



Burleigh College Business Continuity and Risk Management Plan

Version: 11.0

Date of Issue: 01/08/2025

Date of Review: 31/07/2026

This document sets out the framework for maintaining Burleigh College's business operations during emergencies and ensuring resilience in an evolving educational, digital, and regulatory environment.

1. Aim of the Plan

The aim of this plan is to prepare Burleigh College to effectively manage and recover from any event that disrupts normal operations. The plan enables a rapid and structured response to minimise impact on learners, staff, stakeholders, and the wider community, ensuring a swift return to 'business as usual.'

2. Objectives of the Plan

- Identify critical business functions and assess their associated risks.
- Define clear roles, responsibilities, and communication channels in the event of disruption.
- Ensure compliance with UK GDPR, Ofsted, and ESFA requirements for data and operational continuity.
- Integrate resilience into digital, hybrid, and on-site delivery models.
- Protect learners, staff, and assets through proactive risk management and mitigation strategies.
- Maintain stakeholder confidence through transparency and timely communication.

3. Traffic Light Risk Classification

Risks and their potential impacts are categorised using a traffic light system:

- High – Red



- Medium – Amber
- Low – Green

All risks are assessed regularly, with mitigation actions updated annually or after any major incident.

4. Key Risk Categories (2025–2026)

The following critical functions and risk categories have been identified as priorities for monitoring, management, and recovery.

Priority	Critical Function	Target Recovery Time	Risk Level
1	Loss of learner or staff personal data	2 days	Low
2	Cyberattack or ransomware incident	2 days	Low
3	Major system or IT infrastructure failure	3 days	Low
4	Fire, flood, or terrorism at a College centre	7 days	Medium
5	Pandemic, epidemic, or health emergency	7–14 days	Medium
6	Loss of key staff or leadership personnel	7 days	Medium
7	Loss of subcontractor or key delivery partner	7 days	Low
8	Extended utility or communication outage	3 days	Medium



9	Financial disruption or funding delay	7 days	Low
10	Reputation or media crisis	Immediate	Low

5. Command and Control

In the event of an incident, the following personnel are authorised to activate this plan and make strategic decisions for Burleigh College:

Name	Role	Contact Number
Kunal Goswami	Chief Executive Officer	020 8748 9898
Panch Udage	Centre Manager	020 8748 9898
Maria Jordanov	Head of Teaching and Learning	020 8748 9898
Cyril Isibor	Audit and Compliance Manager	020 8748 9898
Janet Taylor	Management Information Systems	020 8748 9898

6. Modern Recovery Strategies

- Cloud-based data backup and restoration with encrypted off-site redundancy.
- Comprehensive cybersecurity measures including MFA, endpoint protection, and staff awareness training.
- Digital teaching continuity using virtual learning environments (e.g. Zoom, Google Classroom).
- Hybrid working readiness with secure VPN and device management.
- Emergency communications via multiple channels – SMS, email, intranet, and social media.
- Business impact assessments conducted annually to reassess priorities and resources.



7. Compliance and Review

This plan aligns with current UK GDPR (2024), ESFA funding rules, GLA, and Ofsted safeguarding expectations. It will be reviewed annually or immediately after a major incident, ensuring that policies, personnel, and procedures remain effective and compliant.

8. Document Control

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Approved by: Kunal Goswami, Chief Executive Officer