



Record Management Policy

The school recognises that by effectively managing its records it will be able to comply with its legal and regulatory obligations and improve the overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability.

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

- Scope
- Responsibilities
- Relationships with existing policies

1. Scope of the Policy

- a. This policy relates to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also by any agents, contractors, consultants or third parties acting on behalf of the school.
- b. 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 electronic format e.g. paper documents, scanned documents, emails which document business activities and decisions, audio and video recordings, text messages, notes of telephone conversations, spreadsheets, word documents and presentations.

2. Responsibilities

- a. The governing body of the school has a statutory responsibility to maintain the school records and record keeping in accordance with the regulatory environment specific to the school. The responsibility is delegated to the head teacher of the school.
- b. The head teacher will give guidance on good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check that records are stored securely and can be accessed appropriately.
- c. The school will manage and document its records disposal process in line with the IMRS records retention schedule. This will help to ensure that it can meet Freedom of Information Requests and respond to requests to access personal data under the data protection legislations (subject access requests, SARS).
- d. Individual staff and employees must ensure that they:
 - i. Manage the school's records consistently in accordance with the schools policies and procedures
 - ii. Properly document their actions and decisions
 - iii. Store personal information securely
 - iv. Only share personal information appropriately and do not disclose it to an unauthorised third party
 - v. Dispose of records securely in accordance with the IMRS Records retention Schedule.

3. Relationship with Existing Policies

This policy has been drawn up within the context of:

- a. The Freedom of Information Policy
- b. The Data Protection Policy
- c. CCTV Policy

Reviewed 9th December 2019

Karen Sharman
Head Teacher