

# Parkstone Grammar School



## RECORDS MANAGEMENT POLICY

<b>DATE APPROVED</b>	04 July 2017
<b>APPROVED BY</b>	Finance & Premises Committee
<b>NEXT REVIEW</b>	2020
<b>TYPE OF POLICY</b>	Non-Statutory



## RECORDS MANAGEMENT POLICY

### SAFEGUARDING

This policy aims to enhance the safety and security of student and staff personal and sensitive information held by the school.

### WHAT AREAS ARE COVERED IN THE POLICY?

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Aims
- Responsibilities
- Links with existing policies

### EQUAL OPPORTUNITIES

The school believes that every student, parent and member of staff has the right to have their personal information securely held by the school.

#### 1. AIMS 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.

#### 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 Headteacher will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely manner.



- 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. LINKS TO EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Information Handling Policy

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

#### WHAT ACTIONS IS THE SCHOOL TAKING TO ENFORCE THIS POLICY?

- Ensure all relevant staff are aware of the legal requirement for retention and storage of records held about students.
- Ensure that procedures are in place for the safe storage and disposal of records.

#### WHAT MUST EVERYONE DO TO UPHOLD THE POLICY?

##### Governors

- Ensure that records management is given a high priority in the school and is included in the strategic improvement plan if necessary.
- Governors should agree and approve the Records Management Policy.
- Governors should monitor and evaluate the management of records and the school's work to manage and secure student, parents and staff information.

##### Headteacher /LG

- Formulate the draft Records Management Policy
- Ensure a leadership structure is in place to promote secure record keeping
- Report to governors on breaches

##### Staff

- Staff should set an example managing records by following school procedures

#### HOW DO WE KNOW THE POLICY IS WORKING AND BEING UPHELD?

- The procedures for recording information are reviewed regularly against latest government guidelines including the IRMS toolkit <http://www.irms.org.uk/>.
- Any breaches in record-keeping are recorded, evaluated and procedures reviewed when necessary by the Headteacher and governors.

#### WHO SHOULD PEOPLE CONTACT IF THEY HAVE A QUESTION ABOUT THE POLICY OR A SUGGESTION FOR IMPROVEMENT?

This would be the Headteacher or Chair of the Finance and Premises committee.