

Business Continuity Workshops

Introduction:

We are excited to be able to offer all Bolton maintained and academy schools a new programme of free workshops to help your school respond to any type of incident that could disrupt teaching and learning. Experience shows that well prepared schools recover from incidents more quickly and smoothly, protecting the education of pupils and reducing the reputational and financial fall out.

These interactive workshops will be delivered as part of joint initiative from Manchester City Council and Bolton Council Audit and Risk Management Services. Through these sessions we will provide practical advice, information and coaching to ensure that you have the tools and techniques to implement effective Business Continuity Planning in your school. This will help you meet external requirements, such as the Schools Financial Value Standard and Audit and Inspection processes, but most importantly provide you with the assurance that you can limit the disruption to teaching and learning in any unexpected circumstance.

Sessions are aimed at staff with responsibility for the oversight or delivery of Business Continuity planning for example, Governors, Headteachers, Business and Finance Managers.

Objectives of the session:

- Provide a briefing on relevant changes in the area including new tools and templates available to you
- Informal exercising to help you self-assess your response to a scenario
- Coaching to support the development/ further improvement of plans

Arrangements:

- Workshops will be held at the Bolton Science and Technology Centre, Minerva Road, Farnworth, BL4 OHA on the following dates/times:

Wednesday 29 March	1.00-4.00
Thursday 30 March	1-00-4.00
Wednesday 5 April	1-00-4.00
Wednesday 26 April	1-00-4-00
Thursday 27 April	1-00-4-00
Wednesday 3 May	1-00-4-00

Attendees will be booked on a first come, first served basis, with a maximum of two delegates from each school. Please contact judith.smith@bolton.gov.uk to book on the workshop and for any more information.

Governors should liaise with their Chair of Governors or Head Teacher prior to booking a place