

SCHOOL RECORDS MANAGEMENT POLICY FOR THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



NAMED PERSON:	MATT WARDLE
ATTACHED COMMITTEE:	FINANCE
ADOPTED:	MAY 2018
REVIEW DATE:	OCTOBER 2020
REVIEW CYCLE:	2 YEARS
NEXT REVIEW DATE:	MAY 2022

The Buckingham School 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, received or maintained in hard copy or electronically.

1.3 A small percentage of the school's records will be **selected for permanent preservation** as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

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 of the School.

2.2 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.

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
- Other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Pupil Records

These guidelines are intended to help provide consistency of practice in 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 schools 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 about whether a piece of information should be included on the file please contact the person responsible for record management in the school.

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).

1. 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. The primary schools send pale blue files with their student records.

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.

2. 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 1998 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.

Reference:

Education Act 1996 Section 8;

The Education (Start of Compulsory School Age) Order 1998

3. Secondary School records

All student files will consist of the following sub files in their main file:

1. Basic Contact Details
2. Attendance Information
3. Behaviour and Rewards Information
4. External Agencies and Parental Engagement
5. Key Stage 2 information

The following items are included in a pupil record:

- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file. Most commonly their Primary School file (Sub File No.5)
- Admission form (application form) (1)
- Privacy Notice – These are on the web site and we seek no reply as consent
- Parental Consents for the following (1):
 - Media
 - Photography
 - Social Media
 - Video
 - Printed Media
 - Website
 - Local trips and visits
 - Multi Stage Fitness Test
 - Learning Resource Centre
 - Email and Internet usage
 - Cashless Catering
 - Emergency inhaler use

- Annual Written Report to Parents (these are available from Go4Schools electronically, stored on the cloud and available upon request)
- Any information relating to a major incident involving the child, either an accident or other incident (3)
- Any reports written about the child (4)
- Any information relating to exclusions (fixed or permanent) (3)
- Any correspondence with parents or outside agencies relating to major issues (4)
- Details of any complaints made by the parents or the pupil (4)
- Any information about a statement and support offered in relation to the statement (3)

NB:

- Any relevant medical information is stored securely in the First Aid Coordinator Office. This includes Health Care Plans, Medication Consent and Records of Medication Administration.
- Child protection reports/disclosures are recorded on the CPOMS. Any safeguarding files that are received physically from primaries are locked safely within filing cabinet and the key to the cabinet is under a numbered padlock. Primary school's using CPOMS will have their files requested by TBS via the cloud.

The following records should be stored separately to the pupil record or electronically as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files once the pupil leaves the school.

- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]. These are all obtained via Parent Mail.
- Correspondence with parents about minor issues (email archives/EduKey/Call Logs)
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

4. Signing in and out of files:

Student files will be kept in a locked cabinet at all times.

Staff wishing to access these files, should make arrangements with the Admissions Officer

Staff wishing to remove files or make copies of information within these, need to obtain the permission of the Headteacher and once the request has been approved these should be signed out with the admissions officer and signed again upon their return. The files should never be taken home by staff and returned immediately after they have used them.

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. [See the '**Retention Schedule**' for further information].

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 of a pupil record outside the EU area

If you are requested to transfer a pupil file outside the EU area because a pupil has moved into that area, please contact the Local Authority for further advice.

8. Storage of pupil records

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within 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.

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School Records Management Policy

Adopted: May 2020

Review Cycle: 2 Years

Review Date: September 2020

Next Review Date: September 2022

A handwritten signature in black ink, appearing to read 'M. Watkins', with a horizontal line extending to the right.

Mr Matthew Watkins

Chairman of Governors

Date: September 2020