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**Shawlands Primary School**

**Records Management Policy**

**Updated by D Thompson in May 2018.**

**Signed…………………………………..**

**Approved by the Governing Body on:**

**Signed……………………………………**

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Records Management Policy

The 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**

1 Scope of the policy

1.1 This policy applies to all records 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 or received, and then stored, in hard copy or electronically.

1.3 A small percentage of the school’s records may be selected for permanent preservation as part of the institution’s archives and for historical research. This should be done in liaison with the local county archives centre.

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 person responsible for records management in the school 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.

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 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**

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| **Checklist - Information Governance and Management Compliance** | |
| Data Protection Act | - Ensure your school registers annually with the ICO as a Data Controller.  https://www.ico.gov.uk/onlinenotification/?page=7.html  - Ensure your school routinely appraises its compliance with the eight Data Protection Principles. http://www.ico.gov.uk/for\_organisations/data\_protection/the\_guide/the\_principles.aspx  - Ensure decisions to share information with external parties come before the Board of Governors.  http://www.ico.gov.uk/for\_organisations/data\_protection/topic\_guides/data\_sharing.aspx  - Ensure a process is in place to deal with subject access requests.  http://www.ico.gov.uk/for\_organisations/data\_protection/subject\_access\_requests.aspx  - Ensure informed consent is obtained where the use of personal data may not be obvious to parents / staff.  http://media.education.gov.uk/assets/files/pdf/h/how%20to%20seek%20consent.pdf |
| Information Security | - Be clear who is responsible for ensuring information security.  - Make sure you have the right physical and technical security in place.  - Operate robust policies and procedures and keep staff well-informed  - Be ready to respond to any breach of security swiftly and effectively  http://bmbc-online/intranet/documents/Incident%20Reporting%20Procedure%20Mv%200.5%20Final%20Draft%203rd%20Oct%202011%203.doc  - Appropriate measures must be taken to keep personal data secure:  • Encryption of laptops and other portable media  • Physical access to school areas  • Adequate lockable storage  • School break-in  • Working from home |
| Freedom of Information Act | - Ensure your school adopts a Publication Scheme.  http://www.ico.gov.uk/upload/documents/library/freedom\_of\_information/detailed\_specialist\_guides/schools\_england\_v2.pdf  - Ensure a process is in place to deal with FOI requests which includes the involvement of Governors, see ICO guidance.  www.ico.gov.uk/for\_organisations/freedom\_of\_information/information\_request.aspx |
| Records Management Code of Practice | Ensure that appropriate filing systems are in place for manual and electronic records  - Adopt a Record Management Policy, see BMBC model:  http://intranetapplications.barnsley.gov.uk/docs/recordsmanagement/intranet%20pages/RMPolicyV4.pdf  - Adopt a Record Retention Schedule, see BMBC guidance:  http://intranetapplications.barnsley.gov.uk/docs/recordsmanagement/intranet%20pages/Retention%20Protocols%20For%20Schools.doc |