

Glynwood Primary School



Records Management Policy

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Introduction

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 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

The 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 school's archives and for historical research. This should be done in liaison with the LA's archive service.

Responsibilities

- 2.1 the school has 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.
- 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 manner. 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 record management guidelines.

Relationships with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- And with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

Signed _____ Date _____

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 Local Authority.

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)

Recording information

Pupils have a right of access to the 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.

School Records

A pupil's record, which by nature contains much personal information is managed in accordance with the information security guidelines.

An electronic file is created for each child on their admission to the school, these files are held within SIMs (Schools Information Management system). The information held within the electronic file is as follows:

- surname
- forename
- preferred name
- date of birth
- gender
- ethnic origin
- unique pupil number (*a number that identifies each pupil in England uniquely*)
- home address
- emergency contact details
- names of adults who hold parental responsibility with home address and telephone number (and any additional relevant carers and their relationship to the child)
- pupils' GP name and address
- language of home (if other than English)
- Religion
- Any allergies or other medical conditions that it is important to be aware of
- Name of the school, admission number and the date of admission and the date of leaving

The data source is the data collection sheets issued to parents/ carers/ guardians on an annual basis - once the information is entered onto the sims database, the primary source documents are then scanned and held on the school's network on the 'm' drive in class groups and the original document shredded. These will be deleted when the subsequent year's documents are uploaded.

It is the responsibility of parents/ carers/ guardians to ensure that their children's details are kept up to date. Admin staff will make any changes to a child's record as soon as they are made aware of the need.

In addition to the above, each year, the child's annual record of Achievement is uploaded onto their sims file. Electronic attendance records are also held within the Sims system.

Sensitive Personal Information

The following information is kept in individual named files by the Headteacher, in a locked filing cabinet:

- Child Protection Reports/ disclosures
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by parents or the pupil
- Any information relating to a major incident involving the child (either an accident or other incident)

In addition, a computerised log is held via the CPOMS (Safeguarding and child protection for schools) Mentec Ltd. This allows staff to record any concerns they may have of a specific pupil on incidents that have occurred in or out of school. The information is then held securely and only accessible by senior staff.

SEN files

Information for those children with special educational needs is held in individual named files by the SENco, in a locked filing cabinet; the information contained in a child's SEN file may include the following:

- Any reports written about the child
- Details of any other agency involvement e.g. speech and language therapist, paediatrician
- A copy of a child's EHCP, and details of any support offered in relation to that plan
- Any medical information relevant to a child's SEN (should be stored in the file in a sealed envelope clearly marked as such)

The following records are stored separately to the pupil record as they are subject to shorter retention periods

Consent files

Consent is sought annually from parents/carers/ guardians for the following activities:

- Local visits
- To take/ use photographs in school of their child
- To take/ use photographs/ forenames of their child for the school website
- To apply an Elastoplast if required
- To apply sun cream if required

These consents are primarily collected electronically using the Parentmail system, where paper copies are received, i.e. primary source documents these are then scanned and held on the school's network on the 'm' drive in class groups and the original document shredded. These will be deleted when the subsequent year's documents are uploaded.

Parents/ Carers/ Guardians have the right to withdraw consent at any time this can be done by contacting the school office by phone or email.

Other pupil information we may keep:

- Absence notes are kept alongside the printed copy of class registers in the school office
- Parental consent forms for trips/ visits are kept within the visits file kept in the school office, again where possible consent is sought electronically via the parentmail system. (in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record)
- Accident reports - minor accident information is recorded in one of the school's accident books. Details of more complex accidents or those which have resulted in a child being taken directly to hospital are recorded on the LA's HS20 incident report forms and submitted electronically to the LA's Health and Safety team.

A pupil's record, which by nature contains much personal information is managed in accordance with the information security guidelines.

Transferring the pupil record to secondary school

The pupil record should not be weeded before transfer to secondary school unless any records with a short retention period have been placed in the file. It is important to remember that the information which may seem unnecessary to the person weeding the file may be a vital piece of information required at a later stage.

Primary schools do not need to keep copies for any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility of 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 secondary school should sign a copy of the list to say they have received the files and return to the primary school. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes.

Electronic files that relate to the pupil also need to be transferred or if duplicated in a master paper file destroyed.

The pupil record held in SIMs is transferred electronically via the DFE's secure COLLECT system.

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.

Safe destruction of the pupil record

The pupil record should be disposed of in accordance with the safe disposal of records guidelines

Transfer of a pupil record outside the EU area

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

Storage of pupil records

All pupil records should be kept securely at all times. Pupil records, for example, should be kept in lockable storage 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.