



**ST CLEMENT'S HIGH SCHOOL**

**Records Management Policy**

**Date: October 2019**

## **Records Management Policy**

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 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 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 or received, and then stored, in hard copy or electronically.

### **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 Head of the School.

2.2 The person responsible for records management in the school (Head of 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.

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 this document.

### **3 Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy

## Managing Pupil Records

The pupil record should be seen as the core record charting an individual pupil's progress through the Education System. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file (although it may spread across more than one file cover).

### 1. File covers for pupil records

It is strongly recommended that schools use a consistent file cover for the pupil record. This assists the school to ensure consistency of practice when receiving records from a number of different schools.

By using pre-printed file covers all the necessary information is collated and the record looks tidy and reflects the fact that it is the principal record containing all the information about an individual child.

### 2. Recording information

A pupil or their nominated representative have the legal right to see their file at any point during their education and even until the record is destroyed (when the pupil is 25 years of age or 35 years from date of closure for pupils with special educational needs). This is their right of subject access under the Data Protection Act 2018. It is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. The following information should appear on the front of the paper file:

- Surname
- Forename

On the Data Collection form the following information is accessible:

- DOB
- Special Educational Needs Yes/No [This is to enable the files of children with special educational needs to be easily identified for longer retention]
- Emergency contact details
- Gender
- Preferred name
- Position in family
- Ethnic origin [although this is "special category" data under the Data Protection Act 2018, 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, paediatrician

### **3 Items which should be included in the pupil record**

- Admission form (application form)
- Data Collection Form (DCF)
- Parental permission for photographs to be taken (or not). Paper record in pupil file.
- Years Record
- Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child
- Any information about a statement and support offered in relation to the statement
- Any relevant medical information (should be stored in the file in an envelope)
- Child protection reports/disclosures are stored with the CP Team
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the pupil

The following are subject to shorter retention periods and if they are placed on the file then it will involve reviewing once the pupil leaves the school.

- Absence notes
- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
- Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

### **4. Responsibility for the pupil record once the pupil leaves the school**

The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the pupil record until the pupil reaches the age of 25 years. This retention is set in line with the Limitation Act 1980 which allows that a claim can be made against an organisation by a minor for up to 7 years from their 18th birthday.

### **5. Safe destruction of the pupil record**

The pupil record should be disposed of in accordance with the safe disposal of records guidelines.

### **6. Transfer of a pupil record outside the EU area**

If you are requested to transfer a pupil file outside the EU area because a pupil has moved into that area, please contact the Data Protection Officer for further advice.

### **7. Storage of pupil records**

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security.

Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.