# **Oakwood Infant and Nursery School**



# Access Control Policy (Ref No: OAK017/09/2023)

### **School Mission Statement**

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.

We are all stars, watch us shine.

Reviewed: 23.09.2022 Approved: 23.09.2022

To be reviewed: 23.09.2023

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## **Access Control Policy**

At Oakwood Infant and Nursery School we ensure that access to electronic and physical records is granted based upon whether there is a legitimate requirement for the post-holder to access that data within the scope of their role.

The following Access Control Framework has been agreed:

Postholder	Management Information System e.g. Sims	Financial Accounting System e.g. FMS	Network Drives			Physical Staff Records	Physical Student Records	Medical data/	Safeguarding information on a need to
			Admin Drive	Curriculum Drive	S: Drive				know basis
Headteacher	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access
Deputy Head	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access

IT Subject Leader	No Access	No Access	Full Access	Full Access	Full Access	No Access	Full Access	Full Access	Full Access
Finance Manager	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access	Full Access
Manager for Vulnerable Children	Full Access	Full Access	Full Access	Full Access	Full Access	No Access	Full Access	Full Access	Full Access
SENCo	No Access	No Access	No Access	Full Access	Full Access	No Access	Full Access	Need to know only	Need to know only
Classroom Teachers/Subject Leaders	No Access	No Access	Full Access	Full Access	Full Access	No Access	Full Access	Need to know only	Need to know only
School Governors	No Access	No Access	No Access	No Access	No Access	No Access	Full Access	No Access	No Access
Learning Mentor	Student Information	No Access	No Access	Full Access	No Access	No Access	Full Access	Need to know only	Need to know only
Attendance Officer	Student Information	No Access	Full Access	Need to know only	Need to know only				
Admissions Officer	Full Access	No Access	No Access	No Access	No Access	No Access	Full Access	Need to know only	Need to know only

| Midday Assistant                     | No access | Need to know<br>only/ Medical/<br>Allergies/<br>Behaviour<br>Reports | No Access |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|-----------|
| Catering<br>Manager/Kitchen<br>Staff | No access | Need to know<br>only/ Medical/<br>Allergies                          | No Access |
| PTA                                  | No access  | No Access |
| Parents                              | No access | Access to<br>their own<br>child's<br>Tapestry                        | No Access |

#### **Review of Access Control Framework**

Changes to this Access Control framework must be made in consultation with the Governing Board.

This framework will be reviewed at least annually, or sooner if there is a change to the responsibilities of a post-holder.

Review date:	Reviewed by:	Approved by:	Approval Date:
16.10.2021	Finance and Premises Committee	Finance and Premises Committee	16.10.2020