



SCHOOL RECORDS MANAGEMENT POLICY

Reviewed: Spring 2021
Next review: Spring 2024

DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

the School means Clifton All Saints Academy

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 institution. Records should 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 carries 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)

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 of this policy is the Headteacher.
- 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.
- 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.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- The Freedom of information Policy
- The Data Protection Policy
- With other legislation or regulations (including audit, equal opportunities and ethics) affecting the School.