

Responsible body

Title of policy



Governing body

Records Management Policy

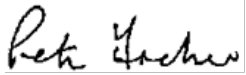
Our Vision

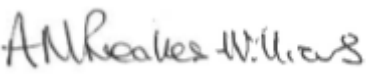


Astley School recognises that it is responsible for handling the personal data of its pupils, parents, staff and governors and seeks to do this with integrity and transparency. This contributes to the building of a community where trust and respect are central. Adherence to current data legislation, and to best practise, demonstrates that in all of our dealings with people in our community we seek to always treat each other as unique and valued. In turn this builds pride in all we do, in every aspect of our work as a school.

Ratified by the Governing Body: Tuesday 26th June 2018

Date for review: June 2021

Signed by:  Chair of governors Date: Tuesday 26th June 2018

 Head teacher Date: Tuesday 26th June 2018

Author

Updated

Page

Ali R-W

June 2018

1 of 2



Astley 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 school. 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 Headteacher of Astley 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 Security and Protection policy
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

4. Policy review

- 4.1. This policy is reviewed every two years by the Office Manager and the Head Teacher.