

## Staff email policy

This policy is of relevance to staff

Version No. 1

Approved on June 2015

Approved by Communications Working Group

Operations Board

Senior Management Team

Written by Marketing

Last Reviewed January 2021 (JH)

Date of last amendment n/a

Last Amendment n/a

This communications policy reflects the requirement for the School to be able to communicate quickly, effectively and securely with its staff, both salaried and hourly-paid, and to reduce the quantity of emails sent to global staff lists whenever possible.

1. This policy covers all departments within and associated to the Guildhall School, and any member of staff employed by the Guildhall School (definition of 'employed' for this purpose = on the School's payroll).

2. This policy is determined by the following principles:

- a. that in order to communicate effectively with its staff, the School needs to be able to email all staff members;
- b. that in order to be able to do this quickly and securely, those emails need to be Guildhall School email addresses, which are predictable, secure and do not change;
- c. that all staff members need to take responsibility for regularly checking their School email account;
- d. that in order to encourage this, all-staff emails should be regulated and kept to a minimum wherever possible;
- e. that internal announcements regarding events, news, accolades should be included in the School's all-staff ezine and/or the School intranet rather than being sent out to global email groups.

3. From Monday 14 September 2015, Guildhall School staff will only use School email addresses and mobile phone numbers (for emergencies) to communicate with other staff.

3.1 That if a staff member does not check their School email account regularly enough, they will be sent a warning to do so.

3.2 That if they refuse to comply, their name will be passed to the relevant director and disciplinary procedures may be taken.

3.3 That staff members may respond to emails from other staff members sent from a personal address, but may not proactively send emails to staff personal email addresses. At no point should personal staff/student data be sent to a non-School email address.

3.4 That new staff contracts will reflect this policy going forward.

4. This policy also provides staff with guidance with regards to sending emails to the School's all-staff lists.

4.1 Messages which will be passed to the all-staff global email list must fit into one of the following categories:

- a. Messages from the Principal or his delegate
- b. Messages relating to major new policies
- c. Messages about emergencies

The all-staff list is moderated by the Head of Marketing & Communications. All other global lists should be moderated by the relevant department or area.

4.2 All other internal announcements will not be sent out via the all-staff list. This type of information will be included in the staff-ezine and on the intranet when relevant. The School's staff ezine is published-monthly on or about the 11<sup>th</sup> of the month.

4.3 That all staff members will commit to targeting their emails wherever possible and not using global email groups unless necessary.

5. This policy has been approved by the Communications Working Group, the Operations Board and Senior Management Team.