



GREENHOLM PRIMARY SCHOOL

RECORDING STAFF ATTENDANCE POLICY

Overarching statement

At Greenholm we are a school that is welcoming, safe and creates an environment which values and supports everyone learning. We work hard to create an ethos that promotes inclusive practice for all, by providing a consistent and fair approach, which is supportive of the continual emotional development of all and by demonstrating mutual respect, openness and honesty.

Summary :

It is the ethos of Greenholm Primary to foster a working environment based on trust. Accordingly, as a general principle, employees will not be required to sign in and out for the purpose of collecting time and attendance information for usage relating to payroll. We do wish to collect historical attendance data for uses in Safeguarding, creating accurate fire safety evacuation registers or use in a Critical Incident.

- The school requires all staff and visitors to sign in at their arrival on site and sign out to acknowledge leaving the site. Signing In/Out will be expected every time you leave the grounds for any amount of time and for any reason.
- This data is collected to provide accurate safeguarding evidence when asked by official bodies as to the staff numbers present on any historical date.
- This data is used in the creation of Fire Alarm registers for staff and visitors.
- All data stored is subject to our Data Protection Policy and handled in compliance with its principles.
- The chosen system to maintain compliance is the electronic "EntrySign" system.
- All staff will be provided with a unique username and secure PIN as part of their Staff Induction.

Checks will be made to ensure staff compliance and due to the important nature of matters relating to safeguarding, breaches of the Attendance Reporting policy will be subject to disciplinary arrangements as per Disciplinary Policy.

Related Policies:

Safeguarding policy
Staff Code of conduct
Educational Visits
Health & Safety Policy