

# **KARATE** *& Dance* **FEDERATION**

**Karate & Dance Federation**

***Business Continuity Plan  
Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Business Continuity Plan
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<b>Agreed By</b>	Mr. Neil Byrne
	Miss. Alyssia Weekes

# *Policy Logistics*

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

## *Umbrella organisation and governance structure*

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

# 1. Policy statement and commitment

The Karate & Dance Federation is committed to maintaining **safe, continuous operations** in the event of disruptions, ensuring:

- The safety and wellbeing of students, staff, and volunteers
- Minimal disruption to classes, events, and operations
- Clear communication with parents, carers, schools, and stakeholders
- Rapid recovery from emergencies or operational incidents

This plan outlines the processes, roles, and responsibilities required to maintain operations during and after an incident.

# 2. Scope and application

This plan applies to:

- All Federation premises and operational activities, including classes, workshops, performances, and events
- Staff, volunteers, students, parents, and carers
- ICT systems, including **MyKDF**, and communication channels
- Critical services such as payroll, invoicing, safeguarding, and finance operations

# 3. Risk assessment and critical activities

- Senior leadership identifies potential risks that could disrupt operations, including:
  - Severe weather events
  - Fire or other emergencies in premises
  - Cybersecurity incidents or IT failure
  - Staff shortages or unavailability
  - Public health or safeguarding crises
- Critical activities are prioritised, including:
  - Student safeguarding and supervision
  - Communication with parents and schools
  - Continuity of classes, workshops, and online resources
  - Financial operations, invoicing, and payroll

# 4. Roles and responsibilities

- **Senior Leadership:** Activate the business continuity plan, monitor incidents, communicate with stakeholders, and oversee recovery
- **Operations Team:** Implement contingency measures, manage premises, and coordinate staff and volunteer support
- **IT / MyKDF Administrators:** Ensure data integrity, access to student records, and continuity of online services
- **Staff & Volunteers:** Follow emergency procedures, support continuity measures, and maintain safeguarding standards

## 5. Continuity procedures

### a. Premises disruption:

- Identify alternative venues or online provision for classes if premises are unusable
- Ensure health and safety and safeguarding compliance in temporary venues

### b. Staff shortages:

- Activate cover plans using trained staff or volunteers
- Communicate changes to parents and schools promptly

### c. ICT or MyKDF disruption:

- Backup data regularly and store securely
- Maintain alternative communication methods (email, phone, text) to notify stakeholders

### d. Financial continuity:

- Ensure key financial transactions (invoicing, payroll, supplier payments) can continue during disruption
- Maintain secure records of payments, debts, and insurances

### e. Safeguarding:

- All safeguarding responsibilities remain paramount
- Any disruption must not compromise supervision, reporting, or safety of students

## 6. Communication and stakeholder engagement

- Parents, carers, schools, and students are informed immediately about any disruptions
- Clear guidance is provided on revised schedules, alternative arrangements, or cancellations
- Internal communication channels ensure staff and volunteers are aware of changes and expectations

## 7. Recovery and review

- After any disruption, senior leadership conducts a **post-incident review** to assess effectiveness of the plan
- Lessons learned are incorporated into updates of risk assessments, procedures, and staff training
- This Business Continuity Plan is reviewed annually or sooner if operational, legislative, or environmental changes occur