

North Stainley C E Primary School

Business Continuity and Disaster Recovery Plan

In the event of a major incident, this plan is to be implemented in conjunction with NYCC's School Emergency Response Guide.

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)

The way in which we would deal with any of these issues at the time of occurrence and the immediate aftermath is covered in the School Emergency Response Guide, which provides guidance on action to be taken and the people and agencies to contact. It also deals with issues such as snow closures, bereavement and bomb threats.

This Business Continuity and Disaster Recovery plan demonstrates that the SLT and Governors 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 school would not be able to influence the outcome and the matter would be controlled by 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 eg. 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 the Local Authority and its Insurers, we would anticipate making our own accommodation arrangements in the short term although it is possible that the LA would provide us with temporary space.

North Stainley C E Primary School

Business Continuity and Disaster Recovery Plan

It would be our intention, in the first instance, to use the meeting room of the Village Hall as a temporary Classroom or contact other local schools to see if they have capacity. If the office was unusable we would use the end of Class 2 until alternate accommodation could be sought.

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 and Laptops.

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 the Local Authority, its Insurers and Schools ICT Services 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.

A loss of hard-wired equipment through a power surge or lightening strike would still leave the laptop trolley available and laptops would then be shared out accordingly.

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 the Server is backed up on a daily basis using a rotating set of data cartridges, Four cartridges, labelled Monday to Friday (no tape for Thursday), are changed on a daily basis to ensure and are store in the school safe which is fireproof. Clearly any data created between the daily back ups would be lost, but this is accepted under the present arrangement.

The school currently uses a Microsoft cloud based system for documents used by the staff and governors, the system backs up all data as it is used, so loss of equipment will not affect the data. The budget monitoring is via a cloud based system so would not be affected. This does not apply to the SIMS or RM finance at the moment, the MIS system is due to move to a cloud based system in 2017. These are currently backed up as stated above.

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 Assistant Director, Strategic Services or the Health & Safety Risk Manager at NYCC and 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:

North Stainley C E Primary School

Business Continuity and Disaster Recovery Plan

- re-deploying available staff
- 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 school and at that point a decision would be taken by the Headteacher, in consultation with the Chair of Governors, 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 Administrator (e.g. long term illness)

As the administration of the school is conducted by one person a period of absence of over 1 week would affect the running of the school. At that point a decision would be taken by the Headteacher, in consultation with the Chair of Governors, as to the appropriate course of action to take.

The Headteacher would then try to cover the absence by either making a temporary appointment or contacting other local schools to see if they could provide support.

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

If the Headteacher was absent for longer than 1 week with no return time imminent, the LA would be contacted to provide support for the school as there is no assistant or deputy head at school.