

Oakwood Infant and Nursery School



Access Control Policy (Ref No: OAK017/05/2022)

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: 26.5.2021

Approved: 26.5.2021

To be reviewed: 26.5.2022

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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:

[illegible]

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	No Access	No Access	No Access	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	No access	No access	No access	No access	No access	No access	Need to know only/ Medical/ Allergies/ Behaviour Reports	No Access

Catering Manager/Kitchen Staff	No access	No access	No access	No access	No access	No access	No access	Need to know only/ Medical/ Allergies	No Access
PTA	No access	No access	No access	No access	No access	No access	No access	No access	No Access
Parents	No access	No access	No access	No access	No access	No access	No access	Access to their own child's 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

