

# Worlingham CEVC Primary School



## CLEAR DESK POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	20.03.2024
Name of Committee:	Finance Committee
Chair of Committee signature:	
Date of next review:	Spring 2025

Headteacher: Mrs Holly Marchand  
School No. 935 3111

# Worlingham CEVC Primary School

## CLEAR DESK POLICY

### Policy

The school operates a clear desk policy for all employees for the following reasons:

- it reduces the threat of a security breach as passwords and other confidential information are locked away or otherwise securely stored;
- it ensures compliance with data protection requirements because personal data must be held securely at all times;
- it protects employees' health and safety by reducing the risk of workplace accidents;
- it reduces the risk of damage or destruction to information in the event of a disaster such as a fire or flood;
- it portrays a professional image to parents, visitors and suppliers when they visit school premises.

### Procedure

At the end of your working day or whenever you leave your [workplace/office/desk](#) for an extended period during the day, you must tidy your [workplace/office/desk](#) and tidy away all school-related paperwork and files into your desk drawer, filing cabinet or cupboard in an efficient and organised manner. These should then be locked overnight where locking facilities are available. Confidential information or information containing personal data must always be securely stored. If you are unsure of the information's sensitivity, either ask your manager or lock it away securely.

Any paperwork that you no longer need should be put in your rubbish/recycling bin each day. Please use the school's shredding facilities or confidential waste bags where the information in the paperwork is confidential. Any unwanted paperwork that contains personal data or sensitive information should be shredded. Paperwork that you do need should be acted upon and then appropriately filed.

This policy includes removable storage media which may contain files downloaded from your computer, such as memory sticks, portable hard drives and CDs. Media of this type must also be cleared from your [workplace/office/desk](#) before you go home.

Additionally, this policy is designed to reduce the amount of paper that the school uses, which in turn reduces the amount of printing costs and filing space needed. You should not print out hard copies of e-mails or documents just to read them unless this is really necessary. [All information stored on the School's computer and e-mail systems are backed-up so you will not lose the information unless you have specifically deleted it.](#)

When printing out information, it should be cleared from printers immediately, particularly if the information is confidential or contains personal data. Nothing should be left lying on printers or photocopiers at the end of the day.

Finally, the floor space around/in your [workplace/office/desk](#) should remain tidy and free from obstructions at all times.

It is your personal responsibility to adhere to this policy. If you fail to comply with the above rules, it will be dealt with in accordance with the school's disciplinary procedure.

# WORLINGHAM CEVC PRIMARY SCHOOL

## SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.