

MIAG



Contingency Plan

Ratified by Chair of Govs:

Signed by

A handwritten signature in blue ink, appearing to be "Amy Hiza", written over the dotted line for the signature.

Date

10/6/25

Purpose:

To outline how MIAG (Meeting Individual Aspirations & Goals) will maintain safe, continuous provision for learners in the event of emergencies, unexpected closures, or disruptions, ensuring that safeguarding, learning, and wellbeing remain priorities.

Scope:

This plan applies to:

- ✚ Staff
- ✚ Directors
- ✚ Learners
- ✚ Parents/Carers
- ✚ Visitors and Contractors

It covers events including:

- ✚ Severe weather
 - ✚ Staff shortages
 - ✚ Public health outbreaks (e.g., COVID-19)
 - ✚ Premises issues (e.g., flooding, fire)
 - ✚ IT or communications failure
 - ✚ Security threats
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Leadership & Responsibility:

Role	Responsibility
Chief Operating Officer	Overall coordination, communication and decision making
ALP Centre Managers	Assist and support COO and SLT in the above
SENCO/DSL	Ensure safeguarding measures continue and to adapt provision for learners as required
Key Workers	Maintain contact and support for individual learners and their families

Communication Strategy:

- ✚ **Parents/Carers** informed via phone, text, email, and website updates
- ✚ **Staff** updated via internal messaging and briefings
- ✚ **Local Authority and referring agencies** contacted when relevant

All contact information is checked termly and updated if there are changes.

Emergency Scenarios & Response:

A. Premises Closure (e.g., fire, flooding, unsafe building)

- ✚ Immediate closure and evacuation procedures followed
- ✚ Alternative temporary premises arranged if possible
- ✚ Remote learning (work packs, online platforms) activated
- ✚ Daily virtual check-ins for safeguarding

B. Public Health Outbreak (e.g., pandemic)

- ✚ Adhere to government guidance (e.g., DfE, Public Health England)
- ✚ Implement hygiene, social distancing, and PPE protocols
- ✚ Switch to remote learning with support for tech access
- ✚ Daily contact for vulnerable learners

C. Severe Weather or Transport Disruption

- ✚ Risk-assess daily and communicate by 7:30am
- ✚ Remote provision used if transport is unavailable
- ✚ Reschedule missed sessions where possible

D. Staffing Shortages

- ✚ Use internal cover arrangements or agency staff
- ✚ Prioritise vulnerable learners and key provision
- ✚ Temporary reduction in timetable only if necessary

E. IT/System Failure

- ✚ Revert to paper-based resources
- ✚ Use phones for welfare check-ins
- ✚ Escalate to IT support for urgent resolution

F. Security Threat (e.g., intruder, bomb threat)

- ✚ Follow lockdown/evacuation procedures
 - ✚ Maintain communication with emergency services
 - ✚ Debrief and provide emotional support to staff and learners
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Safeguarding Continuity:

- ✚ DSL (or Deputy DSL) always available (on-site or remotely)
 - ✚ Continued recording of concerns on secure system (or paper-based alternative)
 - ✚ Daily safeguarding contact with high-risk learners
 - ✚ Partnership with external agencies remains active
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Educational Continuity

- ✚ Individual Learning Plans adapted for remote or blended delivery
 - ✚ Paper-based and digital resources prepared in advance
 - ✚ Staff training on online teaching and safeguarding online
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Learner and Staff Wellbeing

- ✚ Ongoing 1:1 contact and emotional check-ins
 - ✚ Counselling or external referral where needed
 - ✚ Wellbeing packs/resources shared regularly
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Review and Training

- ✚ This plan is reviewed annually or following a major incident
- ✚ All staff receive training on emergency procedures
- ✚ Practice drills conducted termly