

CLOCKHOUSE PRIMARY SCHOOL



Data Protection Policy

Mission Statement

Our School - A family and a home for everyone

Working and Learning together to be the best that we can be

Our Vision

We are not just a school, we are home!

We lay the foundations for each individual's future and for dreams to be fulfilled - whatever they may be.

No two bricks are the same but are accepted for their uniqueness and are placed in their own special way to meet their needs.

The cement bonds us together as a family to keep us strong, stable and safe.

We are all safe and happy under one roof, we are protected from the elements and prepared to weather every storm.

The key to success unlocks the door to future achievements unseen before.

The windows show us the reflections of our future self as ready, respectful and responsible adults.

Collaboratively, together our home is decorated with challenge and the rooms are furnished with fun.

All around, a variety of trees grow naturally from the seed of success, with nurture and care anything is possible.

So we are not just a school, we are a home that provides a champion for all as well as timeless experiences and skills for a brighter future.

And that is why we are called Clockhouse.

Ring the bell, we're always here!

School Aims

- To enable all children, members of the school community and the wider community to contribute to school life.
- To promote high standards and provide opportunities for all to achieve their full potential.
- To encourage a sense of self-worth and confidence empowering children to fulfil a contributing role in society.
- To create a diverse and challenging learning environment in which children are cared for and feel safe.
- To provide leadership and management which focuses on raising standards and promoting the personal development and well-being of all members of the school community.

Clockhouse Primary School is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors.

Introduction

Clockhouse Primary School is required to keep certain information about our employees, pupils and other stakeholders to allow us, for example, to monitor performance, achievement, and health and safety.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, we must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. In summary these principles state that personal data shall:

- be obtained and processed fairly and lawfully,
- be obtained for a specified and lawful purpose, shall not be processed in any manner incompatible with that purpose,
- be adequate, relevant and not excessive for that purpose,
- be accurate and kept up to date, not be kept for longer than is necessary for that purpose,

- be processed in accordance with the data subject's rights,
- be kept safe from unauthorised access, accidental loss or destruction.

All staff who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the School has developed this Data Protection Policy and should be read in conjunction with the schools Acceptable Use Policy (see Appendix 1). This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the School from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

The Data Controller and the Designated Data Controllers

The School, as a body, is the Data Controller under the 1998 Act, and the Governors are therefore ultimately responsible for implementation of the policy. However, the Designated Data Controllers will deal with day to day matters. The School has identified its Designated Data Controllers as: The Headteacher, Deputy Headteacher, the Bursar and the Business Support Staff. Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the Headteacher, in the first instance.

Responsibilities of Staff

All staff are responsible for:

- checking that any information that they provide to the School in connection with their employment is accurate and up to date,
- informing the School of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently.

The School cannot be held responsible for any errors unless the staff member has informed the School of such changes.

Data Security

All staff are responsible for ensuring that:

- any personal data that they hold is kept securely,
- personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases. Personal information should: be kept in a cupboard, drawer, or safe in a secure office, etc. If it is computerised, be password protected both on a local hard drive and on a network drive that is regularly backed up; and if a copy is kept on a usb memory key or other removable storage media, that media must itself be password protected.

Rights to Access Information

All staff, parents and other users are entitled to:

- know what information the School holds and processes about them or their child and why,
- know how to gain access to it,
- know how to keep it up to date,
- know what the School is doing to comply with its obligations under the 1998 Act.

The School will, upon request, provide all staff and parents and other relevant users with a statement regarding the personal data held about them. This will state all the types of data the School holds and processes about them, and the reasons for which they are processed. All staff, parents and other users have a right under the 1998 Act to access certain personal data being kept about them or their child either on computer or in certain files. Any person who wishes to exercise this right should make a request in writing and submit it to the Headteacher. The School will ask to see evidence of identity, such as passport or driving license, before disclosure of information. The School may make a charge

CLOCKHOUSE PRIMARY SCHOOL



Acceptable Use Policy

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What is an Acceptable Use Policy?

We ask all children, young people and adults involved in the life of Clockhouse Primary School to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and staff will be asked to sign it upon entry to the school and every time changes are made. All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody’s responsibility to uphold the school’s approaches, strategy and policy as detailed in the full Online Safety Policy.

If you have any questions about this AUP or our approach to online safety, please speak to Mrs Savidge – Headteacher.

What am I agreeing to?

These rules will help to keep everyone safe and to be fair to others.

1. I have read and understood Clockhouse Primary School's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay as outlined in the Online Safety Policy.
2. I understand online safety is a core part of safeguarding and part of everyone's job. It is my duty to support a whole-school safeguarding approach and to learn more each year about best-practice in this area. I have noted the section in our online safety policy which describes trends over the past year at a national level and in this school.
3. I will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult) and make them aware of new trends and patterns that I identify.
4. I will follow the guidance in the Safeguarding and Online Safety policies for reporting incidents (including for handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media)
5. I understand the principle of 'safeguarding as a jigsaw' where my concern or professional curiosity might complete the picture; online-safety issues (particularly relating to bullying and sexual harassment and violence) are most likely to be overheard in the playground, corridors, toilets and other communal areas outside the classroom. understand the sections on.
6. I will take a zero-tolerance approach to all forms of child-on-child abuse (not dismissing it as banter), including bullying and sexual violence & harassment – know that 'it could happen here'! If I am unsure how to address any issues, I will seek support from the DSL.
7. As a member of staff, I may occasionally use personal phones to capture photos or videos of pupils, but these will be appropriate, linked to school activities, taken without secrecy and not in a one-to-one situation, and always moved to school storage as soon as possible, after which they are deleted from personal devices or cloud services
8. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language.
9. I will identify opportunities to thread online safety through all school activities as part of a whole school approach in line with the RSHE curriculum, both outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise (which have a unique value for pupils).
10. When overseeing the use of technology in school or for homework or remote teaching, I will encourage and talk with pupils about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites (find out what appropriate filtering and monitoring systems are in place and how they keep children safe).
11. I will check with the Headteacher / Online Safety Lead if I want to use any new platform of app that has not already been approved by the school, to ensure this is quality assured.
12. I will follow best-practice pedagogy for online safety education, avoiding scaring and other unhelpful prevention methods.
13. I will prepare and check all online sources and classroom resources **before** using them, for accuracy and appropriateness. I will flag any concerns about "overblocking" to the DSL.
14. I will carefully supervise and guide pupils when engaged in learning activities involving online technology, supporting them with search skills, critical thinking, age-appropriate materials and signposting, and legal issues such as copyright and data protection.
15. I will physically monitor pupils using online devices in the classroom to ensure appropriate and safe use.
16. During any periods of remote learning, I will not behave any differently towards students compared to when I am in school and will follow the same safeguarding principles as outlined in the main child protection and safeguarding policy when it comes to behaviour, ways to contact and the relevant systems and behaviours.
17. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home

(regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.

18. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE. If I discover pupils or adults may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay. Equally, if I feel that we are overblocking, I shall notify the school to inform regular checks and annual review of these systems.
19. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology both in and outside school, including on social media, e.g. by not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
20. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the headteacher.
21. If I already have a personal relationship to a pupil or their family, I will inform the DSL/Headteacher of this as soon as possible.
22. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am ever not sure, I will ask first.
23. I will not use any new technology or download any apps without agreement from the Headteacher / Online Safety Lead.
24. I will not use a mobile hotspot to provide internet to any device I use in school.
25. I agree to adhere to all provisions of the school's Cybersecurity and Data Protection Policies at all times, whether or not I am on site or using a school device, platform or network.
26. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
27. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature. I understand that any breach of this AUP and/or of the school's full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.
28. I will only use AI platforms that have been authorised for use (including those used with pupils and to support administrative tasks), and I will ensure that any use of these platforms is transparent, responsible, appropriate, legal and ethical. I will ensure that I abide by all data protection legislation in relation to using these platforms.

This policy has been reviewed and no individual or group are disadvantaged by the policy or process therein.

Date Reviewed: **Autumn 2024**

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