

TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Maintain and test your business continuity plan

Why?

System Testing

- Check that systems and services can be restored in the event of a critical incident such as severe weather closures or IT outages affecting MIS and finance systems.
- A tested continuity plan ensures payroll, supplier payments, and critical pupil services such as catering continue without interruption.

Resilience & Continuity

- Keep the plan updated with current staff roles, emergency contacts, and alternative processes for finance and operations.
- Include arrangements for remote working, secure access to MIS and finance systems, and communication protocols for parents and staff.
- Test the plan termly through tabletop exercises or scenario drills to identify gaps and improve response.

Benefit

Maintaining and testing your business continuity plan minimises disruption to teaching and learning, other essential services, and ensures financial stability during a critical incident. It demonstrates strong governance and preparedness, reducing reputational and operational risk for the school or trust.

Useful Resources

- Gov.Uk Emergency Planning
- National Cyber Security Centre (NCSC)
- DfE Business Continuity Plan Template and Checklist