



Business Continuity & Disaster Recovery Policy

Version: 1.0

Review Date: June 2027

Directors: Alex Alton & Heather Beevers

1. Policy Statement

Enlightenment Education Ltd is committed to maintaining continuity of service to schools, education settings, and candidates, even in the event of unforeseen disruption.

This policy outlines the procedures and principles in place to ensure that critical business functions can continue or be restored in a timely manner following incidents that may impact normal operations.

2. Scope

This policy applies to:

- All business operations of Enlightenment Education Ltd
 - All staff, directors, and consultants
 - All recruitment, vetting, and placement services
 - All data systems and communication channels used by the organisation
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3. Objectives

The objectives of this policy are to:

- Ensure continuity of supply to schools and education settings wherever possible
 - Protect the safety and welfare of children and young people through uninterrupted staffing provision
 - Minimise disruption to clients, candidates, and internal operations
 - Ensure critical data is protected and recoverable
 - Enable rapid recovery of essential business functions following disruption
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4. Potential Disruption Risks

The organisation recognises that disruption may arise from, but is not limited to:

- IT system failure or cyber security incidents

- Loss of access to premises or working locations
 - Severe weather or environmental events
 - Pandemic or widespread public health emergencies
 - Staff absence or unavailability
 - Power or telecommunications failure
 - Supplier or third-party service disruption
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5. Critical Business Functions

The following functions are considered essential to business continuity:

- Candidate recruitment, vetting, and compliance processing
 - Safeguarding and DBS verification processes
 - Communication with schools and education settings
 - Deployment and coordination of supply staff
 - Payroll and timesheet processing (where applicable)
 - Data management and record keeping
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6. Continuity Measures

Enlightenment Education Ltd maintains the ability to continue core operations through:

- Secure cloud-based systems for candidate and client data
- Remote working capability for all operational staff
- Mobile communication systems to maintain contact with schools and candidates
- Backup procedures for critical data and documentation
- Cross-trained staff to ensure coverage of essential functions

Where possible, operations will continue without interruption through remote access and alternative communication methods.

7. IT Systems and Data Protection

The organisation recognises the importance of secure and accessible data systems.

We ensure:

- Regular backup of critical data
- Secure storage of candidate and client records

- Controlled access to sensitive information
- Compliance with UK GDPR requirements
- Cyber security measures to protect against unauthorised access

In the event of system failure, recovery procedures will be initiated to restore access to essential data as quickly as possible.

8. Incident Response and Recovery

In the event of a disruption:

1. The nature and severity of the incident will be assessed
2. Immediate steps will be taken to protect safeguarding obligations and service continuity
3. Alternative working arrangements will be activated where necessary
4. Schools and stakeholders will be informed where relevant
5. Normal operations will be restored as soon as reasonably practicable

Priority will always be given to safeguarding responsibilities and maintaining staffing support for education settings.

9. Communication During Disruption

Clear and timely communication is essential during any disruption.

Enlightenment Education Ltd will:

- Maintain contact with schools and education settings
 - Keep candidates informed of any changes affecting placements
 - Ensure directors oversee all critical communications during incidents
 - Use alternative communication channels where required
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10. Roles and Responsibilities

Directors (Alex Alton & Heather Beevers) are responsible for:

- Overall oversight of business continuity planning
- Decision-making during major incidents
- Communication with key stakeholders

All staff are responsible for:

- Following continuity procedures
- Reporting incidents or risks promptly

- Supporting alternative working arrangements
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11. Testing and Review

This policy will be reviewed annually or sooner if required due to changes in operations, technology, or risk profile.

The organisation will periodically review and update continuity measures to ensure ongoing effectiveness.

12. Policy Review

This policy will be reviewed at least annually to ensure it remains relevant, effective, and aligned with operational requirements and regulatory expectations.

Signed on behalf of Enlightenment Education Ltd

Alex Alton – Director

Heather Beevers – Director