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**Coton-in-the-Elms C of E Primary School**

# **School Records Management Policy**

**Version number: 2**

**Date of last review: July 2020**

**Reviewed by: Matthew Evans**

**Next review due: July 2023**

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## 1. Introduction

Coton-in-the-Elms Primary School holds a large amount of information. This information may relate to specific topics or individuals as well as records of decisions made by the Governing Body, actions taken and the rationale behind these decisions. The school recognizes that its records are an important asset, and are a key resource to effective operation, policy-making and accountability. Like any asset, records require careful management and this policy sets out the school's responsibilities and activities in respect to this.

## 2. Scope

All employees of Coton-in-the-Elms Primary School have a responsibility to effectively manage school records in accordance with specified legislation and guidelines (see appendix 1).

A record is defined as any information held by the school regardless of medium (including paper, electronic, audio-visual) which is created, collected, processed, used, stored and/or disposed of by the school, employees, as well as those acting as its agents in the course of a school activity.

## 3. Objectives

The aim of this policy is to define a framework for managing the school's records to ensure that the school:

- Creates and captures accurate, authentic and reliable records
- Maintains records to meet the school's business needs
- Disposes of records that are no longer required in an appropriate manner
- Protects vital records
- Conforms to any legal and statutory requirements relating to record-keeping
- Complies with government directives

## 4. Identification of roles and responsibilities

The Head teacher will be responsible for compliance with Freedom of Information legislation, records management practices, data protection, and the publication scheme relating to any of the above. The SLT are responsible for the management of their own records, in accordance with this policy, and ensuring that their line staff are aware of record keeping issues.



All employees will be responsible for creating and maintaining records in relation to their work that are authentic and reliable. Staff with specific responsibilities for records management should have this clearly defined in their job descriptions.

## **5. Training and Awareness**

Since all employees are involved in creating, maintaining and using records, it is vital that everyone understands their record management responsibilities as set out in this policy. The SLT will ensure that staff responsible for managing records are appropriately trained or experienced and that all staff understand the need for records management. A training programme will be established to ensure that all staff are aware of their obligations regarding Data Protection, Freedom of Information and Records Management.

## **6. Training and Awareness**

The school has in place a record keeping system (paper or electronic) that documents its activities and provides for quick and easy retrieval of information. It must also take into account the legal and regulatory environment specific to the area of work. This system includes:

- Records arranged and indexed in such a way that they can be retrieved quickly and efficiently.
- Procedures and guidelines for referencing and security marking.
- Procedures for keeping the system updated.
- The ability to cross reference electronic and paper records.
- Documentation of this system and guidelines on how to use it.

## **7. Records maintenance**

The record keeping system must be maintained so that the records are properly stored and protected, and can easily be located and retrieved. This will include:

- Ensuring that adequate storage accommodation is provided for the records.
- Tracking and monitoring the movement and location of records so that they can be easily retrieved (This provides an audit trail).
- Controlling access to the information.
- Identifying vital records and applying the appropriate protection, including a business recovery plan.
- Ensuring non-current records are transferred to a designated archive rather than stored in offices.



## 8. Records retention and Disposal

With increasing public access to our records, it is important that disposal of records happens as part of a managed process and is adequately documented. Therefore, school must have in place clearly defined arrangements for the assessment and selection of records for disposal, and for documenting this work. The system should ensure that:

- The appropriate records are reviewed and disposed of in accordance with guidelines from the Local Authority and adhere to procedures for destroying confidential material.
- Documentation of the disposal/transfer of records is completed and retained.
- Records selected for permanent preservation are transferred to Archives.
- Records subject to a Freedom of Information request are not destroyed.

## 9. Access

The school needs to ensure that any decisions regarding access to the records are documented so that they are consistent, and can be explained and referred to. Managers must ensure that:

- All staff are aware of the arrangements for allowing access to certain types of information.
- Procedures are in place to document decisions concerning access.

## 10. Appendix 1: Standards and Legislation (correct at review date)

- Data Protection Act 2018 (or updates post last review)
- Freedom of Information Act 2000 (or updates post last review)
- Records Management Standards and guidelines

## 11. Version control

Date of publication: July 2020

To be reviewed: July 2023

Reviewed by: M Evans