



Document Detail	
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<b>Reviewed By:</b>	RB
<b>Reviewing Committee:</b>	Finance & Premises
<b>Approved By:</b>	Full Governing Body
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<b>Review Date:</b>	Summer 2026



# ACCESS CONTROL POLICY

# Access Control Statement/ Framework

All employees, volunteers, visitors, governors and contractors should be aware that information relating to individual children or members of staff is confidential. The Senior Leadership Team have introduced a confidentiality agreement which everyone signs against. This access control statement is taken into account with the following policies;

- Data Protection Policy
- Data Breach Policy
- Privacy Notice Pupils
- Privacy Notice- Staff, Governors and Volunteers,
- Subject Access Request
- Bring Your Own Device To Work
- Staff Handbook
- ICT Policy

In general terms, the access to school documents and systems is streamlined to specific staff relevant to their job role.

**Class Teachers & Responsible Teaching Assistants** have access to the following;

- SIMS
- Email, Microsoft Teams and School E-Diary
- Evolve
- Teacher, Student and Media shared server
- VPN Secure Network,
- Tapestry
- Paper based pupil files

**Senior Leadership Team** generally have access to the above, as well as;

- Safeguarding
- Chronology
- HR Documentation
- Office shared server

**Admin Staff** generally have access to the following software;

- HR,
- SIMS,
- School Comms
- FMS,
- Website
- VPN
- Office shared server

The above list is not exhaustive of all the data streams that staff has access too. Individual staff may have higher levels of access to certain software or paper based files, dependent on their job role in school. Where this is the case, the individual member of staff have been indicated on the access control register

## Access Control Framework

At Shorefields School we ensure that access to electronic and physical records is granted based upon whether there is a legitimate requirement for the postholder to access that data within the scope of their role.

The following Access Control Framework has been agreed *by the full governing body*.

Postholder	MIS SIMS	FMS	Network Drives						Physical Access		Cloud Based Access				
			Archive Share	Office Share	Teacher Share	Media Share	Student Share	Secure Area	Staff Records	Student Records	School Email Account / E Diary	SAMS HR	TAPE SRTY	EVC	My Concern
<b>SLT- Executive Headteacher Jen</b>	Full	Full	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share, & Delete	View, Edit, Share & Delete	Full	Full	Full Global Admin	Full	Full	Full Head & EVC	Trusted User
<b>SLT- Acting Head Teacher Gemma</b>	Full	Full	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full	Full	Full	Full	Full	Full Head & EVC	DSL Admin
<b>SLT- Acting Deputy Head Teacher Ryan</b>	Full	Full	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full	Full	Full Global Admin	Full	Full	Full Head & EVC	DSL Admin

<b>SLT – Assistant Head Sarah</b>	Full	Full	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full	Full	Full	Full	Full	Full	DSL & Admin
<b>Cablers/ IT Support Technician</b>	X	X	<b>Admin Access</b>	Admin Access	Admin Access	Admin Access	Admin Access	X	X	X	Global Admin	X	Admin Access	Admin Access	X
<b>SLT- School Business Manager</b> Michelle	Full	Full	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full	Full	Full User Admin	Full	X	Full	Trusted User
<b>SLT- School Nurse</b> Debbie	Full	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	Full	Full	MySam & Line Manager	X	X	DSL
<b>Pier Strand Lead</b> Emma	Class Teacher Access	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	Full	Full	My Sam & Line Manager	Manager Access	Full Access	Trusted User
<b>Beach Strand Lead</b> Hannah	Class Teacher Access	X	X	X	View, Edit, Share &	View, Edit, Share &	View, Edit, Share &	X	X	Full	Full	My Sam & Line	Manager Access	Full Access	Trusted User

					Delete	Delete	Delete					Manager			
<b>Sunshine Strand Lead</b> Pam	Class Teacher Access	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	Full	Full	My Sam & Line Manager	Manager Access	Full Access	Trusted User
Teacher's	Class Teacher Access	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	Full Access	Email Access & Diary View	My Sam & Line Manager	Class Teacher Access	Full Access	Trusted User
Responsible Teaching Assistants	Registration Access	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	X	Email Access & Diary View	My Sam	Class Access	X	Basic User
Teaching Assistants	X	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	X	Email Access & Diary View	My Sam	Class Access	X	Basic User
HR & Workforce Manger	Full	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full Access not Safeguard	Full	Full	Full	Full	X	X	Basic User

School Secretary Admin Officer	Full	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	Full	Full	Full	My Sam	X	Full	Truste d User	
Finance Assistant	Full	Full	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	Full	Full Access	My Sam	No Acce ss	No Acce ss	Basic User	
Business Support Assistant	Full Access	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	Full	User Adminis trator	My Sam & CPD Dashb oard	X	Full	Basic User	
Cover Supervisor	Full	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	Full	Full	Full	My Sam & Absenc e Dashb oard	X	X	Basic User	
Midday Assistant School Cleaners	X	X	X	X	X	X	X	X	X	X	X	Email Access only.	My Sam	X	X	Basic User
Home School Support	Full	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	X	Full	Full	My Sam	Man ager Acce ss	X	Truste d User	

Performing Arts/ PE/ Communication Lead	Full	x	x	X	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	X	Full	Full	My Sam	Man ager Acce ss	Full Acce ss	Basic User
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### Review of Access Control Framework

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

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

Review Date	Reviewed By	Signed	Amendments/ Significant Changes
May 2024	Ryan Bruce		Archive Share added in
Sept 2024	Ryan Bruce		Executive Head & Acting Head, Acting Deputy Role Changes
March 2025	Ryan Bruce		1 x Teacher Leaving & removed, 1 x Assistant Head added in, 2 x new Home School Supports