- Subject/teaching methodology trainings
- Mandatory trainings (where required by education authority)

Performance reviews consider instructional effectiveness, lesson planning and documentation, and evidence of professional growth.

15.3 Recruitment and Retention Practices

Recruitment follows fair selection processes:

- Required qualifications and verification
- Background checks where applicable
- Reference checks and interview assessments

Retention focuses on supportive supervision, training opportunities, clear career/role expectations, safe workplace practices, and staff welfare.

16. Crisis Management Policy

16.1 Procedures for Handling Emergencies

The academy maintains an emergency response plan covering natural disasters, severe weather disruptions, medical emergencies/outbreaks, and security threats/violence incidents.

Roles are assigned: Incident commander, Evacuation leader, First aid team, and Headcount officer. Learners must follow staff instructions during crises.

16.2 Communication Plans During Crises

The school uses an approved communications approach:

- Internal: staff briefing/chain of command
- External: parents/guardians via phone/Whatsapp/SMS/email where possible
- Where necessary: police/fire/medical services

Communication should include location and nature of incident, actions taken, and safety instructions. Only authorized staff share updates.

16.3 Psychological Support Services

After a crisis, the school provides emotional support and counseling referrals, safe spaces for learners to talk, and follow-up check-ins for vulnerable learners.

17. Data Protection Policy

17.1 Guidelines for Handling Student and Staff Data

Learner records (names, grades, medical info, discipline records) must be treated as confidential. Staff must:

- Access only data necessary for their role

- Keep records secure (locked cabinets/password-protected systems)
- Avoid sharing student information publicly or via unapproved platforms

Student data should be used only for school purposes.

17.2 Privacy Policies and Compliance with Relevant Laws

The academy complies with applicable data protection and child protection regulations in its jurisdiction (including the Cyber and Data Protection Act [Chapter 12:07]).

Parents/guardians are informed about what data is collected, why it is collected, and who it is shared with. Consent and permissions are obtained where required.

17.3 Procedures for Data Breach

The school defines a data breach response plan: identify and contain breach, notify data protection officer/management, document details, assess risk, notify relevant authorities/POTRAZ and affected parties, and implement corrective actions.