



Charlton Kings Infants' School

Procedure for ensuring integrity of staff access levels to data

Governor Committee Responsible:	Finance and Operations	Governor Lead:	Alan Waller Alan.Waller@ckis.org.uk
Status	Non-Statutory	Review Cycle	Bi-Annual
Last Review	1.06.2019	Next Review Date	June 2021

Designation	Name	Date	Signature
Chair of Governors	Henning Schmidt	12.06.19	
Head Teacher	Katie James	12.06.19	

Staff Leavers

The Business Manager will arrange for the following tasks to be carried out when a staff member leaves:

1. Computer account is set to automatically disable at midnight on the final day of their employment.
2. Before their employment ceases, staff are asked to:
 - a. Return their security pass
 - b. Return their staff laptop
 - c. Return their encrypted USB
 - d. Sign a declaration that they have no student information on devices outside of school
3. After the final day of the staff leaver's employment the member of staff is removed from
 - a. Active Directory
 - b. ScholarPack
 - c. BehaviourWatch
 - d. Internet Unfiltered Access
 - e. Door Access

New Staff Starters

The Business Manager will arrange for the following tasks to be carried out when a new member of staff starts:

1. Computer account is created and set to auto-enable on the first day on their employment.
2. Accounts are created for Email, ScholarPack, Internet Unfiltered Access, Door Access).
3. Staff are given their login information during their induction and are also emailed a welcome pack of useful help documents and issued with a security pass.

Changes in Staff Job Roles

Following any change in staff job role the Business Manager will arrange for the following tasks to be carried out:

1. Depending on the role, the member of staff will need modified levels of access to various systems (ScholarPack, file permissions, email groups etc.)

Annual Audit

An annual audit will be carried out in September for the past years new staff, leavers and any job changes.