



STAFF INDUCTION

IT Policies

ICT Security Policy

All users of ICT in schools including adults and children must comply with our ICT Security and Internet Acceptable Use Policy which can be found here:

<https://colehamprimary.co.uk/wp-content/uploads/2024/02/T3ET-Online-Safety-Spring-2024.pdf>

You must read this policy.

Data Protection

We have a legal duty to protect the personal data of pupils, parents, suppliers, employees, workers and other third parties.

Please ensure you know your responsibilities by reading our Data Protection Policy found on our website.

<https://colehamprimary.co.uk/wp-content/uploads/2025/07/Data-Protection-Policy.pdf>

Important Subject Access Request SAR: Any individual has the right to request access to all the information held about them. School has one month to comply with this Subject Access Request so it is important that you report this to the School Business Manager immediately if a parent or pupil requests any data we hold.

Important Data Breaches: The 3-18 Education Trust has 72 hours to report a serious breach of data to the Information Commissioners Office so please report any data breaches immediately to the Senior Leadership Team. It doesn't matter how small a data breach might be, it is good to maintain a culture of good data protection awareness and reporting.

Please read our Data Breach Procedure found on our website

<https://colehamprimary.co.uk/wp-content/uploads/2025/07/Data-Breach-Procedure-1.pdf>

Privacy notice

The Privacy Notice below tells you what personal information the 3-18 Education Trust collects and uses and why:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Trust-Staff-Privacy-Notice.pdf>



STAFF INDUCTION

Email

Office365 is used for email

All staff will have an email address firstname.surname@bow.318education.co.uk.

It is important you regularly check your emails as it is the main method of communication in school which includes safeguarding alerts. Emails should not be sent after 6pm unless it is an emergency communication or to celebrate good news.



ICT Systems

The main ICT systems we use in school are:

Sharepoint for file storage.



CPOMs for Safeguarding recording (See Safeguarding section)



Arbor is our pupil database and payments system. All staff have access to view pupil records including medical details and emergency contacts.

[Arbor Log in](#) Click logging for the first time.





STAFF INDUCTION

Every is our HR system used for staff records including recruitment, Single Central Record, absence, payroll claims. All staff have a personal log in to manage their own tasks. (see Employment section)



Lessons Learned is our staff appraisal system and all staff will have a personal log in. (see Employment section)



Class Dojo is a parental engagement system used by Teachers to issue Dojo (House) points to children when they display our school values. It is also used to share classroom work twice weekly and for Parent reminders.

[Class Dojo log in](#)

You will receive an invitation email to join in due course.



School Website is used by Teachers to share news items daily as trips, visitors, special events or showcase work takes place.

Scroll to the bottom of the website for the [log in](#)

A password and demo will be issued to Teachers by their Phase Leader.

Insight is our assessment system used by Teachers

A password and demo will be issued to you in due course.

[Insight log in](#)

A password will be issued in due course.



STAFF INDUCTION

Provision Map is our SEND system used by Teachers and Teaching Assistants. This records SEND information for our children and interventions.

[Provision Map log in](#)

A password and demo will be issued to you in due course by our SEND Assistant Tricia Storey.



Home Access

Accessing Arbor and emails from home will require 2 factor authentication for extra security.

You will need to download an Authenticator app on a personal or school device which will enable you to access a code to input when logging into Arbor or emails from home.

