Clear Desk Policy October 2025 (No Updates)

Information Security

Tiny Toes stands committed to the development of secure policies and practices, and in doing so, has implemented this Clean Desk Policy to increase physical security at the setting. This policy ensures that confidential information and sensitive materials are stored away and out of sight when they are not in use or when the workspace is vacant.

This policy sets forth the basic requirements for keeping a clean workspace, where sensitive and confidential information is secured. Personal information will be protected against unauthorised change, damage, loss or theft.

- Employees are required to secure all sensitive/confidential information in their workspace at the conclusion of the workday and when they are expected to be away from their workspace for an extended period of time. This includes both electronic and physical hardcopy information.

- Computer workstations/laptops must be locked (logged out or shut down) when unattended and at the end of the workday. Portable devices like laptops and tablets that remain in the office overnight must be shut down and stored away.

- Mass storage devices such as CD, DVD, USB drives, or external hard drives must be treated as sensitive material and locked away when not in use.

- Printed materials must be immediately removed from printers. Documents should be viewed, shared and managed electronically whenever possible.

- All sensitive documents and restricted information must be placed in the designated shredder bins for destruction after use.

- File cabinets and drawers containing sensitive information must be kept closed and locked when unattended and not in use.

- Passwords must not be written down anywhere where others can access.

Health and Safety

Tiny Toes recognises that Health and Safety can be enhanced in the workplace by taking up clearing up measures. Staff should take the following measures.

- Tidy desks regularly, removing any clutter, waste and paperwork that are no longer required.

- File documents safely in the appropriate file.

- Avoid leaving bags or other items on the floor as these can be a trip hazard.

- Store items in the appropriate place if not being used, avoid leaving items laying around in the wrong place, place items immediately after use, in the right place.

- Ensure items left on shelves and other surfaces are stored safely and cannot fall down.
- Do not use a single adaptor with multiple sockets, instead, use an extension lead with multiple separate sockets.
- Ensure cables and wires are out of the way so they don’t become trip hazards.
- Ensure that hot drinks and boiled water placed in safe places where they will not spill on ICT equipment or on people.
- Reduce spillages by emptying drink cups immediately after use, clean up spillages immediately.
- Remove any waste from meals and food eaten in office immediately after use.
- Empty bins and tidy office at the end of each day, remove any used cups and cutlery, take to kitchen for washing up.