



## St. Nicholas C of E Primary School

### Records Management Policy

#### **Our vision**

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



Date reviewed:	August 2022
Reviewed by:	R. Younger
Approved by Headteacher:	August 2022
Date of next review:	Summer 2024

## **Introduction**

St Nicholas C of E Primary School is committed to the efficient management of our records for the effective delivery of our services.

Records management is the systematic control and organisation of all types of records which ensures that we have ready access to the information needed to meet strategic work objectives and legal responsibilities. All staff need to be able to find information when they need it and to store and share information so that it is available, where appropriate, for others to use.

Records are essential to the running of the school on a day-to-day basis; they also provide evidence for protecting the legal rights and interests of the school and for demonstrating performance and accountability.

This policy provides the framework through which this effective management can be achieved and audited.

## **Scope**

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.

It also applies to records that third parties manage on the school's behalf, for example our governing board's clerking service.

Records come in electronic (including video and audio) and paper format, all of which are included in this policy. All types of record must be managed appropriately in terms of storage, accessibility and disposal.

## **Roles & Responsibilities**

The school has a corporate responsibility to maintain its records and record-keeping systems in accordance with the regulatory environment. The Headteacher has overall responsibility for this policy and for ensuring it is implemented correctly.

The Business Manager is responsible for promoting compliance with this policy and for reviewing it in line with the school's policy review schedule. S/he will give guidance about good records management practice and will carry out regular checks within the school to ensure records are stored securely and can be accessed appropriately.

All staff members are responsible for ensuring that any records they are responsible for (including emails) are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.

## **Relationship with Other Policies, Statutory Provisions and Guidance**

This policy forms part of the school's over-all policy framework and should be read alongside the following school policies and procedures:

- Data Protection Policy
- Freedom of Information Act – our Guide to Information
- Acceptable Use Policy
- Retention Schedule

This policy has due regard to legislation including, but not limited to, the following:

- UK General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000

It also has due regard to the following guidance:

- Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000
- IRMS Records Management Toolkit for Schools v6 2019

## **Records Management in Practice**

Good records management means:

- Obtaining information legally, fairly and only as needed, and making sure it is good quality and fit for purpose
- Organising information so school staff can locate it when it is needed
- Sharing and publishing information using an appropriate medium to support effective collaboration and dissemination
- Managing personal information about individuals responsibly and according to the law
- Keeping records that account for actions and decisions where appropriate
- Disposing of information promptly when it is no longer needed
- Responding promptly and courteously to public requests for information
- Ensuring that material of historic significance is identified and transferred to the relevant National Archive as appropriate.

## **Storage of Records**

Our records are stored so as to aid efficient retrieval, in order that they can be used as effective sources of information.

The physical security of the school's buildings and storage systems, and access to them, is monitored regularly by school staff. If an increased risk of vandalism,

burglary or theft is identified, this will be reported to the Headteacher who will ensure that action is taken as appropriate to manage the risk.

Access to different types of records is restricted to those who 'need to know'. Not all staff have access to all records; this is determined by the nature of their role in the organisation. For example, within our digital information systems, some staff will have full access to certain areas, others will have read only access, and some will have no access at all.

Our staff use our systems in line with our Acceptable Use Policy.

Our Data Protection Policy outlines in detail what arrangements are in place to protect personal data.

## **Retention**

Information held for longer than is necessary carries additional cost, workload and risk. Records and information should only be retained when there is a legal or business need to do so.

Our Retention Schedule sets out the details of how long different records are kept for and what happens to them next. The Schedule does not include redundant, obsolete or trivial (ROT) information:

- *Redundant* information exists when it is duplicated in different places and / or versions. With duplicates, it is easy to end up with different versions of information which can cause confusion.
- *Obsolete* data is information that is no longer in use or is outdated, or it could simply be incorrect or incomplete.
- *Trivial* data is something that isn't necessary to store. It is information that is providing no value to the organisation and could be easily removed without any change to the running of it.

All staff should ensure that they regularly check through their own records and delete or destroy items of this type. If in any doubt, staff should check with the Headteacher or Business Manager before doing so.