

# **The Cherrycroft Practice Limited**



## **Business Continuity Plan**

**16<sup>th</sup> January 2023**

[www.cherrycroft.pro](http://www.cherrycroft.pro)

# Business Continuity Plan

Business Continuity Planning is required across a number of different areas:

## Premises

For example, if the premises become unusable because of some sort of disaster like a fire or flooding

1. Damage is surveyed and an estimate of how long to get premises operational
2. Business Insurance provides payouts for temporary accommodation in the event of issues with the insured premises
3. Liaise with all therapists around the families due to be seen and how best to approach the family – eg work may be carried out at the family home, local community centre, etc.
4. If work is to be carried out in a local community centre then we would buy the equipment needed e.g. coloured pens, paper, cushions, people figures, Theraplay materials, etc. and each therapist would be provided a small kit covering the essentials
5. A portable Sensory Swing is available, which is stored off-site, and can be used for some OT work. Additional crash mats would be bought so that children could be seen in a community centre
6. A written plan based on the specific situation would be created in writing and circulated to all therapists. All families to be updated on the situation as well as other relevant professionals like the Adoption Support Social Worker

## Technology

All business systems are operating on a “cloud” basis:

- Telephones – office landline can be accessed from mobile phones or any location with internet access
- OneNote on SharePoint – clinical notes system is web based, and is backed up by Cherrycroft on a weekly basis
- Xero – accounting system is web based, and is backed up on a daily basis via a backup subscription service
- Laptops – contractors are required to provide their own laptops, which they will have with them for access to Practice systems. Employees are provided with company laptops.
- iPad based cognitive testing tools – can be loaded onto replacement iPads
- Document Management System – this is located on SharePoint
- Video system – videos of sessions required for clinical purposes are transferred from the video recording system (hard wired into the office) to the Document Management System within the client files

## Staffing

In case of unexpected and long-term unavailability of specific staff (eg death, serious health issues, etc that can't be planned for), the following process will be followed:

- Review of the staff member's open cases with their clinical supervisor
- Provisional allocation of open cases to other staff members
- Communication plan devised to inform children and families, social workers, commissioners, etc

# Approval Signoff

This plan is approved when signed and dated by a Director of the company

Date: 16<sup>th</sup> January 2023

Signed:



Role: Director