



## School Records Management Policy

Market Weighton Infant 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.

### 1. Scope of the policy

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

1.2 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, received or maintained in hard copy or electronically.

1.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

### 2. Responsibilities

2.1 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.

2.2 The person responsible for records management in the school will give guidance for 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.

2.3 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.

### 3. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy

- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

#### 4. Managing pupil records

4.1 The pupil record is the core record charting an individual pupil's progress through the school. It will accompany them to every school they attend and will contain information that is accurate, objective and easy to access. A pupil or their nominated representative has the legal right to see their file at any point during their education and until the record is destroyed (when the pupil is 25 years of age or 35 years from date of closure for pupils with special educational needs). All information is accurately recorded, objective in nature and expressed in a professional manner.

4.2 Items which are included in the pupil record:

- Admission Form (this contains personal information such as name, address, date of birth, position in family, language, religion, ethnic origin, previous school, medical information, emergency contacts, parents with parental responsibility, court orders)
- Privacy Notice \*
- Parental permission slips for photographs to be taken, library books to be borrowed, local educational visits, Internet use
- Annual written report to parents \*
- Any information relating to a major incident involving the child
  - Any reports written about the child \*
  - Any information about an EHC Plan and support offered in relation to the Plan- these are stored separately and securely in a SEN file as well as electronically
  - Any relevant medical information
- Any information relating to exclusions (fixed or permanent)\*
- Any correspondence or reference to correspondence with parents or outside agencies relating to major issues
- Child protection reports/disclosures are stored in a separate CP filing cabinet with a note to this effect on the pupil record
- Details of any complaints made by the parents or the pupil are stored in the Headteacher's office and a note to this effect on the pupil record

\* these are stored electronically on the school's secure system.

4.3 The following records should be stored separately to the pupil record as they are subject to shorter retention periods.

- Absence notes
- Parental consent forms eg. for day trips/outings, scooter training
- Correspondence with parents about minor issues

4.4 Accident logs and forms are stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the file in the event of a major incident.

#### 5. Storage of pupil records

5.1 Pupil records are kept securely at all times. Paper records, are kept in lockable storage areas with restricted access and the contents is secure within the file. Electronic records also have appropriate security.

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

#### 6. Transferring the pupil record

6.1 When pupils leave our school to transfer to our feeder school, the pupil record is transferred by hand or through electronic means as appropriate. The school does not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

6.2 If a child transfers to a different school, files should not be sent by post unless absolutely necessary. If files are sent by post, they should be sent by registered post with an accompanying list of the files. The receiving school should sign a copy of the list to say that they have received the files and return that to us. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes. Electronic documents that relate to the pupil file also need to be transferred, or, if duplicated in a master paper file, destroyed.

6.3 If the school is requested to transfer a pupil file outside the EU area because a pupil has moved into that area, the school will contact the Local Authority for further advice.

#### 7. Managing staff records

7.1 A paper file is kept which contains personal details of each member of staff. This includes details such as contact details, date of birth, marital status, next of kin and emergency contact numbers; employment contract, bank details, qualifications; appraisal documents and any other records such as attendance information and disciplinary records. This information is stored in a secure location.

7.2 The school uses an electronic information management system which holds personal details in order to manage contracts and salary payments etc. This system has restricted access and all information is held securely.

7.3 All staff are issued with a school email address and should follow the guidelines for appropriate email usage as outlined in Appendix 2.

#### 8. Retention period of all records

All records are securely kept and destroyed in line with guidance from the IRMS document "Information Management for Schools" (p37-56). See Appendix 1.

#### 9. Disposal of all records

9.1 All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

- Paper records should be shredded using a shredder
- CDs / DVDs / Floppy Disks should be cut into pieces
- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and sanded

Records should not be put in with the regular waste or a skip. The school may use companies who can provide confidential waste bins to ensure that records are disposed of in an appropriate way

9.2 Where records are destroyed internally, the process must ensure that all records are recorded as authorised to be destroyed by a Senior Manager and the destruction recorded. Records should be shredded as soon as the record has been documented as being destroyed. The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- Number of files and date range
- The name of the authorising officer
- Date action taken

*This policy is based on the [IRMS Information Management Toolkit for Schools](#) to reflect the way we manage records in this school*