



## DISASTER RECOVERY POLICY & PROCEDURES

(Disaster Recovery/Service Continuity Plans in the event of a pandemic and/or major incident)

### Principles:

The staff and trustees at the Let's Play Project are committed to the service delivery of activities for the target group of vulnerable young people and vulnerable adults whenever it is safe and appropriate to continue the service.

#### **1. Policy:**

- a. However, because of the complex needs of many of the disabled young people and vulnerable adults, careful consideration will be given to the continuation of normal activities in the event of a pandemic and or major disaster or incident.

#### **2. Procedures:**

##### **2.1 In the event of a major pandemic/disaster/incident the Trustees will:**

- a. Seek advice from national and county figures with responsibility for guidance. (Oxfordshire CC contact: Health, Safety & Wellbeing Team – Tel: 01865 797222).
- b. Issue staff with guidance about attending work and running/suspending activities.
- c. Inform users (parents/carers/young people and vulnerable adults) through whatever means possible e.g. posters, emails, letters etc. of the immediate action taken and reasons for this action.
- d. Inform the insurance company and seek relevant remedy under the LPP insured risks coverage

##### **2.2 In the event of a breakdown in communications systems the Trustees will:**

- a. Take responsibility for visiting the office and activity base, making sure it was secure and assisting staff members in alternative methods for working.
- b. Assist staff in communicating with parents/carers and sessional staff/volunteers by word of mouth or hard copy letters.

Let's Play Project. Orchards View, Twyford Road, Twyford, Banbury OX17 3JL



- c. Agree a date for reviewing the emergency communications procedures put into place in the light of guidance issued nationally and locally.

### **2.3 The lines of communication for dissemination of information will be:**

- a. Chairperson and Trustee with responsibility for Personnel, and the Manager.
- b. Contact Co-ordinators and Deputy Co-ordinator
- c. Co-ordinators contact sessional staff and volunteers.
- d. Co-ordinators (with assistance from Trustees) contact parents/carers/young people/vulnerable adults.

### **2.4 Record keeping:**

- a. As a matter of good practice all staff are encouraged to save documents as they are working and to back up computer/laptop documents on a weekly basis on to external hard drive.
- b. External hard drive and keys to filing cabinets are to be kept in the fire/waterproof safe. All Core Staff and one Trustee have keys to fire/waterproof safe.
- c. Hard copies of documents are stored in fireproof cupboards (locked on departure) and confidential documents are stored in locked filing cabinets.
- d. Ensure all data is suitably secure in compliance with GDPR legislation, and if necessary, move to a secure location off site