



St Mary's Hampton

Church of England Primary School

Records Management Policy

Review Frequency: 2 yearly

Next Review: summer 2021

Review Committee: Resources

Agreed on: 16th May 2019

Signed:

(Headteacher)

(Chair of Resources Committee)

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 institution. 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.

1 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 deemed as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period¹) 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 institution's archives and for historical research.

¹ For recommended periods for retention of documents see pp 29 -57 of Records Management Toolkit for Schools from Information and Records Management Society. This policy is based on their model policy.

2 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 policy is the Head of the School.

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 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:

- 1 Freedom of Information Policy
- 2 Data Protection Policy
- 3 other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

4 APPENDIX - RECORDS MANAGEMENT SMH APPENDIX (SEPARATE DOCUMENT)

(LOCATED ON R DRIVE/POLICIES/NON CURRICULUM/MANAGEMENT AND STAFFING/RECORDS MANAGEMENT SMH