

NORTON CP SCHOOL

RECORDS MANAGEMENT POLICY

2021 to 2023



Nothing is beyond our reach!

Care and challenge engage and motivate us!

Praise reassures and supports us!

Successes are celebrated and built on!

RECORDS MANAGEMENT POLICY

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Introduction

Norton C P 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. Records provide evidence for protecting the legal rights and interests of Norton C P 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.

Intention

This policy is intended to ensure compliance with the legal duties on Norton C P School, including (but not exclusively):

The Education Funding Agency Funding Agreement;

The General Data Protection Regulations;

The Freedom of Information Act.

Scope

This policy applies to all records created, received or maintained by staff of Norton C P School, its staff and its constituent schools in the course of carrying out its functions as an academy.

Records are defined as all those documents which facilitate the business carried out by Norton C P 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.

A small percentage of Norton C P School's records will be selected for permanent preservation as part of the organisation's archives and for historical research.

Responsibilities

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 Data Protection Officer. Management at an individual school level is delegated to the Headteacher.

The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

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 policy.

Storage of Records

The storage of records should involve:

- planning the information needs of Norton C P School;
- identifying information for retention;
- creating, approving and enforcing policies and practices regarding records, including their organisation and disposal;
- developing a records storage plan, which includes the short and long-term housing of physical records and digital information;
- identifying, classifying and storing of records;
- co-ordinating access to records internally and outside of the organisation, balancing the requirements of confidentiality, data protection and public access;
- executing a retention policy on the disposal of records which are no longer required for operational purposes according to organisation policies, statutory requirements and other regulations. This may involve either their destruction or permanent preservation in an archive.

Records must be stored in such a way that they are accessible and safeguarded against environmental damage. All files in current use must be stored appropriately.

All pupil records should always be kept securely. Paper records should be kept in locked filing cabinets/storage areas and the contents should be secure within the file. Equally, electronic records should have appropriate security. Records will be maintained according to any model protocol for record keeping on children and young people.

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.

Closed records are kept securely in a locked filing cabinet and access to the files is restricted to authorised personnel.

Staff records are stored in a locked filing cabinet and accessed only by persons authorised by the head teacher.

Financial records are stored appropriately by relevant staff and published online in accordance with the requirements of Companies House and the Academies Financial Handbook.

Management Information Systems – SIMS and FMS use restricted to relevant staff members and password protected. Passwords should not be divulged to other persons.

All records to be archived as per the document retention schedule will be stored in appropriate boxes. Boxes will indicate contents and date of disposal. Where applicable, boxes will contain a contents list.

Safe Disposal of Records

The General Data Protection Regulation stipulates that records should be kept for no longer than necessary. Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information or sensitive policy information will be shredded before disposal using a crosscut shredder or burned. Any other records should be bundled up and disposed of to a wastepaper merchant or disposed of in other appropriate ways.

Records should not be placed in the dustbin or a skip unless there is no other alternative. There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

CDs/DVDs/floppy disks should be cut into pieces. Audio/video tapes and fax rolls should be dismantled and shredded. Hard disks should be dismantled and sanded.

The Freedom of Information Act 2000 requires Norton C P School to maintain a list of records which have been destroyed and who authorised their destruction.

These are recorded on the Record of disposal spreadsheet.

Document Retention Schedule

The retention schedule has been drawn up by Information Records Management Society IRMS (as at 1st February 2016) and is still current. The schedule covers the main categories of documents/records held in school, the appropriate retention period and type of disposal required.