

# Learning to Flourish



## Record Management Policy

<b>Approved Date</b>	<b>January 2019</b>
<b>Review Date</b>	<b>January 2024</b>
<b>Next review date</b>	<b>January 2029</b>

# Records Management Policy

## Introduction

Moorfield 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. Records should be made available to access information which may be required to undertake Case Reviews and Serious Case Reviews. 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 that are 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, received or maintained 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 Headteacher.
- 2.2 The School Business Manager 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.
- 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 the school's records management guidelines.

## 3. Recording Systems

Information created by the school must be managed against the same standards regardless of the media in which it is stored.

### 3.1 Maintenance of Record Keeping Systems

- Applying retention periods is straightforward and is carried out annually in line with Information and Records Management Society Limited information for schools' guidelines.
- It is important that filing information is properly resourced and is carried out on a regular basis. It is equally important that the files are weeded of extraneous information where appropriate on a regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing).

Information security is very important especially when dealing with personal information or sensitive policy information. There are a number of basic rules:

- All personal information should be kept in lockable filing cabinets which are kept locked when the room is unattended – in Moorfield school, these are kept in a locked cupboard/filing cabinet until they are moved into an archive room.
- Personal information held on computer systems should be adequately password protected. Information should never be left up on a screen if the computer is unattended.  
Headteacher and School Business Manager files have restricted access on the Staff Workgroup.
- Files containing personal or sensitive information should not be left out on desks overnight.
- Where possible sensitive personal information should not be sent by e-mail.
- If files need to be taken off the premises they should be secured in the boot of a car or in lockable containers.
- Teachers may not use memory sticks in our school.
- All computer information should be backed up regularly and the back-up should be stored off the site – Moorfield Primary School pay into Telford and Wrekin ICT services who manage the backup of all equipment.

### 4 The Safe Disposal of Information Using the Retention Schedule

Files should be disposed of in line with the attached retention schedule. This is a process which should be undertaken on an annual basis during the month of August. A copy of the "Annual Review of school records and safe data destruction checklist" is kept with this policy.

All personal information should be shredded before disposal for pulping. Other files can be bundled up and put in a skip or disposed of to the waste paper merchant. Loose papers should not be put in skips unless the skip has a lid. At Moorfield school with use a confidential shredding service for this purpose.

**Electronic data should be archived on electronic media and 'deleted' appropriately at the end of the retention period which will usually take place during the summer holidays.**

## **5 Monitoring and Review**

This policy has been reviewed and approved by the head teacher and governors. The Records Management Policy will be reviewed every 3 years.

**Date of policy**                      **January 2021**

**Date for review:**                      **January 2027**