



# Solefield School

## INFORMATION AND RECORDS MANAGEMENT, SECURITY & RETENTION POLICY

### **1. Introduction**

This policy document is a statement of the aims, principles and strategies to ensure the effective and efficient management of records and documentation. This policy applies to the whole school including the Early Years Foundation Stage.

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 establishment. 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.

The DfES requires schools to maintain records of each child's progress in relation to both academic and pastoral matters. In addition, the Department of Health requires that all schools keep records so they can play their part in safeguarding and promoting the welfare of children. In order to meet these requirements we keep an educational record for each pupil which contains details of both their academic progress and any relevant pastoral (non-academic) matters.

The purpose of keeping these records is to ensure that:

- each child's academic progress and achievements can be monitored
- there is a record of any concerns about a child's safety or welfare
- there is an account of the school's involvement with children and their parents over pastoral and behavioural matters
- people at school are responsible and accountable for their actions
- there is continuity in providing services to children if staff leave or are temporarily unavailable.

In addition to records about pupils as set out above, the School is required to maintain certain records about the staff it employs regarding their employment at the school. The purpose of keeping these records is to ensure that the school complies with:

- the regulations regarding safeguarding of children when employing staff
- legal requirements in respect of, but not limited to, the tax, pension, holiday and leave entitlements and rates of pay.

## **2. 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, in hard copy or electronically. Each pupil or member of staff has their own file which is kept securely in a lockable cupboard/cabinet when not in use. Sometimes separate files are kept by the Head or the Designated Safeguarding Lead. Information may also be held on computers and in such cases is password protected.

Once the retention period for individual records has expired, documents are reviewed and, where appropriate, disposed of in a safe and timely manner. 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 or as a matter of law.

## **3. 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 Head of the School. However, the School has appointed the Estates Bursar as the Data Protection Officer (DPO). The DPO is responsible for the day to day management of records 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 and by reporting to the School Governors.

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.

## **4. Relationship with existing policies**

This policy has been drawn up within the context of the Freedom of Information Act and the School's other policy framework, in particular, the School's Safeguarding & Child Protection Policy, the Recruitment Policy, the Data Protection Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Rosalind Philps, Estates Bursar

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