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Holly Hill Church School

*Life in All It’s Fullness*

**Records Management**

**Policy**

*As a Christian school our vision is to promote ‘Life in All its Fullness.’ Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.*

Signed …………………………………………………………………………………. Date ……………………………………………….

At Holly Hill Church School we recognise that the efficient management of records is necessary to comply with the legal and regulatory obligations and to contribute to the effective overall management of the school. 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. 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.

##### 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.

* 1. The Headteacher / Bursar are 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 timely.
  2. The Headteacher / Bursar are responsible for records management in the school will and liase with the LA and SMBC Corporate Records Manager when appropriate.

2.4 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

**Retention Guidelines**

The purpose of the retention guidelines Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business.

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000.

Members of staff are required to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

**Storage of Pupil Records.**

All pupil records should be kept securely at all times. Paper records are kept in lockable storage areas with restricted access. Equally, electronic records have appropriate security, on the secure school server, or logged on MyConcern.

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 by permission of the Head Teacher.

**Transferring the pupil record to their new school.**

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 pupil leaves the school.

Custody of and responsibility for the records passes to the school the pupil 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. The other school should sign a copy of the list to say that they have received the files and return that to Holly Hill. It is the responsibility of the Officer Manager to ensure confirmation received. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes. This is used for pupil records for transfer of our Year 2 children to local schools.

**Transferring Safeguarding information using MyConcern**

Electronic documents that are logged on MyConcern, relating to a pupil transferring to a new school, are securely transferred over to the new school using MyConcern software. A receipt is issued once the new school has received the files. It is the responsibility of the DSL to ensure confirmation is received. Retention period for the access to the information on former pupils are adhered to as below.

**Safe disposal of records which have reached the end of their administrative life**

All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

• Paper records should be shredded using a cross-cutting shredder, or placed in the confidential paper waste bins for secure shredding by Printwaste.

• CDs / DVDs should be cut into pieces

• Audio / Video Tapes and Fax Rolls should be dismantled and shredded

• Hard Disks should be dismantled and sanded.

Holly Hill use a Secure Shredding service, supplied by Printwaste (01242 588600), to safely shred any confidential information after it’s retention period.



































