# Recovery priority template guidance

The sample document in this guidance gives recovery priority. This is only guidance data and should be evaluated before use.

Schools should evaluate the data in their document on an annual basis. It will not be audited and should be available and up-to-date in the event of an incident. It should be referenced in conjunction with ICT services and relevant 3rd party organisations when a recovery process is undertaken in the event of a cyber incident or outage. Focus should be on the areas with the highest priority first.

## Recovery priority categories

Red – highest priority for recovery

Amber – medium priority for recovery

Green – lowest priority for recovery

## Who can assist in recovery

The school will be required to identify who can assist them in the event of an incident. There will be several options available. For example (but not limited to) – SRS, local authority, or 3rd party – SIMS (ParentPay) or Google.

## Recovery priority template

### Leadership and management

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Access to headteacher’s email address | Highest | Populate with relevant contact |
| Minutes of SLT meetings and agendas | Lowest | Populate with relevant contact |
| Headteacher's reports to governors (past and present) | Lowest | Populate with relevant contact |
| School self-evaluation data | Lowest | Populate with relevant contact |
| Departmental and class information | Highest | Populate with relevant contact |

### Safeguarding and welfare

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Learner records and contact information | Highest | Populate with relevant contact |
| Access to systems which report and record safeguarding concerns | Highest | Populate with relevant contact |
| Attendance registers | Highest | Populate with relevant contact |
| Class groups, teaching groups, and staff timetables | Highest | Populate with relevant contact |
| Referral information and outside agency support and involvement | Highest | Populate with relevant contact |
| Child protection records | Highest | Populate with relevant contact |
| Looked After Children (CLA) records and PEPs | Highest | Populate with relevant contact |
| Learners who are eligible for free school meals (eFSM) | Highest | Populate with relevant contact |
| Pastoral records and welfare information | Highest | Populate with relevant contact |

### Medical

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Access to medical conditions information | Highest | Populate with relevant contact |
| Administration of medicines record | Highest | Populate with relevant contact |
| First Aid and accident logs | Highest | Populate with relevant contact |

### Teaching

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Schemes of work, lesson plans and objectives | Highest | Populate with relevant contact |
| Seating plans | Lowest | Populate with relevant contact |
| Teaching resources, such as worksheets | Medium | Populate with relevant contact |
| Learning platform and online homework platform | Medium | Populate with relevant contact |
| Curriculum learning apps and online resources | Medium | Populate with relevant contact |
| CPD and staff training records | Lowest | Populate with relevant contact |
| Learner reports and communications to parents and carers | Lowest | Populate with relevant contact |

### ALN data

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| ALN list and records of provision | Highest | Populate with relevant contact |
| Accessibility tools | Highest | Populate with relevant contact |
| Access arrangements and adjustments | Highest | Populate with relevant contact |
| IDPs and statements where applicable | Highest | Populate with relevant contact |

### Conduct and behaviour

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Reward system records, including year, class, house or conduct points | Medium | Populate with relevant contact |
| Behavior system records, including negative behavior points | Medium | Populate with relevant contact |
| Sanctions | Medium | Populate with relevant contact |
| Exclusion records, past and current | Medium | Populate with relevant contact |
| Records of racism and other incidents related to a protected characteristic | Medium | Populate with relevant contact |
| Behavioural observations or staff notes and incident records | Medium | Populate with relevant contact |

### Assessment and exams

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Exam entries and controlled assessments | Medium | Populate with relevant contact |
| Targets, assessment and tracking data | Medium | Populate with relevant contact |
| Baseline and prior attainment records | Medium | Populate with relevant contact |
| Exam timetables and cover provision | Medium | Populate with relevant contact |
| Exam results | Medium | Populate with relevant contact |

### Governance

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| School development plans | Lowest | Populate with relevant contact |
| Policies and procedures | Lowest | Populate with relevant contact |
| Governors’ meeting dates and calendar | Lowest | Populate with relevant contact |
| Governor attendance and training records | Lowest | Populate with relevant contact |
| Governors’ minutes and agendas | Lowest | Populate with relevant contact |

### Administration

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Admissions information | Lowest | Populate with relevant contact |
| School-to-school transfers | Lowest | Populate with relevant contact |
| Transition information | Lowest | Populate with relevant contact |
| Contact details of learners and parents and carers | Highest | Populate with relevant contact |
| Access to absence reporting systems | Lowest | Populate with relevant contact |
| School diary of appointments and meetings | Lowest | Populate with relevant contact |
| School calendar | Lowest | Populate with relevant contact |
| Learner timetables | Lowest | Populate with relevant contact |
| Newsletters and letters to parents and carers | Lowest | Populate with relevant contact |
| Extra-curricular activity timetable and contacts for providers | Lowest | Populate with relevant contact |
| Census records and statutory return data | Lowest | Populate with relevant contact |

### Human resources

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Payroll systems | Highest | Populate with relevant contact |
| Staff attendance, absences, and reporting facilities | Lowest | Populate with relevant contact |
| Arrangements for covering absent staff | Lowest | Populate with relevant contact |
| Disciplinary and grievance records | Lowest | Populate with relevant contact |
| Staff timetables | Lowest | Populate with relevant contact |
| Performance management records | Lowest | Populate with relevant contact |
| Contact details of staff | Highest | Populate with relevant contact |

### Office management

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Photocopying and printing provision | Highest | Populate with relevant contact |
| Telephony (school phones and access to answerphone messages) | Highest | Populate with relevant contact |
| Email – access to school email systems | Highest | Populate with relevant contact |
| School website and any website chat functions / contact forms | Highest | Populate with relevant contact |
| Social media accounts (Facebook neu Twitter) | Highest | Populate with relevant contact |
| Management Information System (MIS) | Highest | Populate with relevant contact |
| School text messaging system | Highest | Populate with relevant contact |
| School payments system (for parents and carers) | Highest | Populate with relevant contact |
| Financial Management System – access for orders or purchases | Highest | Populate with relevant contact |

### Site management

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Visitors sign in / sign out | Medium | Populate with relevant contact |
| CCTV access | Medium | Populate with relevant contact |
| Site maps | Medium | Populate with relevant contact |
| Maintenance logs, including legionella and fire records | Medium | Populate with relevant contact |
| Risk assessments and risk management systems | Medium | Populate with relevant contact |
| COSHH register and asbestos register | Medium | Populate with relevant contact |

### Catering

| **Data item required for service continuity** | **Recovery priority** | **Who can assist in recovery** |
| --- | --- | --- |
| Contact information for catering providers | Highest | Populate with relevant contact |
| School meals payment records | Highest | Populate with relevant contact |
| Special dietary requirements and allergies | Highest | Populate with relevant contact |