



School Records Management Policy

Review Period: Two years

Formally adopted by the Governing Body of:	Pulham Primary School
On:	20 th June 2018
Chair of Governors:	Nick Buxton
Signature:	<i>N. J. Buxton</i>
Head Teacher:	Simone Goddard
Signature:	<i>Simone Goddard</i>
Date of last review:	-
Date of next review:	June 2020

Records Management Policy

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. 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. This should be done in liaison with the County Archives Service.

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 Head of the School.
- 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 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. Guidance on good practice will be drawn from The Information and Records Management Society (IRMS), Information Management Toolkit for Schools.
- 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.
- 2.4 On leaving the employment of the school, staff Server accounts will be disabled and Office 365 accounts will be 'blocked' from signing in. Documents and emails associated

with these accounts will be retained for one academic term and then deleted. Access to any documents and emails during the retention period must be requested in writing to the Headteacher.

3. Relationship with existing policies

This policy has been drawn up within the context of:

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