



Business Continuity/Disaster Recovery Plan

- *Premises that could be used if the school's own premises became unavailable for an extended period.*

The LA has a contingency plan for disaster. A specific building is not identified until required. The LA would evacuate the building until it was safe to return and provide alternative accommodation.

- *An asset register of items in the school that need to be recorded for insurance purpose, to be kept where it would not be vulnerable to a disaster in the school.*

Inventory checked annually and reported to governors. Stored in Red Box, which is fire proof, at main entrance.
Inventory register maintained in the SAP Inventory Module and as database on school server.

- *Adequate insurance for premises and contents.*

Proof of school's insurance cover available for audit inspection in school office.

- *Daily backing up off-site of the school's important IT systems.*

Server backed up twice daily - stored off site weekly.

- *Contingencies for significant simultaneous absence of staff.*

Support staff able to transfer from one department to another.
Agency supply staff employed.