

# **BERKSHIRE ADOPTION ADVISORY SERVICE**

## **BUSINESS CONTINUITY PLAN**

The Berkshire Adoption Advisory Service holds both original paper records of service users and data on computers. These records are:

### **Paper records**

#### **1. Letterbox files in relation to adopted children**

These files are stored in locked, fireproof cabinets according to regulation. The facilities in which they are stored give some protection. However, in the case of disaster, the information is a copy of what is sent to adopters and birth family. The details of addresses could be retrieved via the database, which is backed up centrally. There would be some limited loss of records but the system could continue to function as long as there was access to the database. Old files are stored at the Modern Record Centre, Darwin Close, Reading and the integrity of those files would be maintained.

#### **2. Direct contact files**

These files are stored in locked, fireproof cabinets according to regulation. The facilities in which they are stored give some protection. However, in the case of disaster, the information could be retrieved via the database. There would be some limited loss of records but the system could continue to function as long as there was access to the database. Much of the information is also stored electronically and this could, therefore, be retrieved.

#### **3. Files in relation to prospective adoptive parents**

These are copies of the information held by the various teams so if destroyed would cause no significant loss.

#### **4. Files in relation to children for adoption.**

These are copies of the information held by the various teams so if destroyed would cause no significant loss.

#### **5. Files in relation to birth parent counselling**

These are stored in lockable filing cabinets and in the event of destruction the running record would be lost. However, the basic referral information is a copy of information held by the various teams within Berkshire. This service also operates an open recording policy and the service users get a copy of the entire record of visits. Much of the information is also stored electronically and this could, therefore, be retrieved

## **6. Files in relation to access to birth records.**

When closed these are stored in fireproof cabinets and as such have some measure of protection. Details of all the files held have been recorded and this information is also held at the Modern Record Office in Darwin Close as a back up, however, some information would be lost

## **7. Closed Looked After Children Records and Closed Adoption Records**

These are held at the Modern Record Office at Darwin Close. There are both paper records and records on microfiche. The paper files are stored in a separate room, with a security lock in accordance with Regulation.

If these records were to be lost they could not be recovered. However, the database of Children's Records would be able to record if files had been available. See below.

The microfiche and card indexes are held separately to the paper files in metal filing cabinets in the main office at Darwin Close. If these were to be lost they cannot be replaced although a record of their existence is stored on the database

### Inventory and location of records held at Darwin Close

#### **Contact names**

In case of emergency names of BAAS staff are lodged with the on-site security team at Darwin Close, with the Modern Records Unit and with the Berkshire Record Office.

#### First floor

25 000 index cards in metal filing cabinet, locked  
36000 microfiche of LAC and adoption files in metal filing cabinet, locked  
Second partial set of fiche, currently being sorted in wooden cabinet, locked  
PC and backup server, password controlled  
Microfiche reader

#### **Second Floor**

Small room on corridor to left of staircase, always locked, key in key box

Covergold microfiche reader and printer

#### **Top floor of warehouse, in dedicated storage space.**

Room immediately opposite stairs and lift on top floor.

This space holds children's records in archive boxes in metal floor-to-ceiling racking on both side walls and on free standing racks between the walls. Looking at the room from the main staircase panel minutes are in 20 lever arch files on the shelving behind the door and children's home files are on the RH wall and on the free standing shelving facing this wall (264 cu ft). The main collection of adoption records is on the LH free standing racks and on the LH wall (405 cu ft).

## **8. Business Interruption Plan**

This is held on our computer system so is accessible by all the team. It has also been distributed to all Family Placement Teams electronically and to Head of Children's Services, Royal Borough of Windsor & Maidenhead.

### **Computer based records**

1. Database in relation to the letterbox giving names, addresses and contact information.
2. Database in relation to direct contact giving names, addresses and contact information
3. Database relating to all children for placement
4. Database relating to prospective adopters
5. Database in relation to direct contact arrangements giving names, addresses and contact information. Ongoing file notes are also stored in this way as a back up
6. Database in relation to birth family members who have or may access counselling via the Independent Birth Parent service gives names, addresses and contact information. Ongoing file notes are also stored in this way as a back up
7. Panel bookings

All of these are backed up on the mainframe so could be accessed if the computer system in York House were destroyed.

8. Database relating to all the closed children's records, both adoption files and in care files held at the Modern Record Office.

This is updated weekly and the backed up via the RBWM mainframe.

### **Adoption Panel minutes**

Copies of the whole adoption panel minutes are held at the Berkshire Adoption Advisory Service in Windsor. These are held in locked filing

cabinets according to Regulation. Panel minutes are also kept on the computer and are therefore, accessible via the mainframe in the event of the paper records being destroyed.

In addition in the event of these being destroyed, the legal adviser to the adoption panel in Joint Legal Services, Reading, holds a copy of all panel minutes.

Copies of the minutes prior to disaggregating are held at the Modern Record Office, Darwin Close, along with the closed children's records. These are held in a secure room according to regulation.

In the event of these being destroyed, the legal adviser to the adoption panel in Joint Legal Services, Reading, holds a copy of all panel minutes.