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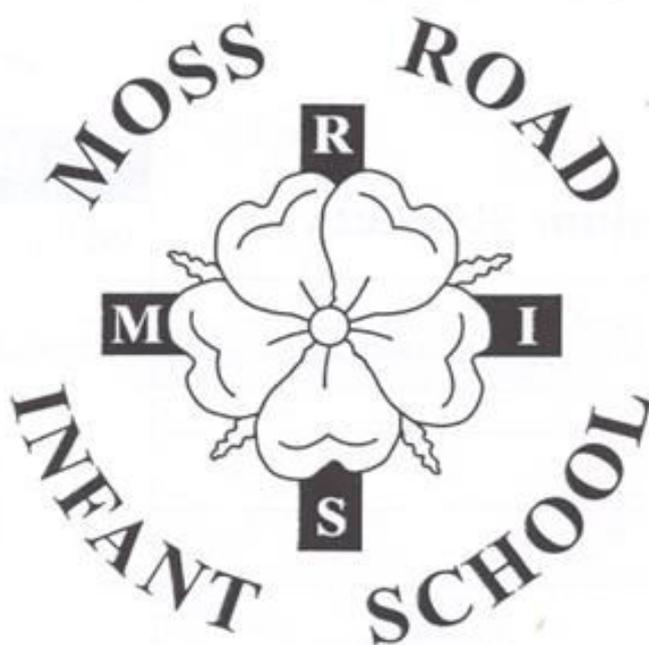
RETENTION OF RECORDS POLICY

1 Introduction

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 school. 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.

2 Scope of the Policy

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

2.2 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.

2.3 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.

3 Responsibilities

3.1 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 of the School.

3.2 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.

3.3 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.

4 Recording Systems

Information created by the school must be managed against the same standards regardless of the media in which it is stored.

4.1 Maintenance of Record Keeping Systems

i. It is important that filing information is properly resourced and is carried out on a regular basis. It is equally important that the files are weeded of extraneous information where appropriate on a

regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing).

ii. Applying retention periods is straightforward provided files are closed on a regular basis.

iii. Once a file has been closed, it should be moved out of the current filing system and stored either in a record room in the school (archived filing cabinet) or in another appropriate place until it has reached the end of the retention period.

iv. Information security is very important especially when dealing with personal information or sensitive policy information. There are a number of basic rules: ·

- All personal information should be kept in lockable filing cabinets which are kept locked at all times;

- Personal information held on computer systems should be adequately password protected. Information should never be left up on a screen if the computer is unattended;

- Files containing personal or sensitive information should not be left out on desks over night;

- Where possible sensitive personal information should not be sent by e-mail;

- If files need to be taken off the premises they should be secured in the boot of a car or in lockable containers;

- Teachers may carry data on memory sticks or other removable data carriers in order to access their files both at home and at school. Any data carried in this way must be encrypted using appropriate encryption software, e.g. TrueCrypt.

- All computer information should be backed up regularly and the back-up should be stored off the site.

v. Information contained in email, fax should be filed into the appropriate electronic or manual filing system once it has been dealt with.

5 Medical Records

Children with identified medical needs have documentation completed by parents and guardians. These are kept in the main office and a copy is in each child's confidential file. Notes to inform all parties about individual symptoms, treatments and medication are kept by the class teacher. A list of children with medical needs is kept centrally so they can be treated effectively as necessary. Please refer to the School policy on the administration of medicines and medical care of children at school.

6 Records of SEND or Child Protection

These records are kept centrally in a locked cabinet which is only accessible to key staff with the appropriate training.

7 Transfer of Records between schools

When a child leaves Moss Road before the end of their Infant schooling it is the class teacher's responsibility to gather the appropriate records for the next school and the School Administrator sends them as soon as possible. We require a receipt signature for any sensitive information (e.g. child protection records) passed on to the receiving school. A common transfer file, CTF, is sent electronically. This contains the child details and assessment data

8 The Safe Disposal of Information Using the Retention Schedule

 8.1 Files should be disposed of in line with the attached retention schedule (see appendix). This is a process which should be undertaken on an annual basis during the month of July.

8.2 Paper records containing personal information should be shredded using a cross-cutting shredder. CD s/DVD s/Floppy disks should be cut into pieces. Audio/Video tapes and fax rolls should be dismantled and shredded.

 8.3 Electronic data should be archived on electronic media and deleted appropriately at the end of the retention period.

9 Monitoring and Review

This policy has been reviewed and approved by the head teacher and governors. The Records Management Policy will be reviewed and updated as necessary every 2 years.

10. Appendix 1 Information Management Toolkit for Schools

See www.ims.org.uk Toolkit for schools/Management of the school document