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## Old Fletton Primary School Records Management Policy

Version 1 - May 2018 (reviewed January 2019)

### OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

<b>Records Management</b>	How the school creates, receives and maintains records of all pupils attending the school.
<b>Purpose</b>	This policy sets out the standards by which the school will manage its records in accordance with the General Data Protection Regulations.
<b>Linked policies</b>	Freedom of Information Policy Data Protection Policy

<b>What is the policy for?</b>	This policy is for all members of Old Fletton Primary School who are responsible for managing pupil records to ensure there is a common understanding about the school's legal obligations regarding the appropriate management of records.
<b>Who has devised and contributed to this policy?</b>	This policy has been prepared by the school's Data Protection Officer, using guidance from The Key, and approved by the Headteacher. To be ratified by Governors.
<b>How will this policy be communicated?</b>	This policy is available on the school website and in the Headteacher's office.
<b>How will this policy be monitored?</b>	This policy will be reviewed annually inline with the policy monitoring schedule.

Old Fletton Primary 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
- ❖ Retention of records

### **Scope of the policy**

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

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.

### **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 Headteacher.

The person responsible for records management, the data protection officer, 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 way. They will also monitor compliance with this policy by surveying annually to check if records are stored securely and can be accessed appropriately.

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.

### **Relationship with existing policies**

This policy has been drawn up within the context of:

- ❖ Freedom of Information policy
- ❖ Data Protection policy
- ❖ and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

### **Retention of Records**

At Old Fletton Primary School we refer to the Retention Schedule published by IRMS which can be found in the Information Management Toolkit for schools [www.irms.org.uk](http://www.irms.org.uk). A hard copy can be found in the school office.