



SIMON BALLE ALL-THROUGH SCHOOL

**SCHOOL RECORDS MANAGEMENT
POLICY**

First Issue: April 2018

Next Review: April 2020

Committee Responsible: Personnel and/or SPC

Simon Balle All-through School School Records Management Policy

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 school. Records provide evidence for protecting the legal rights and interests of the school and provides evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

Scope

- 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 retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically
- A small percentage of the school's records will be selected for permanent preservation as part of the school's archives and for historical research.

Responsibilities

- The school has a corporate responsibility to maintain its records and record keeping systems in accordance with regulations. The person with overall responsibility for this policy is the Headteacher.
- The person responsible for records management in the school will give guidance for good record 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.
- Individual staff 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.

Relationship with existing policies

- This policy has been drawn up within the context of –
- GDPR
- Freedom of Information policy
- And with other legislation or regulations (including audit and equal opportunities) affecting the school.

Managing student records

The student record should be seen as the core record charting an individual's progress throughout school. The record should accompany the student to every school they attend and should contain information that is accurate, objective and easy to access.

Recording information

Students, parents or nominated representative have right of access to the educational record. The right exists until the record is destroyed. Therefore, it is important that all information should be accurately recorded, objective in nature and expressed in a professional manner.

Responsibility for the student record once the student leaves the school

The school is responsible for retaining the student record until the student reaches 25 years (see retention schedule for further information)

Safe destruction of student records

The student record should be disposed of following the safe disposal of records guidelines – All records containing personal information or sensitive policy information should be made either unreadable or unreconstructable

- Paper records should be shredded using a cross-cutting shredder
- CDs/DVDs/Floppy discs should be cut into pieces
- Audio/video tapes and fax rolls should be dismantled and shredded
- Hard discs should be dismantled and sanded

Storage of student records

All student records should be stored securely at all times. Paper records should be kept in lockable storage areas with restricted access. Electronic records should have appropriate security. Access arrangements for student 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.