

EASTHAMPSTEAD PARK COMMUNITY SCHOOL RECORDS MANAGEMENT POLICY



School Statement

Easthampstead Park Community 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.

The aim is to secure a coordinated approach to the management of information and ensure that there is an integrated approach to records management which conforms to the Data Protection Act 1998 and the Freedom of Information Act 2000.

This document provides the policy framework through which the effective management of records can be achieved and audited. It covers:

- Scope of the policy
- Responsibilities
- Relationships with existing legislation

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 subsequently 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.

A small percentage of the school's records will be selected for permanent preservation as part of the school's archives and for historical research.

Responsibilities of the Headteacher

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. The Headteacher should ensure that:

- There is a designated person with responsibility for the implementation of the records management function and there are adequate resources to support records management.
- Information can be identified and retrieved quickly and efficiently by having:
 - A well-structured record keeping system which is adequately documented.
 - Controlled access to the records.
 - A tracking system that controls the movement and location of records.
- There is provision for appropriate protection and confidentiality of records.
- The school creates records that adequately document its activities and that these records are maintained over time by providing appropriate protection of records throughout their life cycle.
- There are arrangements in place for controlled retention and disposal of records and that retention and destruction decisions are documented.
- Arrangements are in place for logging FOI requests, responding to these requests in a way which conforms to the FOI Act 2000 and documenting exemption and disclosure decisions.

Responsibilities of other members of staff

The person designated as being responsible for implementing records management in the school should:

- Oversee the arrangements for and implementation of the Records Management Policy and provide the Headteacher with regular reports about the implementation of the policy.
- Provide guidance for good records management practice and promote compliance with the Records Management Policy.
- Identify ways of improving the arrangements for records management and then take appropriate action.

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 as supplied by Bracknell Forest Council.

Relationship with existing legislation

This policy has been drawn up within the context of:

- Freedom of Information Act 2000.
 - Data Protection Act 1998.
 - Other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.
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Reviewed and Revised:

June 2017

Responsibility for Implementation and Review:

Steering Committee

Date of Next Review:

Summer 2019