



SMITHDON HIGH SCHOOL

RECORDS MANAGEMENT POLICY

**Adopted by Local Governing Body
March 2017**

Records Management Policy

The School recognises that the efficient management of records will ensure compliance with legal and regulatory obligations and 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

- 1.1 This policy applies to all records created, received or maintained by staff of the school.
- 1.2 Records are defined as any document which facilitates the business of the school and is thereafter retained (for a set period) to provide evidence of transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

2. Responsibilities

- 2.1 The school has a corporate responsibility to maintain 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 Headteacher will give guidance on good record management practice and will promote compliance so information may be retrieved easily, appropriately and in a timely manner. He or she will also monitor compliance with this policy by surveying at least annually to ensure records are stored securely and can be accessed appropriately.
- 2.3 Individual staff and employees are to ensure that those records for which they are responsible are accurate, and are maintained and disposed of in accordance with this policy.

3. Relationship with existing policies

This policy has been compiled within the context of:

- Freedom of Information Policy
- Data Protection Policy

Managing Student Records

The student record is the core record charting an individual's progress through the education system. The record should accompany the student to each school attended and contain information which is accurate, objective and easy to access. These guidelines assume the record is the principal record and all information relating to the student may be found in the file (although it may be contained in more than one file cover).

1. File covers for student records

It is strongly recommended that schools utilise a consistent file cover for records. This assists the school in ensuring consistency of practice when receiving records from a number of different institutions.

2. Recording Information

A student or his/her nominated representative has the legal right to access the relevant file at any point during their education and thereafter until the record is destroyed (when the student is 25 years of age or 35 years from the date of closure for those with special educational needs). This right of access exists under the Data Protection Act 1998. It is important to remember that all information should be accurate recorded, objective in nature and expressed in a professional manner.

The record commences when a file is opened for each new student as they begin school. This file will follow the student for the remainder of his/her school career. The following information is recorded on the front of the file:

- Surname
- Forename
- Date of Birth
- Special Educational Needs Yes/No (this is to enable the files of those with special educational needs to be easily identified for longer retention)
- Emergency contact details
- Gender
- Preferred Name
- Position in family

On the data collection form the following information is accessible:

- Ethnic origin (although this is "sensitive" data under the Data Protection Act 1998, the Department for Education require statistics about ethnicity).
- Language of home (if other than English).
- Names of parents and/or guardians with home address and telephone number (and any additional relevant carers and their relationship to the child).
- Name of the school, and the date of admission and the date of leaving.
- Any other medical involvement e.g. speech and language therapist, or paediatrician.

3. Items which should be included in a student record:

- Admission form (application form).
- Parental permission for photographs to be taken (or not). Paper record in student file.
- Years Record
- Information relating to a major incident relating to the student.
- Written reports regarding the student.
- Information regarding any statement (and support offered in relation to this).
- Relevant medical information (stored in an envelope) within the file.
- Safeguarding reports/disclosures are stored separately under the control of the DSP.
- Information relating to exclusions (fixed or permanent).
- Correspondence with parents or external agencies relating to any major issues.
- Details of any complaint made by the parents or the student.

The following are subject to shorter retention periods and if in the file, will require review when the student leaves:

- Absence notes
- Parental consent forms for educational visits (in the event of a major incident, all the parental consent forms should be retained with the incident report rather than in the student record).
- Correspondence with parents concerning minor issues.
- Accident forms (stored separately and retained on the school premises until their statutory retention period is reached. A copy may be placed on the student file in the event of a major incident).

4. Responsibility for student records of leavers:

The school attended by the student prior to statutory leaving age (or the institution in which the student completed sixth form studies) has responsibility for the retention of the record until the student reaches the age of 25 years. This retention period complies with the Limitation Act 1980, which permits a claim to be made against an organisation by a minor for up to 7 years following his or her eighteenth birthday.

5. Safe destruction of the student records:

Disposal of records is to be in accordance with the appropriate guidelines.

6. Transfer of student records outside the EU area:

If a request is received to transfer a file outside the EU area, the Local Authority should be contacted for advice.

7. Storage of student records

Records are to be retained securely at all times. Paper records, for example, are to be stored in lockable areas with restricted access and the contents kept secure within the file. Equally, electronic records must ensure confidentiality is maintained without preventing information from being shared lawfully and appropriately, as well as being accessible to those authorised to access it.