Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

INTELLECTUAL PROPERTY POLICY

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Purpose and scope

This policy sets out how the School manages intellectual property created, commissioned, acquired or used in connection with its educational and charitable activities. It applies to employees, trustees, volunteers and contractors, subject to their contracts and applicable law.

2. What intellectual property may include

▪ Teaching materials, lesson plans, worksheets, presentations and educational resources.

▪ Written works, photographs, audio-visual content, graphics and marketing materials.

▪ Software, source code, databases, websites and digital content.

▪ Logos, branding, designs and other materials protected by copyright, trade mark, design or related rights.

3. Ownership

▪ Under UK copyright law, copyright in a work made by an employee in the course of employment is normally owned first by the employer, subject to any agreement to the contrary.

▪ A contractor, freelancer or volunteer normally owns copyright in work they create unless copyright is assigned in writing or another legal rule applies. Therefore, where the School commissions material and requires ownership, the commissioning agreement must include an appropriate written assignment/licence.

▪ Materials created independently outside a person's duties and without School resources are not automatically School property merely because the creator also works or volunteers for the School.

▪ Ownership of photographs or recordings does not override privacy, data-protection, safeguarding or consent requirements relating to identifiable people.

4. Use of School intellectual property

▪ School-owned material may be used by authorised staff and volunteers for School purposes.

▪ External publication, commercial use, licensing or substantial sharing of School-owned material requires prior authorisation from the Headteacher or Board, depending on significance.

▪ Authorisation to use School material does not transfer ownership unless expressly agreed in writing.

5. Moral rights and attribution

The School will respect applicable moral rights, including rights of attribution and integrity where they apply. Attribution should be provided where appropriate and practicable, but moral rights and copyright ownership are distinct legal concepts.

6. Third-party materials and licences

▪ Staff and volunteers must use third-party content only where the School has permission, an appropriate licence, or a lawful copyright exception applies.

▪ Online availability does not mean material is free to copy. Licence terms for images, music, video, software, fonts and educational resources must be followed.

▪ Open-licence material must be used in accordance with its licence conditions, including attribution requirements where applicable.

7. Digital assets, accounts and access

▪ School websites, domains, social-media accounts, shared drives and administrative systems should be registered and controlled through School-authorised accounts wherever practicable.

▪ Administrative credentials and recovery information must be held so that the School can maintain continuity when a staff member, contractor or volunteer leaves.

▪ Personal accounts should not be the sole means of controlling important School digital assets.

8. Commercialisation and partnerships

Any proposal to license, sell or commercially exploit material owned by the Charity must be approved at the appropriate level. Income and contractual arrangements must further the Charity's purposes and be recorded appropriately. Trustees must consider conflicts of interest and any restrictions attached to grants or third-party content.

9. Leaving employment or service

On leaving, individuals must return School property and data and transfer School-controlled accounts, files and credentials. Any continuing right to retain or use copies of materials must be consistent with copyright ownership, confidentiality, safeguarding, data protection and the individual's contract or written agreement.

10. Breaches and disputes

Suspected infringement or unauthorised use should be reported to the Headteacher or Chair of Trustees. The School will seek proportionate resolution and obtain legal advice where necessary. Employee breaches may also be addressed under the Employment Procedure.

11. Related documents

▪ Employment Procedure

▪ Staff and Volunteers Code of Conduct

▪ Data Protection Policy and Privacy Notice

12. Review

This policy will normally be reviewed every two years and sooner if there is a material legal, contractual or operational change.

13. Official references

▪ UK Intellectual Property Office – Ownership of copyright works: https://www.gov.uk/guidance/ownership-of-copyright-works

▪ Copyright, Designs and Patents Act 1988: https://www.legislation.gov.uk/ukpga/1988/48/contents

14. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page