



Records Management Policy

Approved by:
B.Suddhi

Date: May 2026

Last reviewed on: May 2026

Next review due by: May 2027

Signed by:

Headteacher

Date: May 2026

Chair of governors

Date: May 2026

Introduction and Principles

As a public authority under the Freedom of Information Act 2000, the school has a legal obligation to manage records appropriately.

The Code issued on 15 July 2021 sets out key principles about records and their management. These are the:-

- Value of the information
- Integrity of the Information
- Accountability for the information

There is a range of statutory, regulatory and guidance requirements that oblige the school to create, maintain, store, use and securely dispose of records appropriately.

Aims

- To effectively manage the records that are created and are integral to the operation of the school.
- To confirm a clear framework to manage records and information within the school.
- To provide an environment where records are stored securely.
- To ensure that records are accessible to those who need them.
- To ensure that the school workforce responsible for records management understand these obligations.
- To give effect to the s.46 Code of Practice our records management will take note of the principles it sets out.

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

Scope

This policy applies to the school workforce and to all schools records, whether the records originate within the school or are shared with the school by other means.

Records that are shared with third parties as a result of consent, regulatory obligations or contractual agreements are within the scope of this policy.

In school the records that we access and hold originate and are stored in a variety of formats, that include physical, digital, electronic audio/visual records. Some are held locally in school, others are hosted by third party providers.

All records fall within the scope of this policy. Records must be stored, retained and securely disposed of in accordance with the school's Records Retention Schedule.

Records may refer to individuals, financial planning tools, contracts, commercial organisations, public authorities or charitable organisations. Some records will contain personal data.

Record retention and storage will be reviewed from time to time to ensure that the aims of this policy are met.

The school will ensure the confidentiality, integrity and availability of records throughout their lifecycle

Responsibilities and Actions

The Governing Board is ultimately responsible for this policy, however on a daily basis operational management of the policy is delegated to the head teacher and senior leadership team.

The Governing Board will review compliance with this policy at least annually.

The Headteacher will be required to monitor compliance with this policy by undertaking at least an annual check to determine if records are stored securely and can be accessed appropriately, in accordance with requirements in this policy.

Operational responsibility for implementation of this policy rests with the School Business Manager.

An active retention policy is applied to confirm what records are to be retained and set out a timeline for their secure disposal.

Individual school staff, contractors and volunteers and employees have personal responsibility for records within their control and day to day handling by ensuring that:

- records are to be handled in accordance with the school policies and good practice for secure storage and usage
- keep accurate records as required
- Personal data contained within records is processed and shared in compliance with UK GDPR, the Data Protection Act 2018 and the school's data protection policies, including ensuring an appropriate lawful basis for sharing
- records are securely disposed of in accordance with the school's Records Retention Schedule

Relationship with existing policies and obligations

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Privacy Notices
- Data Sharing Agreements
- Information Security policy
- IT security and use policies
- Records retention policy/guidelines
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the trust and schools.

Creation and Management of School Archives

The school archive is maintained as a resource to help inspire and equip current staff and pupils to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of school-life among many generations of former pupils; and to serve as a research resource for all interested in the history of school and the community it serves.

Archival records retained permanently will be limited to those with historical, legal, evidential or research value.

Where records may be relevant to ongoing or anticipated litigation, safeguarding investigations, insurance claims, complaints, ICO investigations or other formal proceedings, destruction must be suspended until the matter has been fully resolved

Appendix 1

The School keeps a wide variety of records that may include (but are not limited to):

Pupils

- Personal information
- Parent/carer contact information
- School reports
- Behaviour logs
- Exam and testing outcomes – internal and external
- Child protection information
- Allegations of a child protection nature made against a member of staff (including unfounded allegations)
- Attendance – attendance registers, authorised absence correspondence
- SEND – reviews, advice to parents/carers, accessibility strategy
- Pupil Premium– evidence of eligibility
- Free School Meals eligibility
- Eligibility for services and Pupil Premium
- LAC status
- Medical – Individual Health Plans, first aid records
- Biometric records

Management of the school

- Governing Board records - agendas, minutes, resolutions, reports
- Governors personal details
- Declarations of Interests
- CPD and training
- Statutory Documents for Companies House (if applicable)
- Accounts and Trust Report (if applicable)
- School Development Plans and School Improvement plans
- Leadership meetings, minutes and actions
- Admission details
- School visitor logs
- Health and Safety Records
- Fire Risk Assessments
- Risk Assessments
- Social Media
- Newsletters and external communication records

Human Resources

- Job Descriptions
- Application forms
- Personnel files for all staff – including personal contact details
- Appraisals
- Performance reviews
- Employment suitability checks
- Contracts of employment

- Records of Disciplinary and Grievances Process
- Allegations and LADO referrals
- Referrals to the TRA and/or DBS
- Payroll and pensions – maternity/paternity pay, family leave records,

Financial Management

- Budgets and Funding details as required by the Funding Agreement
- Risk Management and Insurance – employer’s liability insurance certificate
- Asset Management Records
- Asset Register
- All necessary financial records
- Contracts
- Contract Management and Procurement
- School Payment and Meals Management

Property Management

- Property Management
- Condition Surveys
- Hire agreements
- Maintenance – log books, warranties and contractor information
- Health and safety information

Curriculum & Attainment

- Teaching and learning planning
- Timetabling and resource planning
- Prospectus and Website
- Statistics and evidence of learning outcomes, targets
- Pupil work records
- Trip and visit records

External Records

- Central Government and Local Authority
- Local Authority – census returns, attendance returns
- Central Government – returns made to DfE/ESFA
- Ofsted
- Referrals to third party agencies
- Legal action involving the trust and schools
- ICO action
- Enquiries and investigations by external bodies

Records will be managed throughout their lifecycle, including creation, storage, use, sharing, archiving and destruction