

St Aloysius Catholic Primary School



RECORD MANAGEMENT POLICY

St Aloysius Catholic Primary School

Introduction

This Policy sets out the Schools commitment to achieving high standards in records management. The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the School.

Records Management is vital to the efficient and accountable manner in which the School operates. Effective records management will help to ensure that we have the right information at the right time in order to make decisions.

By adopting this policy we aim to ensure that the record, whatever form it takes, is accurate, reliable, ordered, complete, useful, secure, up to date and accessible whenever it is needed.

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.

Responsibilities

The School Board of Governors has a corporate responsibility to maintain School records and record keeping systems in accordance with the regulatory environment.

The Headteacher is charged with day to day operational compliance and will assign any specific staff responsibilities as required in order to help fulfil the Schools commitment to effective records management.

Individual staff and employees must ensure that records for which they are responsible for are accurate and are maintained and disposed of in accordance with this policy. Everyone who receives, creates, maintains or has access to our documents and records is responsible for ensuring that they act in accordance with this policy, standards guidance and procedures.

Monitoring and compliance with this policy will be undertaken on a regular basis by the School Business Manager and the Data Protection Officer (Judicium).

Records Management

Data Storage

Personal data and information will be stored in a secure and safe manner.

Electronic data will be protected by passwords, encryption and fire walls. Information systems operated by the school are SIMS, Parentpay, Primary Site, Knowsley EYES Portal, WONDE, Department for Education and Ofsted portal.

Computer workstations will be positioned so that they are not visible to casual observers.

Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.

Particular attention will be paid to the need for security of sensitive personal data.

The disposal of any personal data and information will be done securely either by deleting electronically or by shredding paper information to ensure no breaches of information and data protection are caused.

Data Checking

The School will issue regular reminders to staff and parents to ensure that personal data held is accurate and up to date.

Any errors discovered will be rectified and, if the incorrect information has been disclosed to a third party, recipients will be informed of the corrected data.

Data Disclosures

Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive that data, or organisations that have a legal right to receive the data without consent being given. This sharing will only be carried out for educational or welfare purposes. All information and data sharing will be through secure school transfer systems (Any Comms).

Section 1 - Categories of Disposal

- Destruction (where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded or placed in a confidential waste system. **A record of destroyed information must be kept.**
- Permanent preservation (where records have been identified as being worthy of permanent preservation, the Local Authority (Archives) should be contacted to discuss transfer of the records.

Section 2 - Operation of Records Disposal

Closing a file

Manual records should be closed as soon as they cease to be of active use other than for reference purposes. When a file is due to be closed an appropriate member of staff should consult the disposal schedule and mark the front of the file, indicating the date on which the file can be destroyed, or whether it should be reviewed by a member of staff. Closing a file simply means that no further papers can be added but the file can be used for reference.

Minimum Retention Period

With the exception of pupil files, the minimum retention period required for each type of record is calculated from the point the file/record is closed.

Section 3 – Definitions of Records held by St Aloysius Catholic Primary School in respect of its Functional Areas.

There are six main functional areas for which the School keeps records as follows:-

1. Management and Organisation
2. Legislation and Guidance
3. Pupils
4. Staff
5. Finance
6. Health and safety

The records contained within these functional areas provide evidence and information about the School's business activities and are important for the efficient operation of the school.

1. Management and Organisation

This category comprises of records held which relate to the management and organisation of the school. Typical records would include the minutes of the Board of Governors, the Senior Leadership Team and Parents/Teachers Association meetings which record the major decision-making processes of the school. Also included are records detailing development, planning and curriculum, policies, as well as those that demonstrate how the school reports to its parents and other organisations. Records include the School Development Plan, the School Prospectus, Curriculum and policies documenting the decisions and actions taken within business functions.

2. Legislation and Guidance

Files maintained under this heading contain papers relating to legislation e.g Circulars, Guidance, Bulletins from the Dept of Education and Education & Library Boards, correspondence in connection with Statistical Returns and documents relating to Dept of Education Inspections and Reports.

3. Pupils

Pupil files contain vitally important records which, not only capture the progress of the student throughout their time at the school, but also contain personal details and information beneficial to their well being within the school environment. Such records would include admission data, attendance of the pupils at the school, timetables and class groupings, education/progress reports of pupils, special education needs documentation, child protection information, disciplinary action taken, examination results, school trip details and medical records (details of medical conditions where medicines are required to be administered at school).

4. Staff

Staff category refers to those records required for the Human Resources Management function of the school. These include staff personnel records (recruitment, interview notes, appointments, training, staff development etc), staff salary records, staff induction, sickness records, staff performance review, substitute teacher records and student teachers on teaching practice etc.

5. Finance

This business function maintains records for a range of financial activities such as annual budgets, budget monitoring, cash flow reports, procurement, tender information and prices, reconciliation of invoices, audit reports etc.

6. Health & Safety

The health and safety of children and staff is of paramount importance in the school and such records to support this are kept e.g. Accident/Incident Book, legal/accident/incident forms, risk assessments, fire procedure, CCTV, security system files, health and safety policy statement etc.

Section 4 – Electronic Records

The legal obligation to properly manage records, including compliance with Data Protection legislation, applies equally to electronic records. The main considerations for the management of electronic records are therefore the same as those for manual records. They include:

- Staff must be able to use and access electronic information effectively
- Adequate measures must be in place to ensure all information is stored securely and only available to authorised persons
- A school must be able to demonstrate a records authenticity by ensuring information cannot be altered when declared a record.
- A system must be in place for disposing of electronic records in line with policy once they are no longer needed.

In addition to the above, sufficient back up recovery processes must be in place. There must also be a process through which links are created from electronic records to any associated manual records. This is to ensure a full record can be considered when necessary i.e when decision making, providing access or considering a record for disposal.

School Disposal Schedule

1. Management & Organisation

Ref	Record	Minimum Retention Period	Action After Retention
1.1	Board of Governors – general correspondence	Current school year + 6 years	Destroy
1.2	Boards of Governors minutes of meetings	Current school year + 6 years	Permanent Preservation
1.3	Senior Leadership Team minutes of meetings	Current school year + 6 years	Permanent Preservation
1.4	Staff Meetings Minutes	Current school year + 6 years	Destroy
1.5	School Development Plan	Retain in school for 6 years from closure of Plan	Permanent Preservation
1.6	School Policies	Retain whilst current. Retain 1 copy of old policy for 2 years after being replaced.	Destroy
1.7	PTA – minutes and general correspondence	Current school year + 6 years	Destroy
1.8	Visitors Book	Current school year + 2 years	Destroy
1.9	Circulars to Staff, Parents and Pupils	Current school year + 3 years	Destroy
1.10	School Prospectus	Current school year + 3 years	Destroy
1.11	Comments/Complaints	5 years after closing. Review for further retention in the case of contentious disputes	Destroy
1.13	Emergency Planning/Business Continuity Plan	Until Superseded	Destroy
1.14	CCTV Footage	90 days	Destroy
1.15	Accident Reports	21 Years	Destroy
1.16	Photographs – that do not contain personal data, i.e buildings	Can be kept indefinitely	
1.17	Records relating to a number of pupils, or the school generally, such as old class photographs, pupil lists, prospectus, newspapers	Can be kept indefinitely	
1.18	Photographs of pupils for internal administration purposes e.g to identify the pupil or staff photographs used on security passes	For as long as they are required for the purpose for which they were taken	Destroy
1.19	Photographs or videos of pupils taken for use in prospectus or a video of pupils on the school website	For as long as they are required for the purpose for which they were taken	Destroy
1.20	Photographs or videos of pupils used as part of the curriculum e.g a video of a drama lesson/performance or art project	For as long as they are required for the purpose for which they were taken	Destroy

2. Legislation and Guidance

Ref	Record	Minimum Retention Period	Action After Retention
2.1	DfEE Reports, Inspections	Until superseded	Destroy

2.2	DfEE or LA Circulars, Guidance, Bulletins	Until superseded	Destroy
2.3	DfEE or LA Correspondence i.e. statistical returns	Current financial year + 6 years	Destroy

3. Pupils

Ref	Record	Minimum Retention Period	Action After Retention
3.1	Pupil Admission Data	6 years	Permanent Preservation
3.2	Applications for enrolment	3 years after enrolment	Destroy
3.3	Pupil files/Transfer Forms	Retain whilst pupil in school	Transfer to Secondary School
3.4	Pupil Attendance information/Registers	Date of Register + 3 years	Destroy
3.5	Pupil Education Records – school reports/progress	Original retained in school until pupil is 23 years old, copy sent to Secondary school.	Destroy
3.6	SEN files, Education Plans, Reviews, Statements (proposed, amended or maintained under The Education Act 1996 – Section 324)	Original retained in school until Pupil is 26 years old, copy sent to Secondary school.	Destroy
3.7	Accessibility Strategy	12 Years	Destroy
3.8	Child Protection Information – Record of concerns where case was not referred to Social Services	10 Years after last entry on file	Destroy
3.9	Child Protection Information – Social Services Investigation outcome was unfounded or malicious	10 years after last entry on file	Destroy
3.10	Child Protection Information – Social Services investigation outcome was inconclusive, unsubstantiated or substantiated	Until pupil is 30 years old	Destroy
3.11	Disciplinary Action (Suspension/Expulsion) Offences - bullying	Until pupil is 23 years old	Destroy
3.12	Disciplinary Action (Suspension/Expulsion) Offences – bullying (Special Educational Needs)	Until pupil is 26 years old	Destroy
3.13	Timetables + Class Groupings	Retain while current	Destroy
3.14	Examination Results	Current school year + 6 years	Destroy
3.15	Careers Advice	Current school year + 6 years	Destroy
3.16	School Meals returns	Current financial year + 6 years	Destroy
3.17	Free Meal registers	Current financial year + 6 years	Destroy
3.18	School Trips – Financial & Administration details	Current financial year + 6 years	Destroy
3.19	School Trips – Attendance/Staff Supervision etc	Current financial year + 6 years. In the case of an incident/accident involving a pupil, retain until pupil is 23 years old or 26 for a pupil with special educational needs	Destroy
3.20	Reports of stolen/damaged items	Current financial year + 6 years	Destroy
3.21	Medical Records – records of pupils with medical conditions and details for the administration of drugs when necessary.	Until pupil is 23 years old or in the case of a Special needs pupil, until 26 years old	Destroy

4. Staff

Ref	Record	Minimum Retention Period	Action After Retention
4.1	Staff Personal records (including appointment details, training, staff development etc)	7 years after leaving employment	Destroy
4.2	Interview notes and recruitment records	Date of interview + 6 months	Destroy
4.3	Staff Salary Records	7 years after leaving employment	Destroy
4.4	Staff Sickness Records (copies of medical certs)	Current school year + 6 years	Destroy
4.5	Substitute Teacher Records	Current school year + 6 years	Destroy
4.6	Substitute Staff Records – non-teaching (cover for nursery assistants)	Current school year + 6 years	Destroy
4.7	Student Records – non teaching (e.g. nursery assistant students & pupils from schools on work experience)	Current school year + 6 years	Destroy
4.8	Student Teachers on Teaching Practice – student teacher progress	Current school year + 6 years	Destroy
4.9	Procedures for Induction of Staff	Until superseded	Destroy
4.10	Staff/Teachers Attendance Records	7 years after leaving	Destroy
4.11	Staff Performance Review	7 years after leaving	Destroy
4.12	Interview notes and recruitment records	Date of interview + 6 months	Destroy
4.13	Disciplinary Proceedings Written warning Final warning	Date of warning + 6 months Date of warning + 18 months	Destroy Destroy

5. Finance

Ref	Record	Minimum Retention Period	Action After Retention
5.1	Annual Budget	Current financial year + 6 years	Destroy
5.2	Budget Monitoring	Current financial year + 6 years	Destroy
5.3	Annual Statement of Accounts	Current financial year + 6 years	Destroy
5.4	Orders, Invoices, Bank Records, Cash Books	Current financial year + 6 years	Destroy
5.5	Postage Book	Current financial year + 6 years	Destroy
5.6	Audit Reports	Current financial year + 6 years	Destroy
5.7	Loans & Grants	12 years	Destroy
5.8	Contracts	12 years	Destroy
5.9	School Fund	6 years	Destroy
5.10	Applications for FSM	Whilst child at school	Destroy
5.11	Petty cash books	Current year+ 6 years	Destroy

6. Health & Safety

Ref	Record	Minimum Retention Period	Action After Retention
6.1	Accident Reporting (Adults)	Date of incident + 12 years	Destroy
6.2	Accident Reporting (children)	Until Pupil is 23 years old or in the case of a Special Needs Pupil, until 26 years old.	Destroy
6.3	Risk Assessments – work experience locations/pupils	Current year + 3 Years	Destroy

6.4	H&S Reports	15 Years	Destroy
6.5	Fire Procedures/log book	Current year + 6 years	Destroy
6.6	Security System File	For the life of the system	Destroy
6.7	COSHH	Current year + 10 years	Destroy
6.8	Asbestos PAMP	40 Years	Destroy
6.9	Sickness Records	3 years	Destroy

7. Curriculum

Ref	Record	Minimum Retention Period	Action After Retention
7.1	Curriculum Development	Current year + 6	Destroy
7.2	Schemes of work	Current year + 3	Destroy
7.3	Timetable	Current year + 1	Destroy
7.4	Class records	Current year + 1	Destroy
7.5	Mark Books	Current year + 1	Destroy
7.6	Record of homework set	Current year + 1	Destroy
7.7	Pupils work	Current year + 1	Destroy
7.8	Assessment results	Current year + 6	Destroy
7.9	SATS records	Current year + 6	Destroy

8. Administration

Ref	Record	Minimum Retention Period	Action After Retention
8.1	Employers Liability Certificate	Current Year	Destroy
8.2	Inventories	Current year + 6	Destroy
8.3	Newsletter	Current year + 1	Destroy