



Sharps Copse Primary School
Prospect Lane
HAVANT
Hants
PO9 5PE

Schools Disaster Recovery Plan 2020 - 2023

Date:	14 th May 2020
Review Date:	January 2023
Responsibility:	Headteacher
Statutory, recommended or additional:	Recommended
Checked against Equalities Policy:	Not applicable
Linked Documents: None	

Chair of Governors: Jane Towers	Date: 14 th May 2020
Headteacher: Mike Elsen	Date: 14 th May 2020

Schools disaster recovery plan

Version: Issue 004
Issue date: January 2020
Document valid until: January 2023
Document owner: SHARPS COPSE PRIMARY SCHOOL

Amendments to Issued Document			
Date	Author	Version	Amendment details
January 2020	LS	004	Amendments not applicable

For urgent issues, call the IT Help Desk on **01962 847007**. For anything else, see our **contact page**.

This information is available in large print, in Braille, on audio tape or on disk. Please contact the IT Help Desk.

Introduction

The disaster recovery procedures are a collection of guidelines to be used in the event of any issues surrounding the IT system that impact on a schools ability to continue with the smooth day to day running of an educational establishment.

It is the responsibility of the headteacher and chair of governors to oversee this document.

Copies of this disaster recovery procedure must also be held:

- in the IT Security Folder retained in the bookcase outside the school admin office
- offsite in the offsite IT Security Folder which is held at:

Lorraine Setterfield's home address

Please read this document in conjunction with the advice on **Hampshire IT Schools** website.

Table of contents

1. CHANGE CONTROL PROCEDURES.....	4
2. DECLARING A DISASTER	4
3. MANAGEMENT RESPONSIBILITIES IN THE EVENT OF A DISASTER.....	4
4. DISASTER RECOVERY PROCEDURES.....	4
4.1. ESCALATION.....	4
4.2. BACKUPS.....	5
4.3. PASSWORDS	5
4.4. SOFTWARE.....	5
4.5. RECOVERY PLANS	5
4.6. CONTACTS.....	6
APPENDIX A DISASTER LIMITATION	7

1. Change control procedures

The document will be reviewed annually and any changes incorporated will be reflected in a change in version number. In addition the document must be reviewed at any times of personnel change or any other major event that affects the IT Security of the school.

2. Declaring a disaster

Major incidents should be quickly escalated to the headteacher or the chair of governors at any time of the day or night. Not all incidents are immediately urgent and disastrous, in which case they should be notified when appropriate.

Position	Name	Contact numbers
Headteacher	Mike Elsen	07875587082
Chair of Governors	Jane Towers	023 92484545
Network Manager	Agile	01329 801801
Person responsible for system backups	Hampshire IT Schools	01962 846007 www.hants.gov.uk/contactit hantsit@hants.gov.uk

3. Management responsibilities in the event of a disaster

Post	Disaster recovery responsibility
Mike Elsen – Headteacher	Either reports in person or delegates
Agile Hampshire IT Schools	Responsible for backups
Lorraine Setterfield – Business Manager	Maintains red files

4. Disaster Recovery Procedures

Who handles issues with the IT system?

Agile, ICT Co-ordinator and School Admin

Where is the Offsite copy of IT security folder stored?

Lorraine Setterfield's home address

4.1. Escalation

Who is this escalated to in the event that the problem cannot be resolved in house?

Name and company	Contact numbers and email
Hampshire IT Schools	01962 847007 www.hants.gov.uk/contactit hantsit@hants.gov.uk
Agile	01329 801801

4.2. Backups

Where are back ups stored?

Onsite: N/A

Offsite: HAMSPHIRE IT SCHOOLS & Agile Technical Support

4.3. Passwords

Who has the following access? [User details only, **do not** write passwords here.]

Network	Agile Hampshire IT School
Administrator	ICT Co-ordinator - Vicky Rowe Business Manager - Lorraine Setterfield Admin Officers - Andrea Houlden Admin Officer - Julie Joliffe
SIMS	Andrea Houlden - Admin Officer Julie Joliffe - Admin Officer Lorraine Setterfield - Business Manager
SAP	Headteacher - Mike Elsen Business Manager - Lorraine Setterfield Admin Officer - Andrea Houlden Admin Officer - Julie Joliffe

There should be at least two people (preferably more) who have supervisor access to these areas, in case of sickness/holiday etc. Staff must not share passwords. If you do not want more staff to have access to these areas, then give “honorary” access to the headteacher for times of emergency.

4.4. Software

Where are the copies (CD’s/USB’s etc) kept onsite?

1. Software retained in secured cupboard located in the IT cupboard by Years 3 & 4 front entrance
2. All staff access IT using password protected remotely, no issue of USB in school

4.5. Recovery Plans

Download the Excel document Disaster Recovery Planning Document and work through the examples to suit your schools circumstances. This document should be printed out and kept in your red folders.

In the event of a disaster at the school, refer to this document. Review the contents annually.

Document last reviewed:

- December 2019

Contacts

In the event of the school having to close completely, how will you contact the parents/staff?

- Regularly attach a pupil and staff contact list to the Disaster Recovery Plan.

Local press numbers:

- Newspaper: Portsmouth Evening News - Telephone: 023 92664488
- Radio station(s): Radio Solent - Telephone: 023 80632811

Disaster Limitation

- ✓ Have contingency plans prepared.
- ✓ Ensure backups are taken of all IT data in accordance with backup procedures.
- ✓ Ensure your software and hardware audit are up to date.
- ✓ Ensure your IT log is up to date.
- ✓ Ensure that an IT security audit is conducted annually.
- ✓ Ensure that the latest recommendations from Hampshire IT have been carried out (software or hardware upgrades).
- ✓ Ensure all staff are aware of IT security procedures within the school

Review these plans regularly and make sure all staff are aware of their presence.