

Hunton & Arrathorne Community Primary School

Record Management / Recording of Information Policy



Date: May 2021	Headteacher: Mr S Donaldson
Review Date: May 2022	Chair of Governors: Mr P Barber

Our 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

Scope of the policy

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are then retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored in hard copy or electronically.



A small percentage of the school's records may be selected for permanent preservation as part of the school archives and for historical research. This could involve liaison with the County Archives Service in case of need.

Responsibilities

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 is the Headteacher.

The person responsible for records management in the school will give guidance about 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.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained, stored and disposed of in accordance with the school's data protection obligations and its Retention of Documents Guidelines. Hunton & Arrathorne School has adopted and applies the North Yorkshire County Council School Records Retention Schedule, available on their CYPs website.

Relationship with existing policies

This policy has been drawn up within the context of:

Data Protection Policy

Information Policy

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

Statutory responsibilities.

Managing Student Records

The student record should be seen as the core record charting an individual student's progress through the Education System.

The student record should accompany the student to every school they attend and should contain information that is accurate, objective and easy to access.

Students have a right of access to their educational record and so do their parents under the Education (Pupil Information) (England) Regulations 2005.



A student, or their nominated representative, also have the legal right to see their file at any point during their education and even until the record is destroyed (when the student is 25 years of age or 35 years from the date of closure for students with special educational needs) under the Data Protection Act 1998. It is therefore important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

Items which should be included on the student record

If the student has attended an early years setting, then the record of transfer should be included on the student file.

Admission form (application form).

Privacy Notice (if these are issued annually only the most recent need be on the file).

Parental permission for photographs to be taken (or not).

Computer Network and ICT Acceptable Use Agreement.

Years Record, if used.

Annual Written Report to Parents.

Any information relating to a major incident involving the student (either an accident or other incident.)

Any reports written about the student.

Any information about an Education Health Care Plan (EHCP) and support offered in relation to the EHCP.

Any relevant medical information (should be stored in the file in an envelope clearly marked as such).

Child protection reports/disclosures (should be stored in the file in an envelope clearly marked as such).

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 the parents or the student.

The following records should be stored separately to the student record 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 before they are transferred on the another education establishment.

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 student file)

Correspondence with parents about minor issues



Accident forms (these should be stored separately and retained on the premises until their statutory retention period is reached. A copy could be placed on the student file in the event of a major incident)

Transferring the student file to another educational establishment

The student record should not be adapted before transfer to another educational establishment 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 adapting the file may be a vital piece of information required at a later stage.

Primary schools do not need to keep copies of any records in the student record except if there is an ongoing legal action when the student leaves the school. Custody of and responsibility for the records passes to the educational establishment the pupil transfers to.

If files are sent via post, they should be sent by registered post with an accompanying list of the files. Where possible, the educational establishment should sign a copy of the list to say that they have received the files and return that to the sender. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes.

Electronic documents that relate to the student file also need to be transferred, or, if duplicated in a master paper file, destroyed.

Responsibilities for the student record once the student leaves the school

The school which the student attended until statutory leaving age (or the educational establishment where the student completed sixth form studies) is responsible for retaining the student record until the student reaches the age of 25 years. This retention is set in line with the Limitation Act 1980 which allows that a claim can be made against an organisation by a minor for up to 6 years from their 18th birthday. This limitation is extended to the age of 35 years for students with special educational needs.

Safe destruction of the student record

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



Transfer of a student record outside the EU area

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

Storage of student records

All student 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 student records 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.

