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**RECORDS MANAGEMENT**

**POLICY**

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| **Approved Date** | Sept 2018 |
| **Approved At** | Governors 24th Sept 2018 |
| **Reviewed** | Sept 2021 |
| **Amendments** | No Changes |
| **Date of Next Review** | Sept 2023 |
| **Statutory** | NO |
| **Adopted from Bracknell Forest** | NO |

**RECORDS MANAGEMENT POLICY**

1. Policy Statement

College Town Primary School recognises that by effectively 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**

**• Relationships with existing policies**

* 1. Scope of the policy
		1. This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
		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 or received, and then stored, in hard copy or electronically.
		3. 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. This should be done in liaison with the local authority archives centre.
	2. Responsibilities
		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 Head of the School.
		2. 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.
		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 GDPR**

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

1. Managing Pupil records

2.1 Pupil Records Files

Pupil records are stored in a document wallet with a minimum of the child’s name, child’s address, child’s date of birth, whether there is any Special Educational Needs and ethnicity recorded on the front of the wallet. Pre-printed file covers or plain document wallet covers can be used. Whenever possible pre-printed pupil record wallets should be used.

The following items are included in the file:

* UPN No:, admission date and date of leaving
* School registration form containing personal information, pupils doctor, emergency contact details, ethnic origin, language of home, religion, allergies, parents/guardian information, any other agency involvement.
* Transfer record from previous school/early years setting
* Parental permission for photographs
* Internet Use and ICT Agreement
* Home School Agreement
* School Reports
* Assessment Reports
* Statement information
* Any relevant medical information
* Any reports written about the child
* Any reports relating to an incident involving the child
* Child protection reports/disclosures
* Information relating to exclusions
* Any correspondence with parents or outside agencies relating to major issues
* Details of any complaints made by parents or the pupil
* Absence Notes

The following information is stored separately as it is subject to different retention periods:

* Parental consent forms for trips etc.
* Correspondence with parents on minor issues
* Accident forms – These are stored and retained on the school premises until their statutory retention period is reached (DOB plus 21 years). A copy is placed on the pupil file in the event of a major incident.
* Medicine Forms – These are stored on the premises until the statutory retention period is reached (DOB + 21years)
* SEN reports and records and Statements of Special Needs are kept securely until the retention period (DOB plus 25 years for SEN reports and DOB plus 30 years for Statements.) Copies of these reports are also kept on the pupil file.

Pupil information is also kept electronically using the SIMs database and any communication with parents regarding the pupil is attached to their SIMs record in accordance with Bracknell Forest policy. Any communication via school comms is logged onto the pupils records

* 1. Transferring Pupil Records

Electronic pupil records are transferred securely to the new school electronically as a CTF file using the governments department of education website.

The paper pupil records file is sent to the new school either by registered post, through the LA courier service or by hand. When sending records through the post the records are double wrapped and posted using a recorded/tracked delivery service. A form is included in the file for the new school to sign and return to acknowledge receipt of the records. In the case of the transfer of Year 2 pupils to College Town Junior School at the end of Year 2 a single document listing all records included will be sent to the Junior School for signing to acknowledge receipt of the records. It will include details of all the pupil records passed on to the Juniors, highlighting any medical needs, special education needs for each child.

There is no requirement to keep a copy of a pupil ‘s records once they have left unless there is any on-going legal action as once a pupil leaves the school custody of and responsibility for the records passes to the school the pupil transfers to. SIMs records will be kept in accordance with the Local Authority and only removed as requested by them.

* 1. Transfer of Records outside the EU area

Contact the local authority for advice.

* 1. Storage of Pupil records

Access to the SIMS database is restricted to those personal with immediate need for the information for their role in the school, e.g. Head, Deputy, School Business Manager, Admin Officer and Welfare and Attendance Admin Officer.

All paper records are kept securely in locked cabinets and access is restricted to personal as above.

1. Managing Staff records

3.1 Staff record files

Personal information is kept on each individuals file and on the schools SIMs database. This includes:

* Application Form
* DBS and Medical clearances
* References received
* References by School
* Copy of Passport/Proof of Identity
* Checklist of employment information required
* Initial contract form for HR plus any changes of contract request.
* Copy of contract and amendments
* Copy of Training Certificates
* Confirmation of Teacher Status and Qualifications
* Name, contact information, NI no, teacher no, next of kin etc

3.1 Storage of Staff records

Staff records are securely locked in cabinets in the Finance Office which is kept locked at night whilst the staff member is employed in the school.

When an employee leaves the school paper records are placed in an envelope marked with the date of destruction, in accordance with the retention guidelines, and stored securely in archive cabinets within the school premises . All SIMs records are kept in accordance with the Local Authority and only removed from the system at their request.

1. Retention and Destruction

All information no longer required for the school year is labelled accordingly and stored securely and kept for the appropriate retention period, see retention guidelines within the Records Management Toolkit for Schools. On reaching the retention date the information should be examined for disposal or further retention depending on the circumstances (e.g if there is a case pending ) and if assessed for disposal destroyed ensuring that all confidential information is shredded. In accordance with the freedom of information act a log is kept listing all records which have been destroyed and who authorised their destruction. This includes:

* File Reference
* File Names (brief description)
* Date Range
* Name of Authorising Officer
* Date of destruction

This includes all information retained for the running of the school as well as personal data for both pupils and staff. E.g Finance data

Where records are identified as being worthy of permanent preservation arrangements will be made to transfer the records to a Local Authority approved archive storage facility.

Information is checked annually to ensure data is destroyed as appropriate. E.g Finance data is stored for seven years and each May/June the data from seven years previously is shredded.

This document should be read in conjunction with the Records Retention Guidelines within the IRMS Records Management Toolkit for Schools – Version 5 – 2016 found at <https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf>