STATEMENT ON RESOURCES FOR STAFF

All NW Academy staff have a responsibility to ensure that all resources are maintained and where necessary updated.

School facilities, computers, and equipment are to be used to support its teaching, research, service, and administrative functions. NW Academy employees may not use resources (including any person, money, or property) under their official control or direction or in their custody, for personal benefit or gain, or for the benefit or gain of any other individuals or outside organisations. This prohibition does not apply to the use of school resources that are reasonably related to the conduct of official state duties or the use of resources that promote organisational effectiveness or enhance job-related skills and do not interfere with the employee's performance of official state duties.

Staff must ensure that the following policies are adhered to in relation to resources:

- Health and Safety Policy
- Environmental Policy
- Copy right Statement
- Data Protection
- The CLA Education Licence-Terms and Conditions

Reviewed: 13/02/26

Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to

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