DISASTER RECOVERY PLAN

ADOPTION SERVICE

Name of Document	Disaster Recovery Plan (RAA)
Service area	Adoption
Target Audience	All staff in the RAA
Forum Policy/Procedure/Strategy was approved	RAA Partnership Board
Date policy was approved	
Date policy is effective from	1st April 2017
Date of review	1st June 2023
Status: Mandatory (all named staff must adhere to guidance) Optional (procedures and practice can vary between teams)	Mandatory

Location of Document	RAA Intranet
Related document(s)	The Adoption & Children Act 2002 (revised February 2011) National Minimum Standards for Adoption (April 2011) The Care Planning, Placement and Case Review (England) Regulations 2010 The Children Act 1989 Guidance and Regulations Volume 2:Care Planning, Placement and Case Review Children in Care policies and procedures Child in Need policies and procedures
Superseded document(s)	
Responsible officer(s)	Service Manager, Together for Adoption
Any other relevant information	

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1.0 Introduction

The purpose of this plan is to address how essential services to children and their families in Together for Adoption would be preserved in the event that a significant interruption to service occurred.

Each Local Authority within the RAA has their own Business Continuity Plan (BCP). Each LA is responsible for ensuring their IT systems are backed up daily and that these systems can be accessed within 24 hours of a significant incident occurring. The Together for Adoption Charms IT system is to be backed up daily. Additionally emergency financial support, if required, will be made available to those families providing care for Children in Care. The details of how this will work in practice is contained in the BCP

If services were significantly impaired or interrupted the following aspects would be managed in order to ensure continuity of care delivery:

- Premises/ Staff
- Records (Paper and IT)
- Archive

2.0 Premises

The Together for Adoption Team is based at 1Time Square, Time Square, Warrington, WA1 2NT. Should this building be affected or compromised as a result of a significant incident, the BCP has made arrangements to ensure essential services continue by establishing emergency bases in alternative Borough Council accommodation. As part of this process identified workers (the Service Manager or Principal Managers) will contact colleagues and team members from partner LA's and direct them to alternative accommodation.

3.0 Staff

It is anticipated that all workers who are able to travel to work will be collectively responsible for ensuring services are re-established. This will result in prospective adopters, adopters with children placed and adoptive families receiving the support they require.

However in the interim only emergency support can be available given the impact a significant event may have on front line services. This is addressed in the individual LA. It is anticipated that services will be functioning effectively within two weeks of a significant interruption.

4.0 Records

Together for Adoption use Charms to record its entire child and family related activity. This system is backed up regularly, across the network and is stored electronically in a number of sites to ensure information is not lost.

This information is vital and is expected to be available to workers within 24 hours of a significant interruption.

Each LA will have a record relating to children place for adoption or adopted, which could be accessed in an emergency. Paper copies of essential information regarding adopters and prospective adopters such as name, addresses and telephone numbers are kept, updated regularly and stored in alternative premises to ensure that there is access to information immediately.

5.0   Archive

Once a case is closed the file is archived and stored. The facility used meets the compliance requirements of the National Minimum Standards for Adoption in terms of storage and has the additional service of electronically scanning records, to provide a back up system of safe storage.