



Document Detail	
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Reviewed By:	RB
Reviewing Committee:	Finance & Premises
Approved By:	Full Governing Body
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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.

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.

[illegible]

Cablers/ IT Support Technician	X	X	Admin Access	Admin Access	Admin Access	Admin Access	Admin Access	X	X	X	Global Admin	X	X	Admin Access	Admin Access	X
SLT- School Business Manager 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	Accident	X	Full	Trusted User
SLT- School Nurse 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	Admin	X	X	DSL
Pier Strand Lead Emma	Class Teacher Access	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	Full	Full	MySam & Line Manager	X	Manager Access	Full Access	Trusted User
Sunshine Strand Lead Pam	Class Teacher Access	X	X	X	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	X	X	Full	Full	MySam & Line Manager	X	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	MySam & Line Manager	X	Class Teacher Access	Full Access	Trusted User

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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	X	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	X	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 Safeguar d	Full	Full	Full	Full	X	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	Admin	X	Full	Trusted 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	Admin	No Access	No Access	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 Administrator	My Sam & CPD Dashboard	Admin	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 & Absence Dashboard	Admin	X	X	Basic User
Midday Assistant School Cleaners	X	X	X	X	X	X	X	X	X	X	Email Access only.	My Sam	X	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	X	Manager Access	X	Trusted 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	X	Manager Access	Full Access	Basic User

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
September 2025	Ryan Bruce		Executive Head removed
January 2026	Ryan Bruce		Beach Lead Removed Assistant Head added in
May 2026	Ryan Bruce		Review + added in medical tracker