



Draft Records Management Policy

1. Introduction

1.1 The Reach Free 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 framework through which this effective management can be achieved and audited.

2. Scope of the Policy

2.1 This policy applies to all records 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.

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.

3.2 The Headteacher, as the person responsible for records management in the school, will be assisted by the Data Protection Officer. They 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 employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this document.

4. Managing Pupil Records

4.1 A pupil's record should be seen as the core record charting an individual's progress through their education. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access.

4.2 Pupil records are stored by electronically on the school's management information system and in hard copy in a secure filing cabinet.

4.3 Recording information

4.3.1 A pupil has 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 under the General Data Protection Regulation. It is important to remember that all information should be accurately recorded,

objective in nature and expressed in a professional manner.

4.3.2 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 their time at the school. The following information will appear in the file:

- Surname
- Forename
- Date of Birth
- Emergency contact details
- Gender
- Preferred name
- Position in family

4.3.3 On the Pupil Registration Form the following information is accessible:

- Ethnic origin and Special Educational Needs (although these are classes as 'special category' data under General Data Protection Regulation)
- Language of home (if other than English)
- Names of parents, guardians or carers 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
- Parental permission for photographs to be taken (or not)
- Any relevant medical information

4.3.4 Additional information stored on the file can include:

- Child protection reports/disclosures are stored with the Child Protection 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, guardians or carers or the pupil

4.4 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 overseas trips/outings (for audit purposes and in the event of a major incident)
- Correspondence with parents about minor issues

5. Responsibility for the pupil record once the pupil leaves the school

5.1 The school which the pupil attended until statutory school leaving age (or the school where the pupil completed year 13) 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.

6. Safe destruction of the pupil record

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

7. Transfer of a pupil record outside the EU area

7.1 If you are requested to transfer a pupil file outside the EU area because a pupil has moved into that area, please seek pupil and/ or parental consent before doing so.

8. Storage of pupil records

8.1 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 and be stored in electronic password protected areas.

9. Monitoring and Review

The Data Protection Officer is responsible for monitoring and reviewing this policy.

This policy will be reviewed and updated if necessary when the Data Protection Bill receives royal assent and becomes law (as the Data Protection Act 2018) – if any changes are made to the bill that affect our school's practice. Otherwise, or from then on, this policy will be reviewed every two years and shared with the full Governing Body.

10. Links with Other Policies

This Records Management Policy is linked to our:

- Freedom of Information Policy
- Data Protection Policy

Created: May 2018

Revised: NA

Ratified by the Governing Body: TBC

Date of Last Review: TBC

Date of Next Review: Spring 2020

Change History	Change(s) Made	Change Author
V1.0	Policy Created	RBO