

## Management of School Records Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School realise we have a duty to have in place an efficient school records management system to comply with our legal and regulatory obligations which greatly contributes to the effective overall management of the school.

We believe school records are documents which help the business carried out by the school and provide evidence for school inspections and financial audits.

We have in place a records management system, which is maintained by the school's records manager, containing a mixture of hard copy and electronic material and is designed for information to be easily retrieved.

All school personnel have a responsibility to keep records that they are responsible for up to date.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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

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

A small percentage of the school's records may be selected for permanent preservation as part of the institutions archives and for historical research. This should be done in liaison with the local authority archives scheme.

### **Aims**

- To have in place an effective records management system.
- To work with other schools to share good practice to improve this policy.

### **Responsibility for the Policy and Procedure**

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.

The person responsible for records management in the school will be given 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 in 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 record management guidelines.

The Governing Body has:

- Appointed a member of staff to be responsible for the management of school records;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the School Business Manager and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher and the Senior Leadership Team will:

- Ensure all school personnel are aware of and comply with this policy;
- Work closely with the link governor and the school records manager;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

The School Business Manager will:

- Lead the development of this policy throughout the school;
- Maintain to a high standard the school record keeping system;
- Ensure school records are made secure and that personal information is password protected;
- Ensure that school records can be easily retrieved;
- Ensure that all school records are retained for the appropriate periods;
- Create an archive for old school records;
- Ensure school records are disposed of in line with the retention schedule;
- Dispose of paper school records by shredding and by deleting electronic data;
- Deal with freedom of information requests;
- Ensure school records regarded as vital are identified and easily removed in the event of a school crisis;
- Make backup copies of all electronic information;
- Ensure school personnel keep records that are responsible for up to date;
- Make parents aware of the importance to inform the school immediately of any changes to their or their children's personal details;
- Work closely with the Headteacher and the nominated governor;
- Provide guidance and support to all staff;
- Provide training for all staff on induction and when the need arises regarding;
- Keep up to date with new developments and resources;
- Undertake risk assessments when required;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy

The Link Governor will:

- Work closely with the Headteacher and the school records manager;
- Ensure this policy and other linked policies are up to date;

- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

School personnel will:

- Comply with all aspects of this policy;
- Keep up to date school records that they are responsible for;
- Inform the school of any changes to their personal details;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

Parents/carers will:

- Be aware of and comply with this policy;
- Inform the school of any changes to their or their children's personal details;
- Work in partnership with the school;
- Comply with this policy for the benefit of their children;
- Be asked to take part periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

We will raise awareness of this policy via:

- The school website
- The Staff Handbook
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- Meetings with school personnel
- Communications with home such as newsletters
- Reports such annual report to parents and Headteacher reports to the Governing Body
- Information displays in the main school entrance

### **The Transfer of Care Plans**

The School may transfer upon request a child's care plan to their new school or external agency. Such transfers will be in accordance with Data Protection legislation.

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### **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

### **Acknowledgements:**

The Devonshire Hill Nursery and Primary School would like to acknowledge the following in formulating this policy:

- Information and Records Management Society.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**