

Business Continuity and Disaster Recovery Plan

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Background

In the event of a major incident, this plan is to be implemented. Its aim is to assist the school in dealing with a number of disasters that could affect its ability to operate.

The most likely scenarios are:

- Loss of whole school premises for an extended period through fire or flood
- Partial loss of school premises through fire or flood i.e. loss of a classroom or school office
- Large scale loss of property and equipment through fire, flood or theft, particularly IT equipment
- Loss of information through a catastrophic IT failure
- Mass unavailability of staff (e.g. as the result of a pandemic)
- Unavailability of Headteacher (e.g. long-term sickness)

This Business Continuity and Disaster Recovery plan demonstrates that the Trustees, Governors and Senior Leaders have given consideration to possible risks and considered a plan to ensure the continued operation of the school and education of our pupils.

Loss of Whole School Premises through Fire or Flood

In this event the Trust would seek the assistance of the DfE and/or the Local Authority. It would involve a large-scale recovery plan including the sourcing and fitting out of alternative premises pending a re-build of the school.

Partial Loss of School Premises

This could be the loss of a single classroom or the school office e.g. as a result of fire or a burst pipe causing a flood, putting the area in question out of bounds for several weeks/months. This would severely disrupt the day to day operation of the school.

Although we would again be liaising closely with YEAT's Insurers, we would anticipate making our own accommodation arrangements in the short term.

Large Scale Property Loss, Particularly IT Equipment

Outside of the above fire/flood scenarios it is anticipated that the greatest threat here to the satisfactory operation of the school would be a significant loss of IT equipment, namely whiteboards and projectors, PCs, laptops and tablets.

Although this would have an impact on teaching and learning in the short term it is expected that the staff would revert to the 'old fashioned' methods of whiteboard & pens and paper & pen to ensure continuity of teaching.

In liaison with YEAT's Insurers we would re-order and replace lost items as a matter of urgency and would expect to be back up and running within a 4-week period.

Loss of Information through a Catastrophic IT Failure

Rather than the loss of actual equipment, this would involve the loss, or destruction, of the Server and all the school data and information that is stored on it.

To safeguard against this eventuality all individual trust schools have protocols in place to ensure back up of systems, Many Data systems are being moved to safe and secure cloud-based systems. Trust central finance operations and MIS systems are cloud based.

The Trust schools currently use the same ICT technician to ensure parity with systems – this is further supported through a Trust service level agreement with Schools ICT.

Mass Unavailability of Staff (e.g. following a pandemic outbreak)

It is likely that in such a scenario we would not be the only place affected and would take our lead from the local Health Protection Agency.

Following advice, we would need to make a decision on the opening, and safe operation of the school. If the school was to remain open, a plan for staffing would need to be devised by:

- re-deploying available staff, including those from other YEAT schools;
- contacting regular supply staff used by school;
- contacting supply agencies

It is recognised, however, that subject to the scale of the pandemic in the locality and the availability of staff from any of the above sources, it may not be possible to fully operate the decision would be taken by the Headteacher, in consultation with the Trust senior leadership, whether to partially, or fully close the school and for how long.

At all times the safety of both children and staff in school would be of paramount importance, although every effort would be made to keep the school open and functioning.

Unavailability of Headteacher (e.g. long-term illness)

If the Headteacher was absent for longer than 1 week with no return time imminent, the YEAT Senior management team would allocate another senior member of staff to take over the running of the school in the interim period.

Unavailability of Trust central Staff (e.g. Long-term illness)

In order to mitigate this risk, the CFO role is via a service level agreement with the local authority FMS service, in the event of absence the FMS service will provide additional capacity as required.

The CEO role is currently part time supported by a deputy CEO; in the short term the deputy would step up to cover the CEO duties. Long term the Trustees would make a decision on the way forward.