

St. James' RC Primary School

Keeping Information Safe

Information that is sensitive and personal passes through the office and key staff in the school every day. Simple safety precautions carried out systematically and consistently will ensure that:-

- Pupils and staff are kept safe
- The school's reputation is not compromised
- The reputation of key staff and their positions are not brought under question, they are not caused embarrassment or come under disciplinary procedures
- The school does not face a local or national scandal
- The school does not face financial liability.

Simple Safety Precautions

- Ensure that personal details of pupils and staff are kept under lock and key and are only accessed by people who have been given permission by the Head Teacher
- Sensitive information or personal details of staff must not be sent to personal email accounts or by text – Do not give out your password to someone else
- The Head Teacher must read all letters and information that goes out to parents or the Deputy Head in her absence
- The office must be locked when office staff leave it at any time of the day
- The computer must be locked or turned off upon leaving the office at any time of the day
- Ensure that no sensitive letters or details are left out on the table for people to openly read
- Check the printer in case papers have been left behind
- CDs and DVDs, hard drives etc must be destroyed after use - Shred papers with names attached
- Ensure all visitors are wearing a badge – All staff must challenge anyone without a badge – watch out for people who slip in behind someone else – Keep the front door and back door closed
- Working from Home
- Only take what is necessary and let the Head Teacher know

- Do not leave papers laying around at home for friends and family to read – keep them in a sealed bag and always within sight
- Use passwords and encryptions – Do not send sensitive information to your personal email.