RECORDS MANAGEMENT POLICY

Longford Park School

Prepared: June 2013
Reviewed: Sept 2016
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Next Review: Dec 2019
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Signed: Date: 08.11.16
Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The Records Management Policy lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000. Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention
- Relationships with existing policies
- Retention guide Appendix 1

**Scope of the policy**
This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received and then stored as a hard copy or electronically.

A small percentage of the school’s records may be selected for permanent preservation as part of the institution’s archives and for historical research. Advice would be sought if the need for this archiving was necessary.

**Responsibilities**
The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher of the School.

The person responsible for records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school’s records management guidelines.
Retention of Personal Data

The Governing Body of the School determine the School's policy for the retention and disposal of records. Consideration is given to national guidelines, statutory obligations and other legal requirements.

The School will ensure that personal data is stored, transferred and disposed of securely and in accordance with the retention and disposal schedule. Refer to the Retention Guidelines (See Appendix 1).

*Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.*

1. *Pupil transition to secondary school* – Pupil files in their entirety for all year 6 leavers are forwarded securely to the appropriate secondary school.

2. *Storage of pupil records* – All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security.

   Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

3. *Safe destruction of records* – All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

Relationship with existing policies
This policy has been drawn up within the context of:
• Freedom of Information Policy
• Data Protection Policy
• Information Security Policy
• Data Breach Management Policy
• and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

Guidance to support this policy was sought from The Information and Records Management Society document *Information Management Toolkit for Schools*
Version 5 · 01 February 2016
Appendix 1 – Retention Guide
The Retention Guide is divided into five sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority

Full Guide – hyperlink to be made once on school server