

Ss Mary Chryseleousa & Marina Greek Orthodox School



School Policy 2025 – 2026

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Ratified by Mrs Evangelia Ranou	
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1. Purpose and Aims

The teaching staff at the Greek school of Ss Mary Chryseleousa and Marina would like to work together with you to ensure that your child has a positive and memorable learning experience. We consider your child's safety and well-being to be of the utmost importance and for this reason we would like to draw your attention to the following:

2. Our mission statement.

The aim of the school is to provide weekly education in Greek language, culture, traditions, Orthodox Christianity, and Greek history. Our vision is to support and encourage children to work towards achieving a qualification in Modern Greek at GCSE / A-Level standard. The school is open to children of all faiths and origin.

2.1 Vision

'Working together with God to be the best that we can be.'

2.2 Values

- To enjoy learning
- To challenge and inspire our children and young people
- To create a safe and happy learning environment
- To create a fun learning experience
- To promote independence
- To promote high self-esteem and confidence
- To set own targets of learning
- To learn and practise the basic skills of the modern Greek language.

3. Parent Communication

Information for parents will be updated regularly on our school page in order to be informed of school activities and events. Parents will also have the opportunity to attend parent consultations to discuss their child's progress. It is the parent's responsibility to keep the class teacher informed of any changes at home that might affect the child's progress.

3.1 Pick Up

If you are sending a person to collect your child who is not on the consent list, you must inform Soulla Stafakis in advance with the given password.

4. Attendance

School starts: Mondays at 5.15 pm and finishes at 8.00 pm, Saturdays at 10:00 am and finishes at 12:00pm. Parents are responsible for making sure their children attend school regularly and on time as lateness can be disruptive for children already in class. Please note that there is available parking at the school and around it.

5. Uniform

Although there is no set school uniform, children are expected to attend school in clothing that is presentable and appropriate. At school celebrations children are expected to wear smart / casual clothing.

6. Curriculum

The Cyprus Educational Mission (KEA) of Great Britain was founded in 1977 by a decision of the Ministry of Education and Culture of Cyprus. Here at Agia Marina Greek School, Stoke-on-Trent, we follow a comprehensive Greek Language Curriculum provided by KEA. The education provided covers Greek Language, Greek History, Religious and Geography, Music, Dance and Greek Culture in pre-primary, elementary and high school Greek (GCSE and A 'Level) children. The main objective is to preserve the cultural character of the community and to reinforce the national mindset of children.

7. Student Behaviour

We believe that good behaviour and discipline stem from a good partnership between home and school. Children are therefore expected to observe the school rules, and parents are expected to support the school in maintaining good behaviour and discipline. We provide a calm and nurturing environment in our school delivering education and care according to the individual needs of the child in a safe, positive, and predictable environment.

7.1 Expectations

- Take care of the environment and the equipment
- Show respect and kindness to everyone
- Follow staff instructions to keep myself and others safe.

- Listen carefully, always trying my best.

7.2 Behaviour System

Each case will be dealt with individually, with children being made aware that they are responsible for their own actions and that behaving in certain ways will lead to the use of sanctions involving themselves. Minor breaches of discipline are usually dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding the age of the child.

Initial responses to inappropriate behaviour may include:

- talk to the child – try to discover what has happened/if there is a problem
- a reminder of expected behaviour
- a verbal reprimand

7.3 Sanctions

Level 1: First Verbal Warning (e.g shouting out, low level disruptive behaviour, refusal of work)

Level 2: Second Verbal Warning (e.g repeated behaviour, persistent defiance or disrespect, inappropriate behaviour harming others, inappropriate language)

Level 3: Removal from the classroom (e.g anti-social behaviour, physical harm towards others, discrimination (homophobia, racism, sexism), vandalism of school property, violent or intimidating behaviour directed at anyone in the school community).

If a child reaches level 3, parents will be informed and called in for a meeting to discuss behaviours and steps moving forward.

***Teachers will use their own discretion when monitoring and sanctioning behaviour.**

7.4 Rewards

Children will be following our reward system (CAREBEAR) where there will be plenty of opportunities to celebrate success, progress, and positive behaviour. Children will be rewarded on a weekly basis for their:

- Caring
- Attitude to learning
- Resilient
- Engagement
- Behaviour
- Effort
- Achievement

- Respect

8. Parents and Visitors Behaviour

At Ss Mary Chryseleousa & Marina Greek School we believe staff, parents and children are entitled to a safe and protective environment in which to learn and work. All members of the school community and visitors should demonstrate mutual respect. Any behaviour that may lead to feelings of harassment, alarm or distress to members of our community will not be tolerated and action will be taken.

8.1 Expectations

- That all adults (staff, governors, parents, carers and volunteers) always set a good example to children, showing them how to get along with all members of the school and the wider community
- That no one - staff, governors, parents, carers, volunteers or children - be subjected to abusive behaviour or any form of threats from anyone on the school premises.
- That physical attacks and threatening behaviour, abusive or insulting language verbal or written (including on social media), to staff, governors, parents, carers, volunteers, children and other users of the school premises will not be tolerated and may result in a ban from school premises and/or police action.

8.2 Adult Code of Conduct

This Code of Conduct relates to adults whilst on the school premises and/or representing the school at an approved off-site activity. The Ss Mary Chryseleousa & Marina Greek School expects the highest standards of behaviour from its pupils and that adults associated with the school, in any capacity, will set a good example. The Ss Mary Chryseleousa & Marina Greek School will not tolerate behaviour that compromises the safety and wellbeing of children and adults whether parents, members of staff, visitors or governors.

The following types of behaviour are considered serious and unacceptable and will not be tolerated towards any member of the school community:

- Rudeness and open defiance to a member of staff
- Persistent verbal intimidation
- Physical or verbal threats
- Physical intimidation or assault,
- Foul and abusive language
- Defacing the school environment
- Racist, homophobic or other hateful behaviours

- Sexist/sexual comments or sexual innuendo
- Disrespecting religion or belief
- Inappropriate posting on social networking sites which could bring the school into disrepute or be deemed as bullying or a hate related comment

Should any of the above occur, the school will take proportionate action to ensure the safety of all.

Proportionate action may include:

- A Formal Meeting
- A Warning Letter
- A Barring Letter (temporary or permanent)
- An Agency Referral

School premises are private property and therefore schools can decide who may access the grounds. Parents and carers by their connection to the school have been granted permission to be on school premises. The public has no automatic right of entry onto school premises. All visitors must seek permission to be on school premises by appointment.

If an individual displays or engages in concerning, threatening or abusive behaviours towards staff, pupils or other parents, school may seek to ban those individuals from entering school grounds or premises. Should parents or carers be banned, the responsibility to make alternative arrangements for bringing children to school is that of the parent/ carer. Any threats made about staff or to staff will be taken seriously and reported to the police.

8.3 Social Media Code of Conduct for Parents

Social media (e.g. Facebook, Twitter, Instagram, etc.) has had widespread impact on the way in which we communicate and express our thoughts and opinions. There are clearly many benefits for us both as individuals and also as communities, and we are working to harness the power of social media to engage even more closely with parents and students.

Unfortunately, if social media is misused it can cause individual harm and result in the school community being negatively affected and maybe even damage the school's reputation. Parents should think carefully before posting anything relating to the school, students or other parents; please check your facts, be considerate in the way in which you express things and avoid language that others might consider to be abusive, aggressive or threatening.

Parents should not:

- post pictures of pupils, other than their own children, on social networking sites where these photographs have been taken at a school event.
- post malicious or fictitious comments on social networking sites about the school or any member of the school community.

- make reference to any individual students or staff on social media.
- try to “friend”, “follow” or otherwise contact staff members on social media.
- complain about the school’s values or its methods on social media.

The school will take seriously any breaches of this code of conduct. Postings that are considered libellous may be subject to legal action. If postings are considered to be threatening or discriminatory then the Police may become involved, with the authority to seize mobile devices and contact service providers.

8.4 Effective communication with school

If you have a concern about an aspect of school life, please talk to someone at the school.

- Concerns about children’s learning should be discussed with your child’s class teacher in the first instance and then referred to the Deputy or Headteacher if these concerns are not resolved.
- Concerns about children’s wellbeing or emotional issues should be discussed with pastoral or welfare staff who are available on the school.
- If parents want to let school staff know about events or situations at home that might be impacting on their child’s presentation, pastoral or welfare staff are available on the school every day.

Any complaints should be made through official school channels, report either to the headteacher or school committee chair.

9. SEND and Inclusion

Our aim is to ensure that our pupils reach their full potential in education and personal development by receiving the highest standards of teaching and care. The Greek school of Ss Mary Chryseleousa and Marina believes that all children and young people are entitled to an education and care that enables them to:

- Achieve their best.
- Become confident individuals.
- Build resilience.
- Equip the children with the language and skills to keep themselves safe.
- Provide children with the confidence to feel safe and have their own voice.

9.1 SEND Categories

The Greek school of Panagia Chryseleousa and Agia Marina is a mainstream setting however, can support children and young people with SEND by:

- Removing the barriers to learning and participation that can hinder or exclude individual pupils or groups of pupils.
- Providing a caring environment in which our children are given the opportunity to develop their many potentials.
- Creating a nurturing environment that children feel safe and secure and able to achieve their full potential.
- Ensuring that all children with SEND have access to broad and balanced learning opportunities and are able to access the full curriculum, alongside their peers.
- Equipping pupils with the skills, knowledge and attitudes necessary to succeed as responsible and valued members of the community.
- Ensuring that the curriculum provided for children with SEN enables them to grow in the acquisition of skills, attitudes and values, thus realising their spiritual, emotional and academic development.
- Providing children with SEN with a knowledge rich curriculum that empowers them and builds their cultural capital so that they can achieve well across all subject areas.
- Involving pupils and parents in planning and any decision making that affect them and their family.
- Providing all children with the opportunity to access the wider school community.

9.2 Strategies

The following are examples of some of the types of strategies which The Greek school of Panagia Chryseleousa and Agia Marina may use to support pupils, along with personalised curricula supported by their EHCP.

- Low arousal spaces
- Movement breaks
- Communication work
- Emotional regulation support
- Resilience exercises
- Life skills teaching
- Community activities
- Specific structured teaching methods
- Visual timetables

9.3 Training

Training will be offered to staff to focus on resources and strategies to support specific children within the classrooms. This training includes:

- Safeguarding and PREVENT training
- Health and Safety
- Fire evacuation and lockdown procedures
- Other regular CPD

10. Safeguarding

Safeguarding is everyone's responsibility; at Ss Mary Chryseleousa & Marina Greek School, we are committed to creating and sustaining a culture of vigilance among our staff and students to recognise, respond, record and report safeguarding concerns.

10.1 Purpose and aim

Ss Mary Chryseleousa & Marina Greek School abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Ss Mary Chryseleousa & Marina Greek School will:

- Protect children and young people from harm.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Ss Mary Chryseleousa & Marina Greek School including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

10.2 Legal Framework:

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

10.3 Training and Awareness:

Ss Mary Chryseleousa & Marina Greek School will ensure an appropriate level of safeguarding training is available to any relevant persons linked to the organisation who requires it.

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

10.4 Confidentiality and Information Sharing:

Ss Mary Chryseleousa & Marina Greek School expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding see the General Data Protection Regulations section in this policy document.

10.5 Recording and Record Keeping:

A written record must be kept about any concern regarding a child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decisions made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

10.6 Safe Recruitment & Selection:

Ss Mary Chryseleousa & Marina Greek School is committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them. All employees and volunteers will have a DBS check paid for by the school before coming into contact with any children. Visitors, parents and/or contractors must provide a copy of a cleared enhanced DBS check before being permitted to be left with children. Visitors, parents and/or contractors MUST be guided by a Chair, Headteacher, Deputy Head Teacher, Teacher,

or anyone else employed by the school (with a valid DBS check) and MUST NOT be left unassisted at any time.

10.7 Whistleblowing:

It is important that people within Ss Mary Chryseleousa & Marina Greek School have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. All reports of whistleblowing must be reported to the DSL (designated safeguarding lead) immediately. If the concern is about the DSL or the Headteacher, reports must be taken to the Chairs of the school. If reports are regarding the Chairs, please report to the communications leads.

10.8 Important Contacts:

Senior Lead for Safeguarding

Name: Mrs Andriana Terallis

Email address: agiamarinacommunications@outlook.com

Telephone number: 07712606270

Deputy Senior Lead for Safeguarding

Name: Miss Ioanna Mousikou

Email address: agiamarinacommunications@outlook.com

Telephone number: 07807667804

Police

Emergency – 999

non-emergency – 101

NSPCC Helpline

808 800 5000

11. Health and Safety

The Headteacher and Governors of Ss Mary Chryseleousa & Marina Greek School believe that the health and safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards.

It is the intent of the Headteacher and Chairs of the School to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

11.1 Headteacher & Chair:

The Headteacher and Chair have overall responsibility for safety, policy, organisation and arrangements throughout the school and will:

- budget for safety and health matters;
- review the Health and Safety Policy and when significant changes occur within the organisation of the School;
- develop, introduce, maintain and review safety management procedures to ensure the School complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- ensure health and safety issues associated with major building projects are complied with;
- ensure that incidents, near misses and dangerous occurrences are reported using the School's reporting system, minor injuries form or hazard reporting system, as appropriate;
- to monitor incident trends to identify methods of reducing accidents;
- to ensure the necessary records are maintained relating to accidents associated with the work of the School;
- report on health and safety matters including buildings and safety management to the Governing Body;
- safety procedures are developed and adhered to for operations carried out within the School by staff and by outside contractors;
- ensure, in conjunction with Heads of Faculties, that health and safety is considered as an integral part of the curriculum and lesson planning;
- ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- ensure that health and safety is considered as an integral part of teaching;
- instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, School Policies or health and safety legislation;
- ensure that premises inspections are carried out;
- ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation;
- ensure that emergency procedures and fire evacuation practices are in place within the guidelines.

11.2 Members of Staff

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

“It shall be the duty of every employee while at work”

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,’.

11.3 Fire marshals/wardens

Fire marshals/wardens are responsible for familiarising themselves with their areas of responsibility, the escape routes and any issues with particular pupils.

On hearing the fire alarm, they are responsible for:

- Ensuring the safe evacuation of everyone in their area(s) of responsibility;
- Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building;
- Where possible, closing windows and doors as each room is checked;
- Reporting to Soulla Stafakis at the assembly point to inform them that everyone has safely evacuated the building, or to report any problems;
- Ensuring that nobody re-enters the building until the Soulla Stafakis has stated it is safe to do so;
- Monitoring to ensure that fire routes and exits are kept clear at all times.

11.4 First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;

- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

11.5 Medical

This school is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they leave school.
- The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

12. Online Safety and Data Protection

Online Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

12.1 End to End Online Safety

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students, encouraged by education and made explicit through published policies.

- Sound implementation of online safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the Stoke-on-Trent Education WAN including the effective management of Websense filtering.
- National Education Network standards and specifications.

12.2. School Online Safety Policy

12.2.1 Teaching and Learning

12.2.2 The Importance of new technologies and Internet use.

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

12.2.3 The Use of the Internet to enhance teaching and learning

- At Ss Mary Chryseleousa and Marina Greek School Stoke-on-Trent, internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Internet access is planned to enrich and extend learning activities.

12.2.4 Enabling pupils to evaluate Internet content

Members of staff at Ss Mary Chryseleousa and Marina Greek School Stoke-on-Trent ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.

Pupils are be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. They will be aware of the need to evaluate information and that copying and pasting large amounts of text is unacceptable without identifying the source.

12.2.5 Ensuring Pupils Stay Safe Online

Curriculum planning will include age-appropriate opportunities to discuss, role play and learn about the benefits and risks offered by new technologies, such as e-mail, mobile phones and social networking sites.

- Online safety delivery will be mapped across the curriculum to ensure full coverage.

12.3 Managing Internet Access

12.3.1 Public Web published content and the school web site

- The contact details published include the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

- E-mail addresses will be published carefully, to avoid spam harvesting.
- The Headteacher, communications lead or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

12.3.2 Web Publishing pupils' images and work

- Images, published to the web, that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before images of pupils are electronically published to the web.
- Pupils' work can only be published to the website with the permission of the pupil and parents.

12.3.3 Social Networking and Personal Publishing

Staff and pupils will be advised never to give out personal details of any kind which may identify them or their location.

- Pupils and parents will be advised that the use of social network spaces, outside school based controlled systems (i.e. SCORE/ Learning Platform), is inappropriate for primary aged pupils, unless strictly supervised.
- Staff and pupils should be advised not to publish specific and detailed private thoughts on social networking sites. The school or anything related to the school should never be mentioned on social networking sites. The school has a clear protocol for this and breach of this procedure could result in disciplinary action being taken.

12.4 Managing Filtering

12.4.1 The school will work with Stoke-on-Trent City Council, Staffordshire County Council, Becta and the WAN Managed Service Provider to ensure systems to protect pupils are reviewed and improved.

12.4.2 If staff or pupils discover an unsuitable site, the URL must be reported to the school filtering manager (nominated contact), the Online Safety coordinator or the WAN Managed Service Provider helpdesk.

12.5 Protecting Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

12.6 Policy Decisions

12.6.1 Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is

not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Stoke-on-Trent City Council can accept liability for the material accessed, or any consequences of Internet access.

12.6.2 Handling Online Safety Complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff or member of the school's committee.
- Parents and pupils will need to work in partnership with staff to resolve issues.

Sanctions within the school discipline policy will include:

- interview/counselling by the head teacher/ senior manager
- informing parents or carers;
- removal or restriction of Internet or computer access for a period.

12.7 Communications Policy

12.7.1 Introducing the Online Safety Policy to Pupils

- Online safety rules will be posted in all networked rooms and discussed with pupils at the start of each year and as the need arises.
- Pupils will be informed that network and Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

12.7.2 Staff and the Online Safety Policy

- All staff will be given the School Online Safety Policy and its application and importance explained.
- All staff will be informed that all computer and Internet use will be monitored. Discretion and professional conduct are essential.
- Staff training in safe and responsible Internet use and on the school Online Safety Policy will be provided as required.

12.7.3 Enlisting Parents' Support

- Parents' attention is drawn to the School Online Safety Policy in newsletters, the school brochure, on the school website and through parents' sessions.
- Internet issues are to be handled sensitively, and parents advised accordingly.
- A partnership approach with parents is encouraged at Agia Marina Greek School; this includes parent evenings with demonstrations and suggestions for safe home Internet use.

12.8 Data Protection

At Ss Mary Chryseleousa & Marina Greek School, we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use Personal Information and how (and when) we delete that information once it is no longer required.

We will review and update this data protection policy regularly in accordance with our data protection obligations.

Any queries in relation to this Policy or any of the matters referred to in it should be submitted to the Principal: Evangelia Ranou.

12.8.1 Data Protection Principles

GDPR sets out the following principles with which any party handling Personal Information must comply. All Personal Information must be:

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes only, and will not be further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- accurate and, where necessary, kept up to date and take reasonable steps to ensure that inaccurate Personal Information are deleted or corrected without delay;
- kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the information is processed; Personal Information may be stored for longer periods insofar as the data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes subject to implementation of the appropriate technical and organisational measures required by GDPR in order to safeguard the rights and freedoms of the individual; and
- processed in a manner that ensures appropriate security of the Personal Information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

12.9 Lawful, Fair and Transparent Processing

The School will, before any processing of Personal Information starts for the first time, and then regularly while it continues:

- process the Personal Information on at least one of the following bases:

12.10 Consent:

- the individual has given their express agreement to the processing of their Personal Information for one or more specific purposes;
- parental consent will be obtained for any child aged under 13 years old or for children aged over 13 who are not considered capable of giving consent themselves.

12.11 Contractual:

- the processing is necessary for the performance of a contract to which the individual is party or in order to take steps at the request of the individual prior to entering into a contract;

12.12 Legal Obligation:

- the processing is necessary for compliance with a legal obligation to which the School is subject;

12.13 Vital Interests:

- the processing is necessary for the protection of the vital interests of the individual or another natural person.

12.14 Legitimate Interests:

- the processing is necessary for the purposes of legitimate interests of the School or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the individual, in particular where the individual is a child.
- except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
- document our decision as to which lawful basis applies to help demonstrate our compliance with the data protection principles.

13. Rights of the Individual

The GDPR states that individuals have the following rights in respect of the processing of their Personal Information:

13.1 The right to be informed: The School will keep individuals informed of its processing activities through its privacy notices.

13.2 The right of access: An individual may make a subject access request ("SAR") at any time to find out more about the Personal Information which the School holds on them. All SARs must be forwarded to the Principal: Evangelia Ranou.

The School is required to respond to a SAR within one month of receipt but this can be extended by up to two months in the case of complex and/or numerous requests and, in such cases, the individual will be informed of the need for such extension. The School does not charge a fee for the handling of a straightforward SAR.

13.3 The right to rectification: If an individual informs the School that Personal Information held by the School is inaccurate or incomplete, the individual can request that it is rectified.

13.4 The right to erasure: An individual is entitled to request that the School ceases to hold personal Information it holds about them. The School is required to comply with a request for erasure unless the School has reasonable grounds to refuse.

13.4 The right to restrict processing: An individual is entitled to request that the School stops processing the Personal Information it holds about them in certain circumstances.

13.5 The right to data portability: An individual has the right to receive a copy of their personal information and use it for other purposes.

13.6 The right to object: An individual is entitled to object to the School's processing of their Personal Information.

13.7 Rights in relation to automated decision making and profiling: An individual has the right to challenge any decision that is made

about them on an automated basis (subject to certain exceptions).The School is also required to comply with certain conditions if it uses Personal Information for profiling purposes.

14. Data Retention & Disposal

Any Personal Information kept by the School is managed in accordance with the Department of Education Disposal of Records Schedule (<https://www.education-ni.gov.uk/publications/disposal-records-schedule>).

15. Data Breach

A data breach is any (potential) unintended loss of control over or loss of Personal Information within the School's environment. Preventing a data breach is the responsibility of all the School staff and its workforce.

This policy was agreed by staff: September 2025

This policy was approved by School Committee: June 2025

This policy will be reviewed by the School Committee: July 2026

Signed by Headteacher : Evangelia Ranou