



Business Continuity Planning

Policy Number	0018	Completed by	Imogen M-C	Last Reviewed date	23/02/2026
Version Number	001	Signed off by	Ade Stenner	Next Review date	23/02/2027

The Skylark Plus Business Continuity Plan is designed to ensure that non-classroom educational activities, including bushcraft, mechanics and tree work, can continue during and after potential disruptions. The plan focuses on maintaining operations, protecting staff and students and addressing logistical challenges, such as; road closures or environmental hazards.

Skylark Plus Ltd has designated a team that will convene in the event of a BCP scenario. This team is made up of the following individuals:

Sebastian Clare

Adrian Stenner

Laurence Mezo

Imogen Morgan-Clare

2. Objectives

- Ensure the safety of students, staff and visitors.
- Minimise the disruption to outdoor, hands-on learning activities.



- Maintain access to off-site learning areas where activities such as bushcraft and tree work are conducted.
- Provide clear communication to all stakeholders in the event of an emergency or disruption.
- Develop alternative strategies for continuity without reliance on remote or technology-based learning.

3. Key Business Functions and Priorities

A. Non-Classroom Learning Activities

- Bushcraft: Wilderness survival skills, tool use and environmental education.
- Mechanics: Hands-on instruction in mechanical work, focusing on practical skills.
- Tree Work: Tree climbing, pruning and maintenance techniques.

B. Support Services

- Logistics: Ensuring safe transportation and access to learning sites.
- Health and Safety: First aid, safety protocols for physical activities and emergency response plans.

4. Risk Assessment and Potential Disruptions

A. Road Closures

- Risk: Road closures due to weather, construction, accidents, or natural disasters can prevent students and staff from reaching learning sites.
- Mitigation:
 - Pre-identify alternate routes: Ensure multiple access routes to key outdoor learning locations.



- Plan for remote site access: Utilise footpaths, bicycles or other non-vehicular means of reaching outdoor sites if roads are inaccessible.
- Staggered arrivals: Allow flexibility in arrival times if road closures create delays.

B. Severe Weather Events

- Risk: Weather conditions such as heavy rain, snow, or storms can make outdoor activities unsafe.
- Mitigation:
 - Weather monitoring: Use real-time weather alerts to make informed decisions about the safety of continuing activities.
 - Indoor alternatives: Identify indoor spaces where students can practise mechanics or engage in relevant discussions during severe weather.
 - Postpone and reschedule: Create a flexible schedule to allow rescheduling of activities that are postponed due to weather conditions.

C. Injury or Health Emergencies

- Risk: Physical activities like bushcraft or tree work can lead to injuries.
- Mitigation:
 - First aid training: Ensure all staff are trained in first aid and have access to first aid kits at all activity sites.
 - Emergency response plans: Establish clear protocols for contacting emergency services and evacuating injured persons if necessary.

D. Transportation Failures



- Risk: Breakdown of vehicles or fuel shortages can hinder transportation to off-site locations.
- Mitigation:
 - Vehicle maintenance: Regularly service vehicles to prevent breakdowns.
 - Backup transportation: Arrange for additional vehicles or transport options, including bicycles or walking routes, where feasible.

E. Pandemic or Health-Related Disruptions

- Risk: Widespread illness could limit staff availability or affect participation in group activities.
- Mitigation:
 - Health and safety protocols: Implement sanitation measures and health checks to reduce transmission risk during outdoor activities.
 - Staggered activities: Organise smaller groups or staggered attendance to limit contact between individuals.

5. Response Strategies

A. Road Closures or Access Issues

- Communication: Notify staff, students, and parents about road closures as early as possible using SMS or phone trees.
- Alternative routes: Establish and share pre-identified alternative travel routes.

- Carpooling: Encourage carpooling or shared transport for staff to and from remote locations.



B. Weather-Related Disruptions

- Monitor weather: Use reliable sources to track incoming severe weather and assess the risks to outdoor activities.
- Contingency plans: Relocate to sheltered areas or pause activities temporarily until the weather clears.
- Activity modification: For example, adjust the content of bushcraft lessons to focus on preparation and gear management in safe, covered spaces during bad weather.

C. Injury or Health Incidents

- On-site medical support: Have designated staff trained in first aid present at all activity locations.
- Emergency transport: Ensure access to transport vehicles that can quickly move injured persons to medical facilities.

D. Staff Shortages or Unavailability

- Cross-training: Train staff across multiple disciplines so they can step into different roles as needed.
- Volunteers: Maintain a list of vetted volunteers who can assist with outdoor activities in case of staff shortages.

6. Communication Plan

A. Internal Communication

- Staff Updates: Inform staff of any potential disruptions, including road closures, severe weather, or health concerns.

- Chain of command: Ensure all staff know who to report to during an emergency and who will make decisions about continuity.



B. External Communication

- Parental Communication: Use text messaging or phone calls to keep parents informed of any changes to schedule or location.
- Public Updates: Keep the community informed through your website or local media if broader disruptions affect Skylark Plus's ability to operate.

7. Recovery and Resumption of Services

- Damage Assessment: After an event, assess the impact on facilities, equipment and activity sites.
- Rescheduling: Prioritise missed activities and create a plan to make up for lost instructional time.
- Post-event Evaluation: Review the effectiveness of the continuity response and update the plan as necessary.

8. Roles and Responsibilities

- Leadership Team: Oversees continuity plan execution and coordinates with external agencies if necessary.
- Instructors: Responsible for maintaining a safe learning environment and adapting activities as required.
- Logistics Staff: Manage transportation and ensure access to learning sites.
- Health & Safety Team: Implement safety protocols and handle emergencies.

9. Plan Maintenance and Updates



- Annual Review: Regularly review and update the continuity plan to reflect new risks or changes in operations.
- Training and Drills: Conduct annual drills and ensure staff are familiar with continuity protocols.
- Feedback Incorporation: Gather input from staff and students after any incident to improve the plan.