



## WINCHCOMBE SCHOOL

### Records Management Policy

<b>Effective Date:</b> Feb 2017, Feb 2019, Feb 2021	<b>Review Committee:</b> Resources
<b>Review Date:</b> Feb 2023	<b>Leadership Team role responsible for the operation of the policy:</b> Business Manager
<b>Review Period:</b> 2 years	

This Policy was reviewed and adopted by the Full Governing Body

<b>Adopted</b>		
<b>Signature</b>		<b>Headteacher</b>
<b>Signature</b>		<b>Chair of Resources</b>
<b>Date</b>		

## **Introduction**

Winchcombe School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to continue 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 policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

## **Scope**

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.

## **Responsibility**

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 is the Headteacher.

The person responsible for records management in the school 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 at least 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 maintained and disposed of in accordance with the school's records management guidelines (see appendix 1) and retention schedule (see appendix 2).

## **Relationships with existing policies**

This policy has been drawn up within the context of the

- Freedom of Information policy
- Data Protection Policy
- Data Security policy, and
- With any other legislation or regulations affecting the school.

## Appendix 1

These guidelines are intended to help provide consistency of practice in the way in which pupil records are managed and apply to both physical and electronic formats.

### Managing pupil records

The pupil record should be seen as the core record charting an individual pupil's progress through the educational system. The record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. Information should be in the same format for every child, so that information is consistent.

### Recording Information

Pupils have a right of access to their educational record and so do their parents under the Education (Pupil Information) (England) Regulations 2005. Under the Data Protection Act 2018 a pupil or their nominated representative has a right to see information held about them. This right exists until the information is destroyed. Therefore it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

### School Pupil Records

Items to be included on the pupil record:

- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file.
- Admission form (application form)
- Photography consents
- Years record
- Annual written report to parents
- National curriculum and religious education locally agreed syllabus record sheets
- Any information relating to a major incident involving the child (an accident or other incident)
- Any written reports about the pupil
- Any information about a [ECHP](#) and support offered in relation to the [ECHP](#)
- Any relevant medical information (should be stored in the file in a sealed envelope, clearly marked)
- Child Protection reports/disclosures (should be stored in the file in a sealed envelope, clearly marked)
- 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 or the pupil

The following records should be kept separately to the pupil record as they are subject to shorter retention periods to avoid sorting of files once a pupil leaves the school (see appendix 2 for Retention Schedule).

- Absence notes

- Parental consent forms for [visits](#) (unless part of a major incident, when they should be kept with the incident reports)
- Correspondence with parents about minor issues
- Accident forms. Should be kept separately with other accident forms. A copy on Pupil file for major incidents only.

### **Responsibility when pupil leaves**

The school which the pupil attended until statutory leaving age (18 years) is responsible for retaining the pupil record until the pupil reaches the age of 25.

### **Safe destruction of the pupil record**

Pupil records should be kept until the pupil is aged 25 years. SEN files should be kept until the pupil reaches 31 years. The record should be disposed of in accordance with the safe disposal of records guidelines. However the Independent Inquiry into Child Sexual Abuse (IICSA) has issued a moratorium on the destruction of files relating "directly or indirectly to the sexual abuse of children or to child protection and care" therefore all staff and pupil records should not be destroyed while IICSA is ongoing.

All records containing personal information should be made unreadable or unrecognisable.

- Paper records should be shredded using a cross-cutting shredder or secure shredding service. (see below)
- CD's/DVDs should be cut into pieces
- Audio/video tapes and fax rolls should be dismantled and shredded
- Hard disks should be dismantled and sanded.

Where a service for shredding is being provided, it is recommended that all records are shredded on site in the presence of an employee and that the organisation must be able to prove that all records have been destroyed by providing a certificate of destruction. Staff working for the provider should also be trained in the handling of confidential information.

Dates must be kept of the destruction of records and the destruction must be authorised by a member of the SLT.

### **Transfer of a pupil record outside of the UK and the EEU area**

Please contact the local authority for advice.

### **Storage of pupil records**

All pupil records should be kept securely at all times. Paper records should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Electronic records should have appropriate security.

Access should only be for those people who have the authority to see it and be shared lawfully and appropriately.

## Appendix 2

The Retention Schedule guidelines are intended to help provide consistency of practice in the way in which all records of the school are managed and apply to both physical and electronic formats.

### Retention Schedule

The Independent Inquiry into Child Sexual Abuse (IICSA) has issued a moratorium on the destruction of files relating "directly or indirectly to the sexual abuse of children or to child protection and care" therefore all staff and pupil records should not be destroyed while IICSA is ongoing.

Record Series	Trigger Point	Minimum Retention period at School	Basis for keeping records	Action
Accident Reports (children)	Date of birth of child	25 years	Limitation Act 1980, Section 2	Destroy (once IICSA has been concluded)
Accident/injury at work records (staff)	Date of incident	4 years	Limitation Act 1980, Section 11	Review
Accounting records	End of financial year	6 years	HMRC - Compliance Handbook Manual CH15400	Review: Archive annual accounts
Administrative files (routine)	End of administrative use	6 years	Limitation Act 1980, Section 2	Review
Admission registers	Date of last entry	6 years	Limitation Act 1980, Section 2	Archive
Attendance registers	End of academic year	3 years		Destroy
Contracts under seal	End of contract	12 years	Limitation Act 1980, Section 8	Destroy
Contracts under hand	End of contract	6 years	Limitation Act 1980, Section 2	Destroy

Contract monitoring records	End of Current year	2 years		Destroy
Development plans (School)	End of administrative use	6 years	Limitation Act 1980, Section 2	Archive
Examination certificates (public)				Any certificates left unclaimed should be returned to the appropriate Examination Board
Examination results - internal	End of academic year	5 years		Destroy
Examination results - public	End of academic year	6 years	Limitation Act 1980, Section 2	Destroy
Free School Meal Registers	End of current year	6 years	Limitation Act 1980, Section 2	Destroy
Governors' reports	Date of meeting	6 years	Limitation Act 1980, Section 2	Archive
Instruments of Government	Date Instruments drawn up	Retain permanently until closure of school		Archive
Log book	Date of last entry	6 years		Archive
Maintenance logs	Date of last entry	Retain permanently until closure of school		Pass to new owner of building
Minutes of governors, staff and PTA meetings	End of academic year	6 years	Limitation Act 1980, Section 2	Archive
OFSTED reports and papers	Superseded by new report	Review on replacement by new inspection report		Archive
Policies	Superseded by new policy apart from	6 years	Limitation Act 1980, Section 2	Review. Keep old policies relating to management/safeguarding

	those outlined.			g of children while IICSA is ongoing
Property title deeds and architect's plans	No longer used regularly	Permanent		Archive
Pupil files and record cards	Pupil leaves school	Immediate		Transfer records to pupil's new school or setting
Pupil files and record cards	Date of birth of pupil	25 years	Limitation Act 1980, Section 2	Destroy (once IICSA has been concluded)
SATs/PAN/Value added records	End of academic year	6 years		Destroy
School Prospectus	End of academic year	3 years		[Destroy or archive – school to decide]
Special Educational Needs (SEN) files	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation Act 1980, Section 2	Review. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case Keep pending IICSA outcome
Special Educational Needs and Disability Act 2001 Section 1: statements	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation Act 1980, Section 2	Destroy (once IICSA has been concluded)
Staff - personnel files	End of employment	6 years	Limitation Act 1980, Section 2	Destroy (once IICSA has been concluded)