outcomes recorded
- Lessons learned integrated into future revisions

Approval and Sign-Off

Role	Name	Signature	Date
Chief Executive	Dr Mudassir Tanveer		20/04/2026
Principal	Chris McLean		20/04/2026
Governance Board Representative	Paul Jones		20/04/2026