



**Academic
Guardians UK**

Emergency Continuity & Succession Planning Policy

This Policy is intended for use in guiding Academic Guardians UK Ltd shareholders & staff in maintaining the continuity of the business and serving the needs of its client's (parents and students) in its care.

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Policy owner

Andrew Kettle

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Aug 2020

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Academic Guardians UK Ltd – Emergency Continuity & Succession Planning Policy

Emergency Continuity & Succession Planning Policy

Succession Planning is an important function in any organisation. This process helps ensure minimal disruption at a time when neither of the company directors can perform their role in operating the business and meeting the immediate needs. This could be for several reasons including, illness, short- or long-term incapacitation, death.

This Policy is intended for use in guiding Academic Guardians UK Ltd shareholders & staff in maintaining the continuity of the business and serving the needs of its client's (parents and students) in its care.

1.0 This Policy covers all directors of Academic Guardians UK Ltd

1.1 Objectives of Succession Planning Policy

- To manage risk caused by unplanned human resource departures that deprive the organisation of key skills, continuity and responsibilities as Education Guardians
- To identify and develop individuals within the organisation who can perform the necessary tasks in maintaining the business and its responsibilities
- To preserve institutional/organisational memory and ensure continuity

1.2 Guiding Principles

- Identifying, appointing and helping individuals to prepare themselves to manage the emergency responsibilities through careful training and development.

2.0 Responsibility for Implementing Succession Planning

The leadership responsibility for succession planning rests with surviving shareholders & directors where applicable.

2.1 Responsibilities of the Board of Directors

- The Board of Directors shall establish and maintain an organisational structure, policies and procedures to facilitate emergency succession planning
- To make resources (financial and other) available in order to promote the implementation of emergency succession planning

2.2 Responsibility of shareholders & employees

- To commit themselves to participate in training programs
- To voluntarily participate and commit to personal development



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3.0 Succession Planning Strategy

The strategies include:

- Skills and competency development
- Reviewing employees' performance continuously

3.0 Succession Plan in Short or Long Term

- In the event of an unplanned absence of the current directors, whether permanent or temporary absence, the remaining shareholders and employees shall be notified of the absence immediately
- The shareholders shall convene a meeting to affirm the procedure prescribed in the succession plan to appoint a replacement director
- The new Director shall call upon existing staff and appoint new staff where necessary for the business to perform its duties, for a period not exceeding 12 months. During this period, the process for determining the future of the company shall be decided
- The appointed Director shall have the full authority for decision-making and independent action as the substantive holder of the office which has fallen vacant
- The acting appointee shall receive all the allowances accorded to the substantive office holder as well as acting allowance during the period of service in the said position.
- The new Director shall communicate the temporary leadership structure to all stakeholders both internally and externally

4.0 Policy Implementation

4.1 Implementation Date

- This Policy takes effect on the date it is approved by the current Directors.

5.0 Evaluation of this Policy

- Undertake regular check on implementation of the Policy
- Carry out annual evaluation on the implementation of the Policy
- Use the information for planning and management
- Propose potential areas for review.



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6.0 Review

The Policy will be reviewed after every three (3) years or earlier as need arises with an aim to enhance efficient delivery of effective outcomes

Directors Approval: Dawn Kettle

Date of Approval: 26/08/2020

Next Review Date: 26/08/2023