



RPA Cyber Compliance Checklist

Meeting the IT requirements of the RPA

Updated 09/01/2026

Next Review: January 2027

Requirements

The IT RPA requires that Fioretti Trust complies with a variety of technical standards in order to quality for protection under the RPA cyber insurance.

These are:

1. Must have offline backups
2. All Employees, Directors or Governors who have access to the Member's information technology system must undertake [NCSC Cyber Security Training](#)
3. Must register with [Police CyberAlarm](#)
4. Must have a Cyber Response Plan in place.

Implementation

Compliance of the RPA IT requirements are met through the methods of implementation as described below.

1. Offline backups

Offline backups are performed to a standard complicit with RPA specifications. Please see the Cyber response plan.

The main methods of backup are via M365 versioning, full M365 tenancy backup, VM and server backup for physical resources and ransomware resistance.

Backup information can be found in our Backup Policy: "IT Backup Policy & Disaster Recovery Plan"

2. All Employees, Directors or Governors who have access to the Member's information technology system must undertake [NCSC Cyber Security Training](#)

Video training distributed to all relevant staff at each school. Reinforced every 12 months with updated NCSC training video. Each member of staff should send certificate of completion to the Site Training Compliance Contact.

Commented [HC1]: How? Questionnaire? Do they have to do the training again?

Commented [CI2R1]: Changed to 12 months. Feedback is not required.

July 2023, July 2024.

School Name	Site Training Distributing Contact	Site Training Compliance Contact
	Sends training link to each member of staff. Logs who.	Ensures the training has been completed and logs certificates.
STT - St Thomas	Smart Log	Smart Log
SJP - St John's & St Peter's	Smart Log	Smart Log
STM - St Marys	Smart Log	Smart Log
STB - St Barnabas	Smart Log	Smart Log
STF - St Francis	Smart Log	Smart Log

Commented [HC3]: Need definitions of what each role is - what are they doing?

Commented [CI4R3]: Changed name of contact and defined roles.

Commented [HC5R3]: @Chris Homer [Savvy IT] I am going to add a central team section too

Video to be distributed:

NCSC Cyber security training for school staff - <https://youtu.be/pP2VKWSagE0>

OR

Smart log built in training.

3. Must register with Police CyberAlarm

This condition is a one-off requirement as has been satisfied. Fioretti Trust schools should be registered with Police CyberAlarm, registering the following schools with the Cyber Alarm service in **February 2023**.

School Name	Registered with Cyber Alarm
STT - St Thomas	Completed
SJP - St John's & St Peter's	Completed
STM - St Marys	Completed
STB - St Barnabas	Completed
STF - St Francis	Completed

4. Must have a Cyber Response Plan in place

Detailed in the "Cyber Response Plan"