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Old Fletton Primary School Records Management Policy

Version 3 - March 2026

OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

Records Management	How the school creates, receives and maintains records of all pupils attending the school.
Purpose	This policy sets out the standards by which the school will manage its records in accordance with the UK General Data Protection Regulations and the Data Protection Act 2018.
Linked policies	Freedom of Information Policy Data Protection Policy

What is the policy for?	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.
Who has devised and contributed to this policy?	This policy has been prepared by the school's Data Protection Officer, using guidance from The Key, and approved by the Headteacher and ratified by Governors.
How will this policy be communicated?	This policy is available on the school website and in the Headteacher's office.
How will this policy be monitored?	This policy will be reviewed every 2 years inline with the policy monitoring schedule.

1. Introduction

Old Fletton Primary School recognises that by efficiently managing its records it can comply with its legal and regulatory obligations and support the effective management of the school.

Records provide evidence of the school's activities and decisions. They help to protect the legal rights and interests of the school, staff and pupils, and demonstrate accountability, transparency and performance.

This policy provides a framework to ensure records are:

- Created and maintained appropriately
- Stored securely
- Accessible when required
- Retained for the appropriate period
- Disposed of safely and lawfully

This policy covers:

- Scope
- Responsibilities
- Relationships with other policies
- Retention of records

2. Scope of the Policy

This policy applies to all records created, received or maintained by staff and governors of the school in the course of carrying out their duties.

Records are defined as:

All recorded information, regardless of format, that is created, received or maintained as evidence of the school's activities or transactions.

Records may exist in a variety of formats, including but not limited to:

- Paper files
- Emails
- Electronic documents
- Databases
- Photographs
- Audio or video recordings
- Scanned documents

This policy applies to records held in:

- Physical storage locations within the school
- Electronic systems and servers
- Approved cloud-based systems used by the school

The policy applies to all staff, governors, volunteers, contractors and third parties who create or manage records on behalf of the school.

3. Responsibilities

Old Fletton Primary School has a corporate responsibility to maintain effective record keeping systems in accordance with legal and regulatory requirements, including the UK General Data Protection Regulation, the Data Protection Act 2018, and the Freedom of Information Act 2000.

Headteacher

The Headteacher has overall responsibility for ensuring that the school complies with this Records Management Policy and that appropriate procedures are in place.

Data Protection Officer (DPO)

The Data Protection Officer is responsible for:

- Providing guidance on good records management practice
- Supporting staff in implementing this policy
- Promoting compliance across the school
- Monitoring compliance with the policy
- Ensuring records containing personal data are handled in accordance with data protection legislation
- Conducting periodic checks or audits to ensure that records are stored securely and can be accessed appropriately when required

Staff Responsibilities

All staff are responsible for ensuring that:

- Records they create or manage are accurate, up-to-date and relevant
- Records are stored securely
- Confidential information is protected
- Electronic and paper records are organised so that information can be retrieved efficiently when required

Staff must ensure that sensitive or confidential records are not kept longer than necessary and are disposed of securely when no longer required.

4. Relationship with Other Policies

This policy should be read alongside the following school policies and procedures:

- Data Protection Policy
- Safeguarding and Child Protection Policy
- Acceptable Use of Mobile Technology Policy

These policies together support the school's compliance with legislation including:

- Freedom of Information Act 2000
- Data Protection Act 2018
- UK General Data Protection Regulation

5. Retention of Records

Old Fletton Primary School follows the records retention guidance provided by the Information and Records Management Society (IRMS).

The school uses the IRMS Information Management Toolkit for Schools, which includes a Records Retention Schedule outlining the recommended retention periods for different categories of school records.

This schedule helps ensure that records are:

- Retained for the correct length of time
- Disposed of safely when no longer required
- Managed in accordance with legal and operational requirements

A copy of the current retention schedule is available:

- Within the IRMS Information Management Toolkit for Schools

6. Secure Storage and Disposal

Records must be stored securely to protect confidentiality, integrity and availability.

This includes:

- Lockable cabinets for confidential paper records
- Secure electronic storage with appropriate access controls
- Password protection for sensitive digital files

When records reach the end of their retention period, they must be disposed of securely. This may include:

- Confidential shredding of paper records
- Secure deletion of electronic files
- Use of approved confidential waste services where appropriate

7. Monitoring and Review

Compliance with this policy will be monitored periodically by the **Headteacher and Data Protection Officer**.

The policy will be reviewed **every two years**, or sooner if required due to:

- Changes in legislation
- Updates to national guidance
- Changes in school procedures or systems