

The Grove School Continuity/Disaster Recovery Plan

This plan has been formulated to ensure that any impact on business continuity, following any emergency situations such as floods, acts of vandalism or terrorism, pandemic, explosion, hardware or software failure or any other disaster is kept to a minimum.

The named personnel listed below under the direction of the Headteacher will form the Business Continuity/ Disaster Recovery Team and will take control of specific issues, for example:

- Facilities
- Information Technology
- Recovery of valuable items
- Security
- Data Recovery
- Communications

School Business Continuity Recovery Team

Responsible Area	Leader	Contact number	Deputy	Contact Number
Over view & direction	Penny Derries	07821 722529	Lee Waugh	07766892692
Facilities	Lorna Stevenson	07751 157282	Sandra McAskill	07872648327
Information Technology	Amanda Williams	07590 004013	Lorna Stevenson	07751 157282
Recovery of valuable items	Penny Derries	07821 722529	Lee Waugh	07766892692
Security	Sandra McAskill	07872648327	Lorna Stevenson	07751 157282
Data Recovery	Lorna Stevenson	07751 157282	Amanda Williams	07590 004013
Communications	Penny Derries	07821 722529	Lee Waugh	07766892692
Inventory of Assets	Lynne Kelly	07984 611717	Lorna Stevenson	07751 157282

Other Useful Contact numbers (e.g. County Hall/Out of hours)

Builder/Broken Windows etc	R J Eden & Sons	01289 305574/307086
Electrical Work	C F Inkpen	01289 306375
Plumbing	Craig Mitchell	01289 763175
Property Service NCC	Colin Munday	01670 622337
Hydrotherapy Pool	Total Leisure Engineering Ltd	01457 862750
Hydrotherapy Pool	Property Services County Hall	01670 624843/03456 006400
Fire Alarm System 6a	SPIE	01670 516291
Fire Alarm System main building	CORMETON	01670 516291
Door Entry System	CHUBB	08448 791773
Alarm System 6a & main building	ADT	03448 001999
Pest Control	Northumberland County Council	01670 624843
Northumberland County Council	Help Desk Within hours	01670 624843
Northumberland County Council	Help Desk Out of hours	03456 006400

Inventory of Assets As part of Financial Regulations all schools must have in place arrangements for recording and security of assets and in support of these procedures the schools current inventory of assets is attached as an appendix to this document.

An up to date inventory of assets is important and may be required as a record of insurable items should a disaster occur and a replacement of assets is required. The inventory of assets records items of equipment, furniture and ICT equipment and is checked on an annual basis by Mrs Lynne Kelly. There are two copies of the inventory held securely and separately at school in the locked reception area cupboards and at the headteacher's home in a locked filing cabinet.

The Business Continuity Team above is aware of the location and have access to the inventory, as new assets are ordered and subsequently delivered to school, before distribution or as soon as possible afterwards Mrs Lynne Kelly will update the inventory.

Insurance

The school is insured via NCC through Zurich insurance. The following policies covered are e.g:-

Employee Liability
Public Liability
Officials Indemnity
Libel and Slander
Fidelity Guarantee

Further details on insurance can be found within the School Manager's office within the budget/SLA files.

NCC Insurance section contact name and number is Michelle Rice 01670 623178

IT

As part of Financial Regulations our school has in place arrangements for continuity of business in the event of IT system failure the procedures for which are attached as an appendix to this document.

Early events are targeted at protecting and preserving the computer equipment. In particular, any hard drives & pen drives are to be protected from the elements and removed to a clean dry environment away from the disaster site.

Data Recovery relies entirely upon the use of backups stored in locations offsite or away from servers, the backup procedure for The Grove School is documented below:-

System	Back up media	Officer responsible	Frequency of back up	Location of Back up 1	Location of Back up 2
Admin	x	Mrs Derries	Weekly - Fridays	Safe	
SYMS	X	X	X	X	X

All data backup is kept securely under lock and key.

Anyone wanting access to back up copies must get the permission of the Headteacher

Designated Recovery Site & Alternative Premises

If schools already have either designated recovery/alternative premises information please add details here or alternatively add contact names and numbers of County Hall Officers who they would contact to arrange this. Arrangements to manage denial of access to premises or loss of utilities may include the following:-

- Using mutual support agreements with other schools

For initial emergencies we have arranged to use Prior Park First School we are also a designated disaster use centre of our facilities in an emergency

- Pre-agreed arrangements with other premises in the community e.g libraries, village halls, leisure centres

SALVAGING

Depending on the emergency, the following are the most important, in priority order for salvaging:

Equipment

- Portable Hard Drive (on top of the Server)
- Data back up storage devices in locked safe
- School Managers, admin desk top computer
- Office reception admin desk top computer
- School assessment system 6A desk top computer
- Headteacher desk top computer
- Staff laptops – Deputy Headteacher, staff laptops, class laptops, ipads, mini ipads, class computers, plasma screens and cameras would be vital to recover safely too

Paper documents

- Any Staff documents from filing cabinets in Headteacher's office and Deputy Heads office and in Team Leaders filing cabinets
- Any files on shelves in main office and Deputy Headteacher's office
- Children's data is stored on secure desk top computer which is backed up on hard drive in school safe
- Children's individual education planning, IEP files, which are kept in the relevant classrooms
- Children's medical files which are stored in the school nurse's office

Contingencies for Simultaneous Absence of Staff

The school has an effective system whereby all members of staff report a known absence, as soon as possible, to the Headteacher using her personal mobile telephone number. The Headteacher and Deputy Headteacher co-ordinate cover arrangements as and when necessary for which the following systems are in place.

- The school has a list of interviewed and Disclosure and Barring Service cleared supply Teaching Assistants who are able to support both on a planned basis to enable staff to attend training sessions etc. and on an emergency limited notice basis to cover staff illness.

- The school has support staff who are trained, qualified and have the experience and expertise to effectively take on additional leadership and management responsibilities within an agreed structure of Teaching Assistants and Lead Practitioners. Rigorous and robust observations of teaching and learning validate the successful continuity of the children's/young people's education through using this structure which is regarded as an exemplar of outstanding practice.
- In extreme circumstances of simultaneous absence the curriculum may be modified and a smaller team of staff may support combined class groups to ensure that all the essential medical and care needs of our most vulnerable children are met as well as the potential for challenging incidents minimised with regard to children with the most complex emotional, behavioural and social needs.

Plan review

This plan will be reviewed every 12 months. It will be invoked as soon as possible after an emergency and tested every 3 years. Three copies of the plan will be stored off the premises with the Headteacher Mrs Penny Derries, the Deputy Headteacher Miss Lee Waugh and the School Office Manager Mrs Lorna Stevenson.

Chair of Governing Body

Signed: _____

Name: _____

Date: _____

Headteacher

Signed: _____

Name: _____

Date: _____

Reviewed: September 2020

Date of Next Review: September 2021