



# Business Continuity Plan

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche has developed this Business Continuity Plan (BCP) to ensure that essential services can continue or be restored quickly in the event of disruption. Our priority is always the safety and well-being of children, followed by supporting families and staff.

This policy is informed by the Civil Contingencies Act 2004; National Minimum Standards for Regulated Childcare (Wales) 2016; Health and Safety at Work Act 1974; and CIW guidance.

## 2. Risk Assessment

We have identified the following potential disruptions and assigned risk levels:

DISRUPTION	RISK LEVEL	RESPONSE PLAN
Staff shortage (illness, pandemic)	High	Bank staff, reduced ratios (with CIW notification), temporary closure of rooms
Severe weather	Medium	Early closure, delayed opening, remote communication
Utility failure	Medium	Emergency heating/lighting, early closure if safety compromised
Fire or flood damage	Low–Medium	Temporary relocation (identified alternative venue), insurance claim
IT/communications failure	Low	Paper-based registers and records, personal phone contact
Supply chain disruption (food, resources)	Low	Alternative suppliers, adapted menus, emergency stocks
Pandemic/infectious outbreak	Medium	Refer to Infection Control Policy, PHW guidance, possible closure

### 3. Key Contacts & Decision-Making

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#### Emergency Decision Chain

1. Nursery Manager — Elissa Clarke
2. Deputy Manager
3. Responsible Individual — Samantha Rennison
4. CIW — 0300 790 0126

### 4. Communication Plan

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- Parents: Telephone, text, email, website announcement, social media
- Staff: WhatsApp group (work), telephone tree, email
- CIW: Telephone and written notification within 24 hours
- Local Authority: As required
- Insurance: As required

### 5. Staffing Contingency

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- A list of bank/relief staff is maintained and kept up-to-date
- Agency partnerships are established for emergency cover
- If ratios cannot be maintained, the number of children admitted may be reduced or a room temporarily closed
- CIW is notified of any sustained ratio issues

### 6. Premises Contingency

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- An alternative venue has been identified in case the nursery building is unusable
- Portable essential supplies (first aid kit, medication box, registers, emergency contact lists) are stored in a grab bag ready for evacuation
- Insurance cover includes business interruption

### 7. Data & Records

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- Children's records and emergency contacts are backed up digitally and accessible remotely
- Paper copies of essential records are maintained in the fire-proof safe

### 8. Review

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This plan is reviewed annually and after any significant incident. It is tested through scenario exercises at least once a year.

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**Bijou Day Nursery & Crèche**

Responsible Individual: Samantha Rennison

CIW Registration: W15/00001742 · Company No. 11468667

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