

Barnston Primary School

**IT DISASTER RECOVERY POLICY 2018/19**

A Disaster Recovery Plan for Barnston Primary has been setup by Hi-Impact Consultancy following their takeover of the schools Technical Support services. It is reviewed yearly, or following any major changes to equipment or systems covered by the plan, to ensure it is always relevant and up to date.

Disasters are rare but when they do occur they can have devastating consequences. Many services will quickly be brought to a standstill in the event of prolonged computer breakdown. The vulnerability of the schools services to the effects of a computer failure have increased markedly in recent years as more and more reliance has been placed on computerised systems to manage services.

What is a Disaster?

In this policy a Disaster is defined as loss or damage of part or all of the school’s ICT Infrastructure, which would have a high, or very high, business impact on the school.

This includes:

a) Total loss of one site, (i.e. due to fire damage)

b) Loss or technical failure of one or more network servers

c) Loss or technical failure of network infrastructure i.e. hub/switch/router/comms link

Admin Network:

* Servers are routinely checked for software and hardware faults. Antivirus definitions and Microsoft Updates are kept up to date.
* Server hard drives are configured to RAID 5. This means the server can withstand a failed hard drive without any data loss.
* All the data that is stored on the server is backed up twice a day (8:00 and 12:00) using a Microsoft system called Shadow Copies. Any user is able to retrieve deleted work with a right click of the mouse.
* The Admin data and the SIMS server is backed up nightly using an on-line cloud backup solution. This means that all your Admin data is offsite and up to date. We use a backup company called Redstor. They are one of the market leaders in this field and the only service to be authorised by Capita SIMS.

* The whole server is also backed up on to an External hard drive. This is a system image backup, and is the quickest way to restore the server in the event of a catastrophic failure.
* The server as powered through a UPS to prevent damage in the event of a power cut or power surge.
* Email is cloud based and, therefore, accessible from any location.

Curriculum Server:

* Servers are routinely checked for software and hardware faults. Antivirus definitions and Microsoft Updates are kept up to date.
* Server hard drives are configured to RAID 5. This means the server can withstand a failed hard drive without any data loss.
* All the data that is stored on the server is backed up twice a day (8:00 and 12:00) using a Microsoft system called Shadow Copies. Any user is able to retrieve deleted work with a right click of the mouse.
* The whole server is also backed up on to an External hard drive nightly. This is a system image backup, and is the quickest way to restore the server in the event of a catastrophic failure.
* The server as powered through a UPS to prevent damage in the event of a power cut or power surge.

In the event

The Headteacher and Hi-Impact should be notified of an event immediately. Hi-Impact will keep the Headteacher informed with the recovery processes as they occur.

Advice should be sought immediately as to how long the recovery processes may take to establish as to whether any form of alternative or manual system will need to be introduced.

In the event of a disaster happening Hi-Impact would attempt a repair. If this is not possible a new server would be required and data would be restored to it from backups.

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| Date Approved by Finance Committee: |  |
| Date ratified by Governors: |  |
| Signed: | Chair of Finance Committee |