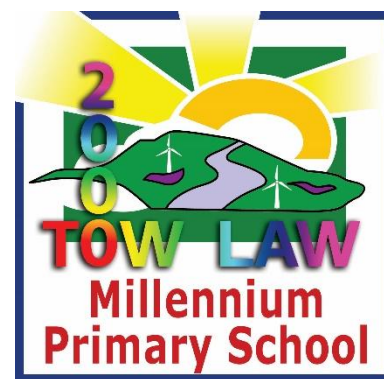


# STAFF HANDBOOK 2025

To be used in conjunction with the agreed DCC Code of Conduct updated each September and the Staff Acceptable Use Agreement.



## ***Introduction:***

*Our Vision: Tow Law Millennium Primary School is a nurturing and happy community; where children are supported to achieve their dreams.*

*In order to ensure that this vision is met, and procedures are effective, it is important that all staff work as a cohesive team adopting a consistent approach to systems and policies, which have been agreed. This handbook has been developed to clarify roles, systems and procedures that exist within the school and to identify the personnel to whom the staff can refer for advice and support.*

## **1. STAFFING**

|                                      |                                                                                                                                         |                                                                                                                              |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <i>Teaching Staff:</i>               | Mrs Lisa Jackson<br>Mrs Helen McNally<br>Mrs Alex Mahon<br>Mrs Laura Boulton<br>Miss Nicola Mawson                                      | - Headteacher<br>- Teacher / C1 – (P)<br>- Teacher / C2 – (P)<br>- Teacher / C3 – (P)<br>- Second in Charge- Teacher/ C4 (P) |
| <i>HLTA's</i>                        | Miss Bethany James<br>Mrs Carol Thompson                                                                                                |                                                                                                                              |
| <i>Classroom Assistants:</i>         | Mrs Carol Hurton<br><br>Mrs Kathryn Wilkinson<br>Miss Alisha Walker<br>Miss Sally Gardner<br><br>Mrs Louise Marshall<br>Mrs Tracy Clark |                                                                                                                              |
| <i>Business Manager:</i>             | Miss Jessica Gibson                                                                                                                     |                                                                                                                              |
| <i>Lunchtime Supervisors:</i>        | Mrs Wendy White<br>Miss Esther Heppell<br>Mrs Mandy Gray                                                                                |                                                                                                                              |
| <i>Caretaker:</i><br><i>Cleaner:</i> | Mr George Evans<br>Miss Janette Smith                                                                                                   |                                                                                                                              |

## **2. COMMUNICATION**

The School Prospectus is distributed to all parents when children enter school. It is also available from the Headteacher or School Office on request and is available on the school website [www.towlaw.durham.sch.uk](http://www.towlaw.durham.sch.uk).

Parents are informed by letter or text of any educational visits being undertaken by their child's class. This is normally written by the class teacher but only sent out once agreed.

Across the year the school holds a number of Family Assemblies, which generally takes place on a Friday, to which all parents are warmly welcomed. This gives each class the opportunity to present the work they have undertaken in school to parents. The school places great importance upon effort and good behaviour and each class presents two Stars of the Week.

The school holds three parents' evenings; one either late in the first half or early in the second half of the Autumn term, one at the end of the Spring Term and the other towards the end of the Summer term. Additional appointments are for staff and parents to discuss a child's SEND support plans, which also take place on parents' evening meetings. Parents are encouraged to discuss their child's progress with the class teacher and if there are any concerns, an appointment can be made to discuss these. Assertive Mentoring Pupil Profile reports are sent out to parents termly. A full school report is sent out to parents near the end of the academic year.

The school has its own Facebook Page which is updated regularly with relevant information and news. A weekly update is posted on the Facebook Page on a Monday morning with details of activities/events for that week.

### **New starters**

Before each child starts in Nursery or Reception, they are welcomed into school for a visit with their family/ carer. A planned integration is then arranged to help settle them into their new school.

## **3. DAILY ROUTINES**

### **ARRIVAL / LEAVING SCHOOL**

All staff must sign in and out of the building using the 'inventory' system in the main entrance porch area. Children who are allowed inside school before the start of the school day must be supervised. A member of staff will be present on the yard from 8.40am. The school bell rings at 8.45am when all KS1 and KS2 teaching staff are expected to welcome and escort pupils into school. EYFS staff welcome children into the classroom from 8.45am onwards.

Teachers of EYFS and KS1 children should make sure children are collected by an adult (over 18 years of age) at the end of the day, teachers of KS2 should check that any children regularly collected by an adult are collected. If a child is not collected at the end of the day, the class teacher should notify the Headteacher who will phone the child's home or alternative contact number. Should parents not be reached and a significant delay (30 minutes) has passed, staff must refer to the "Uncollected Child Procedure Policy".

**SCHOOL TIMES**

|               | am                             | or | pm                |
|---------------|--------------------------------|----|-------------------|
| Nursery       | 8.45 am – 11.45 am             |    | 8.45 am – 2.45 pm |
| FS & KS1      | 8.45 am - 12.00 noon           |    | 1.00 – 3.15 pm    |
| KS2           | 8.45 am - 12.00 noon           |    | 1.00 – 3.15 pm    |
| Morning break | 10.15 - 10.30 am (KS1 and KS2) |    |                   |

**PLAYTIMES**

Playtime is from 10.15 - 10.30am. All children must go outside. Children must not be inside unless they are either having time out in accordance with our Behaviour Policy or completing unfinished work. These pupils should be supervised by their class teacher or teaching assistant. No child should be left unattended in the classroom. Specific children may be asked to act as monitors and they are the responsibility of their teacher.

The same rule applies for the lunchtime break. There is no afternoon break for KS2. EYFS have indoor/outdoor provision.

**PLAYTIME SUPERVISION**

The staff on duty should be outside as soon as possible on the yard. The Support Staff will make sure that stragglers leave the building quickly. If the field is in use, the teacher will supervise there. The entrance gate to the yard should have the padlock fitted and only the teacher on duty can give access to visitors whilst children are on the yard. At the end of the break time, the teacher will remove the padlock and return it to the office.

EYFS and KS1 pupils play out at the back of the school and KS2 at the front. EYFS pupils have indoor/outdoor provision.

At the end of play, the teacher will blow the whistle once for the children to stand still. The teacher then blows the whistle a second time and tells the children to walk to their lines, where they will line up in alphabetical order (KS1 & KS2).

**WET PLAY**

If the children cannot go outside due to poor weather conditions, the duty teachers and non-teaching staff will supervise all classes. The duty teacher stays with their class and the teaching assistants support the remaining classes. In the event of an issue arising, the duty teacher will be called upon.

If a child cannot go outside for playtime due to a physical injury, they will remain in their own classrooms purposefully occupied if a member of staff is present to supervise them. Alternatively, they should sit on the blue seats (wellbeing area) in the reception area, or another member of staff may supervise them in their class if it has been prearranged.

Each class teacher needs to ensure that their class knows exactly what they are allowed and not allowed to do during wet play and the equipment they are allowed to use. It is recommended that teachers should have a wet playtime box/cupboard.

**LUNCHTIME SUPERVISION**

The same procedures apply for lunchtime break as morning break. Lunchtime supervisors are:

Miss Esther Heppell      KS2

|                 |         |
|-----------------|---------|
| Mrs Mandy Gray  | Class 3 |
| Mrs Wendy White | Class 4 |

During wet lunchtimes, the staff will ensure that a member of staff is in each area.

### **COLLECTIVE WORSHIP**

An act of collective worship takes place at the end of the school day. In addition, on a Friday, there may be a family assembly.

This is organised as follows:

|           |                                                     |
|-----------|-----------------------------------------------------|
| Monday    | Whole school- Singing                               |
| Tuesday   | Class assembly - CBBC Newsround                     |
| Wednesday | Whole school assembly- focus see timetable for lead |
| Thursday  | Class assembly                                      |
| Friday    | Whole school assembly- Stars or Family assembly     |

A timetable is available in the staff room to aid assembly planning.

It is important that staff ensure children enter the hall quietly and orderly so that an atmosphere conducive to worship is created. At the end of the assembly say the school prayer followed by the Lord's Prayer; staff are asked to then supervise the children back to class to be dismissed.

If for any reason a child does not attend collective worship, i.e. they are attending circle time or for reasons stated on their SEND support plan, the class teacher must ensure that the child is involved in worship at another point in the day. Parents do have the right to withdraw their child (see Collective Worship Policy).

### **REGISTRATION**

The school strives to achieve a prompt start each morning. Online registration in the form of SIMs is used. Class teachers should call the register by 8.55 am. All pupils will address staff in a polite way during registration. Any child not present when their name is called should be marked absent. Latecomers will sign in on 'Inventory' logging their reason for lateness. Then the Cypad system is used to log dinners, the office staff will complete the dinner request for any child who is late. The register should be called again at 1.05 pm.

## **4. REQUIREMENTS**

### **PE KIT**

Every child must have their PE kit in school on Monday morning for the week. This can be taken home on Friday for washing. A PE kit consists of a gold T-shirt and blue shorts, plimsolls or trainers and a spare pair of socks. KS2 may wear long, blue tracksuit bottoms for outdoor PE in cold weather. KS2 children should have a pair of outdoor trainers in school every day.

### **SCHOOL UNIFORM**

School uniform is actively encouraged and consists of a blue sweatshirt, yellow or white polo shirt and grey skirt/trousers, black shoes or trainers. Children may wear blue and white checked dresses in the summer or grey school shorts. School Councillors wear green sweatshirts/cardigans and Well Being Champions wear purple sweatshirts/cardigans. Sports leaders wear red hoodies and Green Leaders wear green hoodies.

Uniform is now purchased online via the following link:

<https://totstoteams.com/schools/tow-law-millennium-primary-school/>

### **FOOD/TOYS/VALUABLES/MOBILE PHONES**

Sweets are not allowed in school. Fruit, cereal bars or a healthy snack at the discretion of the Head Teacher may be eaten during morning break; fruit is free for all children. Children are not allowed to bring toys into school. If toys are brought, as part of a topic or show and tell, they should be given to the class teacher until they are needed and returned to the pupil at the end of the day. Parents have been informed that the school can take no responsibility for damage or loss. All toys/cards will be confiscated and sent to the office for collection at the end of the school day.

Children are not allowed mobile phones in school. KS2 children attending a club after school may bring a mobile phone ( if they walk home) and this must be kept in the Main Office until the end of the after-school club.

## **5. BEHAVIOUR**

All staff have access to a copy of the Behaviour Policy as well as the Anti-bullying Policy in the school policy files.

Emphasis is placed upon highlighting good behaviour and being positive rather than negative. 'Smileys' are given to individuals for positive behaviour, effort and achievement. Smileys are collected and rewards are given in assembly when children reach milestones – 40, 80 and 120 smileys. Stars of the Week are awarded to two pupils from each class at the Family Assembly each Friday.

School rules and consequences, in line with the Behaviour and Anti-Bullying Policies, are displayed in each classroom. Failure to comply with these rules means that the child is tracked on a tracking sheet. The system for tracking varies slightly from class to class, taking into account the age and maturity of the children. However, every class system is graded and includes a warning, time taken away from the pupil's playtime, informing parents and informing the Headteacher. If a child has 2 tracks in a week their parents will receive a letter informing them.

In Nursery / Reception and Years 1 and 2 we have high expectations for pupils' behaviour and we have clear systems in school for prompting positive behaviour. Each day every child starts on the sunshine and have chance to move to the rainbow for exceptional behaviour. Children may also be moved to the sad cloud for not following school rules. Parents and the Head Teacher are notified if a child is moved to the thunder cloud. Children who have remained on the sunshine have shown exceptional behaviour and have been moved to the rainbow will get a treat on that day.

There are also clear codes of conduct applying to other areas of the school and other times of the school day. These are namely playtimes and lunch times and behaviour in the dining hall, corridors and toilets. The tracking system (KS2)/bears system (EYFS/KS1) continues

during these times, ensuring continuity of expectations and sanctions across the whole school day. All staff are asked to be vigilant in ensuring high standards of behaviour around school. A list of pupils who are tracked at lunchtime will be handed to the class teacher at the end of the session.

## **6. CURRICULUM**

### **POLICIES**

A copy of the policy file is located in the Head's office. This includes all annual, curricular and non-curricular policies.

### **PLANNING**

#### **LONG TERM**

School planning for KS1 and KS2 is based on the 2014 revised National Curriculum. Subject topics are agreed on a two-year rolling programme (based on our mixed-age classes) with the exception of PE. Long term plans are located in the individual subject planning files on the SharePoint. Foundation Stage long-term planning shows the provision available and aims to cover all Early Learning Goals by the end of the Reception year.

#### **MEDIUM TERM**

Medium term plans with sequences of lessons / vocabulary can be found on the SharePoint for each subject. These are currently being developed as per the SIP.

#### **WEEKLY**

Class teachers can chose how to organise their weekly plan.

### **MONITORING**

All subjects are monitored informally through staff discussion, work moderation meetings and observations of learning outcomes.

### **RESOURCES**

These are located in various cupboards around school:

|                   |                                                                 |
|-------------------|-----------------------------------------------------------------|
| Science           | Cupboard between Classes 1 and 2                                |
| Maths             | Cupboard between Classes 1 and 2                                |
| English           | Cupboard between Classes 1 and 2                                |
| Art               | Small cupboards in technology area and cupboard between 3 and 4 |
| Music             | Practical area cupboard                                         |
| History/Geography | See co-ordinator                                                |
| PE                | Hall                                                            |
| Paper/books       | Cupboard between Classes 1 and 2                                |
| Technology        | Tech truck cupboard between Classes 1 and 2                     |
| RE                | Cupboard between Classes 1 and 2                                |
| PSHE              | Books in main entrance                                          |

All staff have full access to all resources in school using their teachers' keys. Stationery resources are held centrally in the cupboard in main reception. All resources for a lesson must be collected prior to the lesson by the teacher. **Pupils are not permitted in the resource cupboards unsupervised.**

### **ASSESSMENT**

Assessment is included in individual subject policies.

Assessment in the Foundation Stage takes the form of observation and this involves the teacher and teaching assistants as appropriate. During the children's first half-term in the class, the teacher completes a Statutory Baseline Assessment set out by the Government for EYFS in September 2021. We also complete our own baseline assessment to enable us to plan and modify the teaching programme for individual children and groups of children.

Year 6 pupils carry out the statutory SAT's during the first half of the Summer Term. Children complete a star reader each term and reading comprehensions are completed by children from Year 2 to 6 each half term as a minimum. Children in Year 1 (and those needing to resit from year 2) take part in phonics testing in June. Year 4 pupils take part in the multiplication check in June.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITY**

The identification of SEND is the responsibility of each class teacher. A graduated approach is in place and any concerns about a child's progress should be brought to the attention of Mrs McNally (Class 1 and Class 4) or Mrs Mahon ( Class 2 and Class 3) SENDCO's, who will offer advice. A common format has been established for the SEND plan and school monitoring stage support document, as well as documentation for an EHCP.

The SENCO maintains the SEND List and will hold a review meeting with individual teachers once each term in order to update information and monitor progress in relation to SEND Support Outcomes.

Information relating to SEN children is confidential and should be stored in a locked cupboard in the teacher's classroom.

### **MARKING POLICY**

All pupils' work must be marked in line with the school policy. Using the following colour coded system introduced in September 2001:

|         |       |
|---------|-------|
| Class 1 | Red   |
| Class 2 | Blue  |
| Class 3 | Green |
| Class 4 | Black |

All comments must be constructive and balanced. In the event that a supply teacher takes the class, they will be instructed to mark in purple only. Non-teaching staff are asked to initial any work they mark, as well as marking in the correct colour for that class. Teachers working in a class other than their own should also initial work they mark. Across all subjects, cross-curricular writing, green and pink highlighting is used: pink to highlight positives that have been achieved from the success criteria and green for improvements to be made. The school marking policy is applied to all work completed specific subject. Information subjects, work is marked to the learning intention.

### **READING**

Class teachers provide a range of other opportunities for reading in class, when they may hear individual children or groups read or children may read to the whole class. Individual reading with children continues to be very important in KS1, Reception and KS2 where children are less fluent or with SEND. The phonics scheme we follow is essential letters and sounds. This starts in Reception and continues in KS1 & KS2 if required.

The school emphasises the importance of children reading with their parents at home. All children are required to take their reading book and record home each night and return it to school the following day. Reading books chosen by the child to go home must be from the appropriate colour band or accelerated reader level. Parents are encouraged to hear their child read and enter any comments in the reading record booklet. Teachers will also hear children read regularly and will make comments in these booklets. KS2 children, and KS1 children move onto the accelerated reader scheme when they are confident and fluent readers. The children need to complete at least one accelerated reader quiz each week.

## **7. HEALTH AND SAFETY**

Drugs and medicines that have been prescribed by a doctor/nurse to be taken four or more times a day may be given by the Headteacher, Miss Mawson or Mrs McNally who all hold a First Aid certificate. If a child needs to take medication 3 times a day please speak to a member of the SLT to discuss this. Parents must fill in the relevant medical forms if they wish their child to receive medication in school. The person who administers the medicine must complete the relevant log, which is kept in the class first aid file. Older KS2 pupils self-administer medication for asthma.

This school has a no smoking / vaping policy. Health and safety guidelines are kept in the Headteacher's room. All handbags and mobile phones must be locked in the staffroom in the lockers provided, except for office staff and supply / visitors who need to leave their phone at the office. Any visitor entering school must leave their mobile phone at the Reception and sign in on the 'Inventory' system.

### **MINOR ACCIDENTS**

If a child becomes ill or has an accident, staff will treat or advise the child or telephone their parents. Treatment such as the washing of cuts or grazes may be administered by any member of staff. Plasters can now be used, unless we have been informed not to by a parent. The main first aid cupboard is located in the staffroom and First Aid boxes are situated around the premises- one in each class and an extra one in the office. When an accident requires first aid treatment, an accident form needs to be completed, each class has their own accident book. If a child has sickness or diarrhoea then they need to be absent from school for 48 hrs from the last instance.

### **REPORTABLE ACCIDENTS**

More serious accidents will require the assistance of the named First Aiders, these include all head injuries. Such accidents must be reported to the Headteacher immediately. These accidents are recorded on the appropriate form on the extranet and a copy filed electronically.

Emergency contact numbers for Nursery pupils are kept in the Pupil Record File in a locked cupboard in the school office. For all school age pupils, please log onto SIMS.

### **CHILD PROTECTION**

The named child protection officer in the school is the Headteacher to whom all concerns should be reported. In her absence, Safeguarding Leads, Miss Mawson and Mrs McNally will liaise to determine who will be the most appropriate person to take the lead in individual cases.

The following guidelines relate to incidents, which require a child to be examined because of apparent injury or illness or to have their clothing changed:

1. In Nursery / Reception, we encourage independence, but on advice from the LA we will change a child if necessary. Therefore, in EYFS/KS1, if a child is wet and needs changing, 2 adults if possible / practicable should be present or, if old enough, the pupil should be given the clean clothing and asked to change themselves in the toilets.
2. In the event of a suspected injury or illness involving legs, arms, head or upper torso, staff should treat in accordance with guidance.
3. Staff should not investigate any possible injury/illness which would require the removal of clothing to the lower body other than asking the child to remove tights/ trousers in order to examine and treat injuries to the legs. Any apparent injury/illness involving the lower body should be reported to the Headteacher who will determine any further course of action.

### **CARE AND CONTROL**

Staff should refer to the Restrictive Physical Intervention Policy about the use of physical restraint. Staff should carry out a risk assessment for the possibility of physical intervention in the case of specific children. A child may only be physically restrained if there is a likelihood of injury to the child or others. The minimum level of restraint should be used, if physical restraint is used a major incident form should be completed and returned to the Headteacher. Close physical contact between children and staff should be avoided, however it is expected that when a child is upset or injured that comfort will be given.

If children show affection through physical contact this should be returned with restraint, without making the child feel rejected.

Staff should avoid putting themselves into any situation which could be misinterpreted by the child or parents. They should ensure that their actions are always justifiable and fall within professional parameters.

### **EMERGENCY EVACUATION**

Staff should familiarise themselves with the Fire Drill.

If the fire bell sounds, staff should lead the children as quickly and calmly as possible to the nearest available exit and form a line in the schoolyard. A member of the office staff will either bring an iPad with a link to Inventory or, at the click of a button, print registers from Inventory to the office printer. The 'Grab Bag' will also be brought from the school office in case of long-term evacuation. The Fire Marshalls are clearly visible and will assist in the evacuation.

The fire bell is located in the entrance hall to the right as you come in through the main door.

## **8. SECURITY**

Valuables should always be locked away in personal lockers, which are located in the staff room.

The school is protected by infrared detectors which, when triggered, sound an alarm which is connected directly to a security agency and, in turn, the police. The alarm can be triggered by any moving object, therefore particular care should be taken to secure displays around the school.

All staff, governors and visitors to school must sign in and out using the 'Inventory' system in the Main Entrance porch before entering the building.

No child may be given permission to leave the school premises during the school session and the head must be informed if any child is collected from school during this time.

Each teacher should ensure that SEND support plans are put away at the end of each school day in the designated storage.

## **9. PROTECTION OF PERSONAL DATA GUIDELINES**

Recently there has been some high-profile press coverage concerning the "loss of personal data" and Staff must:

- Not use a memory stick to hold personal school data.
- Only take pupil personal data off site on laptops that are password protected and issued by school;
- Staff must report any data breach immediately to the Headteacher or the DPO- Miss Mawson.
  - Ensure laptops are stored safely overnight when off premises;
  - Be aware of the possible consequences should personal information relating to pupils or staff be lost through lack of due care.
  - Staff must NOT leave laptops unattended on the journey too and from school (ie in cars)

## **SECURITY OF ELECTRONIC DATA**

Staff will use the server or Office 365 SharePoint to store pupil information such as reports or statistical data. This is a secure storage area and means personal pupil data is not stored on memory sticks that are removed from the school buildings as part of staffs' normal working arrangements. Staff need to use a password protected encrypted memory device. For further details, please refer to the On -Line safety policy.

## **10. AFTER SCHOOL CLUBS**

The school offers a range of extra-curricular activities for its pupils. A timetable of which is pinned on the staff room notice board.

## **PERSONNEL ISSUES**

### **Contracted Hours**

In accordance with conditions of service teaching, staff are required to work 1265 hours over 193 days each year. This time is accounted for through the equivalent of professional development days, 190 teaching days, weekly staff meetings, open evenings and directed hours each school day. Teaching staff and teaching assistants need to be on the premises to start work by 8.30 am.

### **STAFF ABSENCE**

All employees who are absent must notify their manager by telephone (not email or text) as soon as possible prior to their scheduled start time". In relation to our school the manager is Nicola Mawson and her phone number is 07534 224907. All contact MUST be made by telephone and a self-certification form should be completed. These are available from the office. Sick notes are required after 5 days and these should be forwarded to the school.

Thank you for taking the time to read this. Please let me know if you think of any other information that could be included you would find useful.

**Signed:** *Lisa Jackson*

**Implemented: Autumn 2025**  
**To be reviewed: Autumn 2026**

# TOW LAW MILLENNIUM PRIMARY SCHOOL

## Acceptable Use Agreement

For Staff 2025-2026



**AS A PROFESSIONAL ORGANISATION WITH RESPONSIBILITY FOR CHILDREN'S SAFEGUARDING IT IS IMPORTANT THAT ALL STAFF TAKE ALL POSSIBLE AND NECESSARY MEASURES TO PROTECT DATA AND INFORMATION SYSTEMS FROM INFECTION, UNAUTHORISED ACCESS, DAMAGE, LOSS, ABUSE AND THEFT. ALL MEMBERS OF STAFF HAVE A RESPONSIBILITY TO USE THE SCHOOL'S COMPUTER SYSTEM IN A PROFESSIONAL, LAWFUL, AND ETHICAL MANNER. TO ENSURE THAT MEMBERS OF STAFF ARE FULLY AWARE OF THEIR PROFESSIONAL RESPONSIBILITIES WHEN USING INFORMATION COMMUNICATION TECHNOLOGY AND THE SCHOOL SYSTEMS, THEY ARE ASKED TO READ AND SIGN THIS ACCEPTABLE USE POLICY.**

**THIS IS NOT AN EXHAUSTIVE LIST AND ALL MEMBERS OF STAFF ARE REMINDED THAT IT USE SHOULD BE CONSISTENT WITH THE SCHOOL ETHOS, OTHER APPROPRIATE POLICIES AND THE LAW.**

- I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, digital cameras, email and social media sites.
- Staff Mobile phones may only be used on occasions where children are not present, and should be stored securely in the staff room when working with pupils. In the unlikely event of needing to contact a parent directly, a school mobile phone will be issued to the member of staff concerned.
- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word).
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data, which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Secure means of transporting data are either an encrypted memory stick or use of the DLG. Any images or videos of pupils will only be transported by secure media and will always take into account parental consent.
- I will not keep professional documents, which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops,

digital cameras, mobile phones), unless they are secured and encrypted. Where possible I will use the School Learning Platform to upload any work documents and files in a password protected environment. I will protect the devices in my care from unapproved access or theft.

- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.
- I have read and understood the school Online Safety policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will report all incidents of concern regarding children's online safety to the Designated Child Protection Coordinator L Jackson and/or the Online Safety Coordinator as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Online Safety Coordinator
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the IT Support Provider/Team as soon as possible.
- My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team. *This would include any relatives of current pupils that are my "friends" on a social media site.*
- My use of IT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of IT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute. This would include any comment made, even in the belief that it is private on a social media site.
- I will promote Online Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Online Safety Coordinator – Nicola Mawson or the Head Teacher.
- I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance. ***The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.***

If you require this information summarised in another language or format please contact the school office on:



01388 730283

**I have read and understood and agree to comply with the Staff IT Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....