



Summerseat Methodist Primary School

Records Management Policy

This policy was adopted by the Full Governing Body on 7th February 2012

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. 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.

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.
- 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 timely.
- 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 Protection Policy;
- ◆ and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the School.

4 RECORDS MANAGEMENT IN PRACTICE

The School will seek to comply with all aspects of the Records Management Society of Great Britain's "Retention Guidelines for Schools" (Version 3.1).

The school follows the guidelines in the "Retention Schedule" (pages 6 - 36). Our Administrative Assistant is responsible for the day to day management of records and will ensure the appropriate action is taken at the end of the administrative life of each record. Such actions are fully documented.

Appendix I details the records we hold in school and their location.

5 DATA PROTECTION ACT

Parents, as data subjects, have the right to access any information that is held about them and about their child. If a person requests to see any data that is being held about them:

- They must be sent all of the information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of those who have seen it
- It must be sent within 40 days.

A fee to cover photocopying and postage charges will be charged to the person requesting the information, and we may, if appropriate, seek proof of the requestor's identity and any further information required to locate the personal data requested.

6 FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme.

The Information Commissioner's Office (ICO) reserves its approval of publication schemes to those which follow a generic model, and this is the means by which public authorities and schools 'produce and publish the method by which specific information will be available so that it can be easily identified and accessed by members of the public'.

The School has adopted the approved model publication scheme and the details of each Class and Section are detailed in the Freedom of Information Act Policy.

7 REQUESTS FOR INFORMATION - CHARGES

Subject Access Fees

<u>Number of Pages</u>	<u>Maximum Fee</u>
1-19	£1
50-59	£5
100-159	£10
Etc.	

General Charges in Relation to FOIA Requests

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black/white)	Actual cost
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fees		In accordance with relevant legislation which applies.

Appendix I

Category of Records (refer to schedule)	Location
Child Protection	HT's filing cabinet
Governors	Current year: HT's office Past years: Archive cupboard
Management	HT's office Log books: Archive cupboard
Pupils	Current year: Office Past years: Black filing cabinet
SEN	Current year: SENCo's cupboard Past years: Archive cupboard
Educational Visits	Current year: Office Past years: Archive cupboard
Curriculum	HT's office Classrooms
Personnel	Current year: HT's filing cabinet Past years: Black filing cabinet N.B. All sensitive information is kept in the HT's filing cabinet
Health and Safety	Current year: Office Past years: Archive cupboard
Administrative	Current year: Office Past years: Archive cupboard
Finance	Current year: Office Past years: Black filing cabinet
Property	Current year: Office Past years: Archive cupboard
Local Authority	Integris
DfE	HT's filing cabinet
School Meals	Current year: Office Past years: Black filing cabinet