



Future Roots Business Continuity Plan 2025-2026

Introduction:

Future Roots is a not-for-profit organisation based at Rylands Farm Holnest Dorset. The service works with children and young people who are finding mainstream education difficult and who may have experienced trauma and or other adverse childhood experiences.

The service delivers the following programmes;

- Alternative Provision
- Land Based Operations leading to a recognised qualification
- Therapeutic Animal care and welfare
- Functional Skills entry levels and one and two leading to a recognised qualification (NOCN)
- Employability and Life Skills
- Nurture and Therapeutic engagement
- The Dorset Families Matter Programme (individual or) family
- Short Break Schemes - School Holiday times for children who have an EHCP
- Futures Programme for 16+

Rylands Farm is a 33-acre smallholding in Holnest rural West Dorset close to the market town of Sherborne. Within easy reach of a regular bus service Future Roots uses the farm environment and the animals on the farm as the context for the programme delivery. The Farm and the service are therefore co-dependent for the purpose of ensuring business continuity.

Resources:

Staff	Buildings and environment include	Animals on the farm site include
3 x Office Staff	1 x Main Office	Cows & Steers
2 x Farm Staff	1 x Small Office	Sheep
8 x Learning Mentor Staff	2 x Animal Barns	Pigs
1 x Volunteer /Maintenance Staff	1 x Hay/Straw Barn	Donkeys
	1 x Large Classroom and Kitchen area	Goats
	1 x Smaller Classroom	Chickens, Ducks & Geese
	4 x Crofter Buildings	Small animals
	Farm Yard and Fields	Pony & Miniature/Shetland Ponies



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Continuity Plan:

The aim of this plan is to provide a reference for the actions required during or immediately following an emergency or incident that threatens to disrupt normal business activities and service delivery.

An emergency is an actual or impending situation that may cause injury, loss of life, destruction of property, or cause the interference, loss or disruption of an organisation's normal business operations to such an extent it poses a threat.

An incident is any event that may be, or may lead to, a business interruption, disruption, loss and/or crisis. The plan will help to ensure the continuation of business, critical services by minimising the impact of any damage to staff, premises, equipment or records. The plan will help to include an adequate level of detail used to maintain the business and:

- To ensure a prepared approach to an emergency/incident.
- To facilitate an organised and co-ordinated response to an emergency/incident.
- To provide an agreed framework within which people can work in a concerted manner to solve problems caused by an emergency/incident.

The plan will also help to identify actions that could be taken in advance of an emergency or incident to reduce the risk of it happening.

Scope of the plan:

The plan will demonstrate how the business can reduce the potential impact of an incident by being prepared to maintain services in the event of the:

- Loss of accommodation/key premises
- Loss of key staff
- Loss of access to Animals/Livestock
- Loss of IT / data /telecommunications
- Loss of hard data / paper records
- Loss of utilities (electricity, water, gas)
- Loss of a key partner or supplier
- Disruption due to severe weather
- Pandemic/staff sickness
- Financial

The table below indicates the measures to be taken to maintain business continuity and recover service delivery at the earliest opportunity. The plan makes the assumption that short term staff absence, individual staff sickness, short term failure of systems our power/utility outage of less than one working day does not have a significant impact upon business sustainability or recovery.



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The plan considers continuity and recovery where service delivery is impacted for 2 – 3 days and beyond.

Identified Risk	Recovery Option	Evaluation Criteria	Any Further Activity
Loss of accommodation/buildings	The site has several buildings that are suitable for or can be adapted for learning or indoor working use. Loss of office environment can be moderated by a) home working b) remote working but on-site c) remote working off site Online meetings can be facilitated via laptop / mobile phones Loss of Farm buildings barns for animal use will be assessed by the Owner and Farm staff.	Assessment of suitable-to-suitable alternative on site accommodation. Remote working can only be agreed subject to sufficient cover available on site (Management & Mentoring) Animal use buildings assessed for suitability for multi-use or adaptation – there will be a seasonal impact regarding this risk/loss	Inform referral agencies of the position and agree short- or longer-term measures regarding attendance e.g reduced numbers on site Consider use of temporary buildings/ structures or off-site facilities to deliver programmes. Consider partnership arrangements to use alternative premises. Agree the appropriate and safe level of support that can be offered off site.
Loss of Staff	Prioritise the most vulnerable groups and use remaining staff base Office staff have a shared access to and understanding of business, critical systems and data storage Consider the use of additional hours to cover staff absences	The number of suitably trained and qualified staff to meet the needs of the young people on site. Staff on site have sufficient knowledge of and access to retrieve referral and critical information. At least 2 people to be aware of processes and systems. Staff cover through office team. Consult with HR Partners.	Inform referral agencies of the position and agree short- or longer-term measures regarding attendance e.g reduced numbers on site Longer term evaluation of staff availability and potential return to work Agree any contingency measures e.g. part time replacements or recruitment.
Loss of access to Livestock/Animals	Evaluate the extent of the loss and/or limitations.	Farm staff and owner will assess the situation regarding animal welfare and balance of need to	Follow DERFA guidelines regarding safe management of any livestock issues



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	Use alternative animal tasks/therapeutic measures to engage young people. Use of Countryside activity and small animals ie dogs/cats/rabbits	complete the animal therapeutic and nurture programmes and agree suitable alternatives.	
Identified Risk	Recovery Option	Evaluation Criteria	Any Further Activity
Loss of ICT IT/Telecommunications	ICT systems include a cloud type storage/back up. Phone line loss temporarily managed through use of mobile phone (s)	Number of critical contacts and limited access to make calls, send e mails and communicate externally Back up hard copy list of staff & essential / critical partners There are two phone systems/lines in operation on the site	Contact ICT supplier in order to access back-up systems - Inform key agencies of comms loss and contingency numbers. Inform participants & parent / carers of interim contact details
Impact of a Cyber-attack on ICT systems	Future Roots secure servers and back up. Secure e mail established with key partners. All staff aware of the need for vigilance and cyber-security measures.	ICT systems have virus protection and are regularly updated. All ICT is password protected and ICT devices stored securely.	Regularly review ICT security against current guidelines.
Loss of Hard Data / Paper records	Make a log of recoverable and non-recoverable data All data systems are kept securely with more than one member of staff able to retrieve these. Co-ordinate and establish extent of loss	Review information gaps and assess where retrieval is possible/not possible	Use electronic back up where possible to retrieve critical information. Access to e mail systems and Cloud storage may allow retrieval of some information.
Loss of Utility Services (Gas/Electric/Water)	Discuss short- and longer-term solutions with utility suppliers. Establish timescale for restoration of supply.	Evaluate the ability to sustain operations beyond 2-3 days and seek interim measures.	Inform referral agencies of the position and agree short- or longer-term measures regarding attendance e.g. reduced numbers on site.



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	Future Roots has access to self-generated power via an onsite generator with sufficient output for the whole Farm Site.	e.g. FR generator, alternative water supply bowser etc. Evaluate ability to operate safely – some seasonal impact will occur. Where a prolonged power/utility outage is indicated, a full review of operational viability will be undertaken in conjunction with the Board of Directors and Local Authority Partners.	Where possible use ICT and Social Media to keep Partner Agencies, Key Stakeholders and Parent/Carers informed. Agree the appropriate and safe level of support that can be offered off site.
Loss of a Key Partner/ Supplier	Source alternative supplier (s) short or long term Agree contingency measures with existing supplier/partner Where there is a significant financial implication for Future Roots through loss of income, the Board of Trustees will be consulted regarding the need for remedial action	Evaluate financial implication due to loss of business or ability to operate safely Review of financial implications, invoice and contractual arrangements.	Source alternative supplier (s) short or long term Agree contingency measures with partners. Recall any outstanding financial matters/invoices. Where possible eliminate wasted costs and overheads.
Identified Risk	Recovery Option	Evaluation Criteria	Any Further Activity
Disruption due to Severe Weather. e.g. Flooding, Snowfall, Prolonged Rain, Exceptional Winds	Reduce or postpone outdoor activities where any hazard has been identified or may exist if the situation continues. Where indicated outdoor operations continue with use of wet weather PPE and surface clearing Divert outdoor working from high-risk areas on	Assess the safe use of buildings, surfaces and natural shelter. Cordon off any areas where high risk exists. Evaluate transport and accessibility issues Evaluate the viability of any support that can be offered safely remotely / off site	Regular weather checks (National & Local) to ensure well informed of weather patterns. Inform referral agencies of the position and agree short- or longer-term measures regarding attendance e.g. reduced numbers on site.



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	the farm e.g. river / pond. High Tree / Woods area Where sustained severe weather is indicated withdraw from outdoor operations during the period of the weather.		Inform Transport providers and Parent/Carers. Use, ICT & social media to offer advice. Agree the appropriate and safe level of support that can be offered off site.
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