

St Elizabeth Catholic Primary School

Clear Desk Policy



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	September 2021
Review Date	September 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

Mission Statement

'Inspiring and achieving lifelong learning in a welcoming Catholic community'

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Objective

The objective of the Clear Desk Policy is to set guidelines, which reduce the risk of a security breach, fraud and information theft caused by documents being left unattended in, or beyond, the school premises.

Background

The main reasons we have introduced the policy are:

- To improve data security by ensuring personal/confidential information gets locked away.
- To ensure compliance with data protection regulations by keeping personal data secure.
- To demonstrate that St Elizabeth Primary School is taking responsibility for the data in its care.
- To demonstrate a tidy and secure environment to pupils and visitors.
- Scientific studies have shown that there is a reduction in stress when employees have a tidy desk. A tidy desk is a sign of efficiency and effectiveness.

Implications

The purpose of the policy is to reduce the opportunity for security breaches. Though it is not perceived as a widespread issue by staff, how do you know what people are doing with the data you leave on your desk, when you are not present?

The Policy in Operation

The implementation of the policy is fairly straightforward.

At the end of the working day or when leaving the school for a major part of the day, staff are expected to tidy their desk of papers and any files with personal information in them. The school will provide an under desk locker and/or lockable cupboard for this purpose. The desk locker, filing cabinets or cupboard should be locked overnight.

Reduction in the use of paper

These guidelines are also designed to help reduce the amount of paper that we use. This can also reduce the use of costly toners and the amount of filing space required

- a) Do not print copies of information from the computer systems if it is not necessary.
- b) Please print/copy double sided wherever possible.
- c) Undertake routine destruction wherever possible (see below).

Many documents can be routinely destroyed as part of normal practice. For example:

- a) Notices of meetings
- b) Notifications of acceptance or apologies
- c) Trivial emails
- d) Draft letters
- e) Working papers that lead to a final report
- f) Obsolete publications, manuals and directories
- g) Superseded address and distribution lists

These documents should be regularly discarded to prevent ephemeral and transient material from taking up space required by important information.

Please note that in accordance with the fifth data protection principle, personal data processed for any purpose or purposes must not be kept for longer than is necessary for that purpose or purposes.

How must I do it?

1. By following the points in this policy.
2. Lock your computer by pressing the Windows key and L at the same time when leaving it unattended.
3. Keep just the things you need for your workday on your desk.
4. Protect information whenever you leave your desk.
 - i. Do not leave confidential or sensitive information unattended on your desk, lock it away, or lock your office/classroom door.
5. When you leave in the evening, don't leave documents out or whiteboards with information or data on them.
 - i. It is essential to file away your documents in locked storage or shred them.

Tips for having a tidy desk

1. If in doubt - throw it out. If you are unsure of whether a piece of paper should be kept ask your line manager.
2. Set a regular date and time in your diary to clear your paperwork.
3. Use recycling bins for non-personal/confidential papers no longer needed.
4. Make sure any office paper is shredded before being put in the recycling bins if it contains personal data.
5. Do not print off emails to read them. This just generates increased amounts of clutter.
6. Go through the things on your desk to make sure you need them and what you don't need throw away.
7. Always clear your desktop before you go home.
8. Consider scanning paper items and filing them on the server, in the correct location.

Review

The governing body reviews this policy every three years. The governors may however review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.