



## Stanley School

### School Clear Desk Checklist for All Staff

#### At the end of the school day check you have...

- € Put your laptop / tablet / phone in a lockable drawer or filing cabinet
- € Cleared all paperwork from your desk/office or classroom & put it in a lockable drawer or filing cabinet
- € Removed any post it / notes containing personal and sensitive information
- € Disposed of paperwork in the correct bin (do not leave anything confidential or sensitive in a normal waste bin)
- € Collected all of your printing for that day
- € Disposed of any printing left by printer
- € Put away any keys for drawers / filing cabinet or classrooms

#### At the end of a meeting check you have...

- € Removed, and either destroyed or stored away any flip chart paper
- € Removed, and cleared any information on a whiteboard
- € Cleared, and disposed of any paperwork used during the meeting

#### Before taking work home ask yourself...

- € Do you need to remove the information from the school?
- € Could you work from home electronically rather than take physical papers?
- € Is the information stored securely to be taken home?
- € Where will the information be stored during your journey home i.e. if you have to stop at the shop?

#### At home...

The clear desk / office guidelines apply to your home as well as within the school. During the day you should be mindful of leaving paperwork unattended / in view of others who may be in your home.

#### At the end of the day have you...

- € Cleared your work station

- € Stored your laptop securely
- € Disposed of any confidential information \*
- € Checked you have not put any confidential / work information in the household waste bin

\*If you do not have the facility i.e. a shredder to dispose of confidential information you should return it to the workplace to dispose of it in confidential waste bins.