



Moreton Morrell C of E Primary School

Clear Desk Policy and Procedure



Policy

Moreton Morrell C of E Primary 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 as 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:

It is important to keep your working environment clean and tidy in order to practice good records management. Take time to do the following tasks:

- Do not leave confidential information out on your desk / workspace when you are away from it. Lock away confidential information if you are on a break and at the end of each working day.
- Confidential information containing personal data must always be securely stored. If you are unsure of the information's sensitivity, ask your Headteacher or lock it away securely.
- Use the shredder or confidential waste bags provided in your school to dispose of confidential office paper when it is no longer needed. Any other paperwork should be appropriately filed.
- Do not print off confidential e-mails to read as this will generate extra paper and extra risk. All information stored on the school's computer and email systems are backed-up so no information will be lost unless it has been specifically deleted.
- If you print confidential information collect it from the printer immediately
- If you see confidential data left on the printer and you are the last person to leave the office at the end of the day, shred the documents before you leave or lock them away.
- Do not leave confidential data visible on your computer screen when your computer is not in use. Make sure systems, documents, etc are shut down and not accessible if you leave your desk for a break.
- Be sure to double check any paper documentation you put in envelopes to go out in the post. This will avoid individuals being sent confidential information which doesn't belong to them.

- 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.
- The floor space in your office / around your desk or workplace should remain tidy and free from obstruction at all times.
- It is everyone's personal responsibility to adhere to this policy at all times.

Approved by: Full Governing Body

Date: May 2025

Last reviewed on: May 2025

Next review due by: May 2026