



Clear Desk Policy			
Date	Review Date	Coordinator	Nominated Governor
21 st May 2018	August 2019	Mark Broomfield	Tony Bright

Overview

The purpose for this policy is to establish a culture of security and trust for all employees at Southend YMCA Community School. An effective clear desk effort involving the participation and support of all Southend YMCA Community School employees can greatly protect paper documents that contain sensitive information about our students, their families and staff. All employees should familiarise themselves with the guidelines of this policy.

Purpose The main reasons for a clear desk policy are:

1. A clean desk can produce a positive image when visitors come to the school.
2. It reduces the threat of a security incident as confidential information will be locked away when unattended and screens are locked.
3. Sensitive documents left in the open can be stolen by a malicious entity.
4. Unattended screens cannot be viewed by unauthorised persons.

Responsibility All staff, employees and entities working on behalf of Southend YMCA Community School are subject to this policy

Scope

1. At known extended periods away from your desk, such as a lunch break, sensitive working papers are expected to be placed in locked drawers. Your screen should also be locked by using (CTRL, ALT + Delete)
2. At the end of the working day the employee is expected to tidy their desk and to put away all sensitive papers. Southend YMCA Community School provides locking desks and filing cabinets for this purpose.
3. All computers/ laptops should be logged off appropriately.

Action

1. Allocate time in your calendar to clear away your paperwork.
2. Always clear your workspace before leaving for longer periods of time.
3. Log off all computer and laptops.
4. Lock your desk and filing cabinets at the end of the day
5. Lock away portable computing devices such as laptops or PDA devices

Enforcement

1. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Headteacher:	Annette Turner	Date:	14 th May 2018
Chair of Governing Body:	Jerry Glazier	Date:	23 rd May 2018