



Academic Business Continuity Plan

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1. CONTEXT AND PURPOSE

- 1.1 This business continuity plan sets out the operational procedures to deal with the impact of a major incident, disaster or crisis, where the College may be required to close for a period of one week or more.
- 1.2 It applies to exceptional circumstances that impact significantly on teaching, learning and assessment and the overall student experience. Such circumstances may include a pandemic, terrorist activity, severe weather, fire, flood, other natural disaster, or any other major interruption.
- 1.3 The purpose of this plan is to ensure the continuity of learning where students and staff are unable to attend College campus.

2. STAFF COMMUNICATIONS

- 2.1 All staff are required to check and monitor their emails throughout the day, respond and take action as appropriate.
- 2.2 Information on how to access college systems and detailed information on key processes will be uploaded to a specific web page for all staff to access:

<https://www.escg.ac.uk/coronavirus-information/staff-faqs>
- 2.3 The executive team will continue to communicate with all staff via regular emails. In the event of the email system not working a message will be posted on the college website and on social media. The CEO will then send a message to the rest of the executive team to cascade to their teams.
- 2.4 All managers are required to maintain their weekly schedule of meetings, wherever at all possible. This means that 1:1s, staff briefings and team meetings will continue, predominantly at their existing scheduled times. Please ensure your manager has the correct contact details for you.
- 2.5 All staff are required to check the website and social media frequently for core messages and updates The main webpage for information is:

<https://www.escg.ac.uk/coronavirus-information>
- 2.6 All staff are expected to report any sickness as per the sickness policy, which is to contact your line manager by telephone before your hours of work. This policy available on MyView.

3. PROFESSIONAL DEVELOPMENT

- 3.1 All staff are required to complete all mandatory training and any other modules that have been allocated. A staff development schedule will be provided for further information.
- 3.2 Managers will set additional training and development activities relevant to the individuals or teams and further information on this will be available soon via:

<https://www.escg.ac.uk/coronavirus-information/staff-faqs>

- 3.3 Managers will set some additional reference material that staff will be required to read. This will be defined in the Staff Development Schedule and further details will be provided by line managers.

4. TEACHING, LEARNING AND ASSESSMENT

- 4.1 All teaching and support staff are responsible for uploading learning resources onto the appropriate virtual learning environment (e.g. Moodle, Blackboard, Smart Assessor, Google Classrooms etc.) for students to access remotely. Alternatively, all teaching and support staff are responsible for providing physical resources for students (e.g. workbooks, exam papers, etc.), where virtual learning environments are not available.
- 4.2 Heads, assistant principals and principals are required to monitor and review the quality of distance learning resources made available to students on a weekly basis. This will be predominantly done through scheduled 1:1s, along with additional audits.
- 4.3 Students should be directed to be working to their existing timetables to ensure as much continuity as possible. Academic tutors and tutors/teachers are responsible for communicating with their group(s) of students to ensure that students have an appropriate amount of work to complete in these slots, as well as directed study work for outside lessons. Examples could include an online learning activity, an assessment task, engaging in a discussion forum, completing a quiz, reading and responding to an extract etc.
- 4.4 Teaching staff should be available to communicate with students during the times when you would normally teach them. It is therefore necessary for all teachers to:
- 4.4.1 Set tasks (streaming live at these times whenever possible).
 - 4.4.2 Set deadlines for tasks/activities/assignments, so the students have a clear time frame in which to complete the work.
 - 4.4.3 Set expectations around revision or independent learning. For example, research task for 1 hour
 - 4.4.4 Have a method to:
 - Check work completed by each student
 - Contact students who have not completed work
 - Mark completed work and feedback, either classroom, shared documents etc.
 - Keep records of tasks set and completion for each student
- 4.5 Sussex Skills Solutions staff and apprentice delivery managers are responsible for communicating in line with the individual learning plans of each apprentice and their employer to ensure they are continuing to meet their 20% off the job training. Where college-based training is cancelled remote tasks will be allocated based on the development of the skills, knowledge and behaviours of the apprenticeship standard/framework using Smart Assessor wherever possible.
- 4.6 Teachers/tutors and academic tutors are responsible for tracking student progress during the college closure period and must report any concerns or identified risks to their line manager immediately.
- 4.7 Heads of curriculum are required to monitor student engagement in distance learning activities and report participation rates to the assistant principal/principal. Engagement interventions will be reviewed by the assistant principal/principal as appropriate.
- 4.8 Staff are required to complete progress reviews using ProMonitor during the scheduled windows. Student targets should also be reviewed and updated on ProMonitor. Where

possible, staff should have telephone or video conference conversations with students for one to one tutorials to ensure that students continue to make progress during the college closure.

- 4.9 Wellbeing mentors will continue to support curriculum areas in engaging students with their learning. Heads of curriculum should maintain regular contact with mentors to review caseloads and impact. The capacity of this team will be increased, as opportunities arise.
- 4.10 Where possible, teaching staff should arrange online conferencing or webinars to engage students in their learning. This could take place via Office 365 Teams, Google Classroom or Hangout, Skype, Zoom or other approved online platforms and applications.
- 4.11 Where possible, internal assessment activities should continue as scheduled within assessment plans. Electronic submissions of work should be encouraged to enable marking and feedback to continue as planned.
- 4.12 Formal external examinations that are scheduled to take place during a college closure period will need to be rearranged with the exams department. Any changes to exams must be communicated to all students as soon as possible to enable them sufficient preparation time.
- 4.13 All planned work placements and educational visits will be cancelled during a college closure period. Where possible visits may be rearranged once the college closure period has ended. This will be subject to obtaining approval from the CEO.
- 4.14 Teachers and support staff should remind students that support services continue to be available remotely during any college closure period.

5. STUDENT SERVICES

SAFEGUARDING

- 5.1 The safeguarding team will continue to monitor the safeguarding phone and emails. Students should contact the safeguarding team if they have any concerns about their safety or need to report abuse.
- 5.2 Safeguarding officers will record any safeguarding concerns and manage their caseload remotely. Contact with students will be maintained and the team will liaise with any professional organisations as necessary.
- 5.3 The contact details for the safeguarding team remain the same during closure:
 - Hastings - 07848 442081
 - Lewes - 07823 668772
 - Eastbourne - 030 300 39039

ADDITIONAL LEARNING SUPPORT (ALS)

- 5.4 ALS staff will maintain regular contact with students, including those with an Education, Health and Care Plan (EHCP), via email and phone or other means, to support students to complete set work and assessment activities. Caseloads will be determined by the relevant managers.

CAREERS ADVICE AND GUIDANCE

- 5.5 Student services team leaders will continue to ensure that students can access careers advice and guidance via email and phone or other means.

6. ACCESS ARRANGEMENTS

- 6.1 Where a staff member is unable to obtain access to IT equipment for remote working, they can request a laptop to loan from their line manager. Please note there is a limited amount of laptops available but where possible requests will be accommodated.

- 6.2 A small number of mobile phones are available for staff to loan during a period of remote working. Please contact IT services for further information. Personal mobile numbers must not be disclosed to learners.

- 6.3 Staff and students can continue to report any IT access issues. The main webpage for information is:

<https://pw.escg.ac.uk/documents/staff-resources/it-guidance-what-can-i-access/>

- 6.4 Campus access for staff may be possible in certain circumstances. Please liaise with your line manager for details.