

HORSLEY WOODHOUSE PRIMARY SCHOOL
DISASTER RECOVERY PROCEDURES

Authorised access to:

SAP

Headteacher -	Liz Peach
Senior Teacher	Alison Chilton
School Secretary	Helen Cornfield

FACILITY

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Senior Teacher	Alison Chilton
School Secretary	Helen Cornfield

BACK UPS

Administration System

The School Secretary will ensure that a systemic back up of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure.

Back up copies will be securely stored against theft, corruption or physical damage and copies of the back up files are kept in two separate places/buildings, so that in the event of a major incident a back up copy is available.

Two sets of back ups, used in rotation will be used and a record of all back ups will ensure the most up to date information is retrieved. Additional back ups of the Secretary's and Headteachers PC are taken and stored securely on a portable encrypted external hard drive

Curriculum System

Mrs Wain ensures that a regular and systematic back up of data is completed on a weekly basis and taken offsite.

Disaster Recovery Procedures

The School will ensure procedures are in place to recover all data and return ICT systems to full use in the event of a critical incident or local problem. A back up server ensures data is not lost in the event of main server failure and some software is available to recover data from individual machines.

The Headteacher will maintain:

- 1 An up to date list of contacts who will be available to assist in the recovery process, e.g. network management consultants, key staff, suppliers.
- 2 A list of procedures and action required by key individuals in the event of a critical incident.

A copy of these lists should be kept off site by the Headteacher and the School Secretary, ICT Teaching Assistant

Telephone numbers in the event of failure, theft or other emergency:

Corporate Helpline 01629 537777

School Admin IT Helpline 01629 536789

Key Holders:

Liz Peach (Head) 01629 822304 /07970381270

Alison Chilton (Senior Teacher) 01332 670934/ 07941057429

Kevin Marriott (Caretaker), 01332 780218/ 07901848666

This plan will be tested bi annually

Date Plan tested	Issues that arose	Action taken and signature