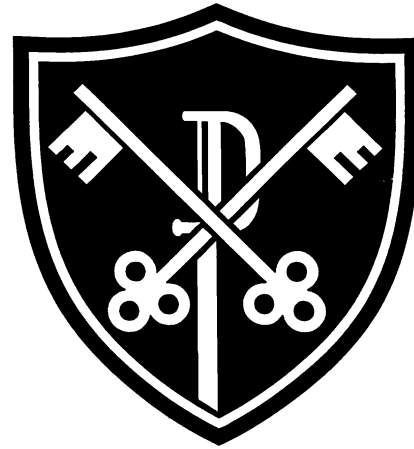


# TORRE CHURCH OF ENGLAND ACADEMY



## Schools Records Management and Retention Policy

December 2020

Approved: March 2021

Next Review March 2024

Torre Academy 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 protection the legal rights and interested 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

Retention

### **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, received or maintained in hard copy or electronically.
- 1.3** A small percentage of the schools records will be selected for permanent preservation as part of the institution's archives and for historical research.

### **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 Head teacher.
- 2.2** The person responsible for records management in the school will give guidance for good record 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 it **every three years 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 record management guidelines.

### **3. Relationship with existing policies**

This policy has been drawn up within the context of  
Record Retention Schedule

Freedom of information policy

GDPR policy

And with other legislation or regulation (including audit, equal opportunities and ethics) affecting the school.

#### **4. Retention and Management of Records**

##### **4.1 Pupil Records**

These guidelines are intended to help provide consistency of practice with the way in which pupil records are managed. These will assist schools about how pupil records should be managed and what kind of information should be included in the file. It is hoped that the guidelines will develop further following suggestions and comments from those members of staff in school who have the most contact with pupil records. These guidelines apply to information created and stored in both physical and electronic format. These are only guidelines and have no legal status, if you are in doubt whether a piece of information should be include on the file please check the Record retention schedule.

**4.2 Managing Pupil Records:** The pupil record should be seen as the core record charting an individual pupil's progress through the Education System. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file (although it may spread across more than one file cover, information will also be stored electronically).

##### **4.3 File covers for Pupil Records**

It is strongly recommended that schools use a consistent file cover for the pupil record.

This assists secondary schools to ensure consistency of practice when receiving records from a number of different primary schools. If, for example, primary schools have many different file covers for their files, the secondary school that the pupil files are transferred to will then be holding different levels of information for pupils coming from different primary schools.

Using pre-printed file ensures all the necessary information is collated and the record looks tidy, and reflects the fact that it is the principal record containing all the information about an individual child.

##### **4.2 Recording Information**

Pupils have a right to access their educational record and so do their parents under the Education (Pupil information) (England) Regulations 2005.

Under GDPR a pupil or their nominated representative has a right to see information held about them.

This right exists until the point that the file is destroyed, therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

#### 4.4 Primary School Records

These guidelines apply to information created and stored in both physical and electronic format.

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 his/her school career. If pre-printed file covers are not being used, then the following information should appear on the front of the paper file.

Surname

Forename

DOB

Unique Pupil Number

All the information below is accessible via SchoolPod and the CTF files which is an electronic document used to transfer all the information above to the school the child moves to.

The name of the pupils Doctor

Emergency contact details

Gender

Preferred name

Position in family

Ethnic origin

Home Language

Religion

Any allergies or other medical conditions that it is important to be aware of

Names of adults who hold parental responsibility with home address and telephone number

Any other relevant carers and their relationship to the child

Name of the school, admission number and the date of admission and the date of leaving

Any other agency involved e.g. speech and language therapist, paediatrician, SEND

It is essential that these files, which contain personal information are managed against the information security guidelines.

Items which should be included on the pupil records – most of our records are now held electronically on SchoolPod

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)

Privacy Notice - see web site for most recently updated version

Photography consents

Any information relating to a major incident involving the child (either an accident or other incident)

Any reports written about the child

Any information about a statement and support offered in relation to the statement

Any relevant medical information

Child protections reports/disclosures (kept in a lock draw in the headteachers office)

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 pupils

The following items are stored separately in the school office and electronically

Absence notes

Parents' consent forms for trips/outings

Accident forms

#### **4.3 Transferring the pupil records to secondary schools**

The pupil record should not be weeded before transfer to the secondary schools unless any records with a short retention period have been placed in the file.

It's important to remember that the information which may seem unnecessary to the person weeding the file, may be a vital piece of information required at a later stage.

Primary schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupils leaves school. Custody of and responsibility for the records passes to the school the pupils transfers to.

Files should not be sent by post unless absolutely necessary. If files are sent by post, they should be sent by registered post with an accompanying list of the files, records being transferred within Torbay are sent via Torbay Council courier service. Any files that have been duplicated can be destroyed

Files are also transferred by CTF to every school a child moves to.

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

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

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

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

## **7. Transfer pupil records outside the UK**

If you are requested to transfer a pupil record outside of the UK area because a pupil has moved abroad, please contact the Local Authority for further advice.

## **8. Storage of pupil records**

All pupil records should be kept securely at all time. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure with the file. Equally, electronic records should have appropriate security.

Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

