



Primrose Hill Primary School

Records Management Policy

2023-2024

At Primrose Hill Primary School we recognise that the efficient management of records is necessary to comply with the legal and regulatory obligations and to contribute to the effective overall management of the school. 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.

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, Mr Lee Ashton
- 2.2 The Headteacher (Lee Ashton) and Senior Office Administrator (C Davies) are 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 timely.
- 2.3 The Headteacher / Senior Office Administrator are responsible for records management in the school will and liaise with the LA and SMBC Corporate Records Manager when appropriate.

- 2.4 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.

3 Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Appendix

Part 1: Records Management Policy

Under section 6 of the Lord Chancellor's Code of Practice on the Management of Records under Section 46 of the Freedom of Information Act 2000¹:

A school should have in place an overall policy statement, endorsed by top management and made readily available to staff at all levels of the organisation, on how it manages its records, including electronic records.

The policy statement should provide a mandate for the performance of all records and information management functions. In particular, it should set out a school's commitment to create, keep and manage records, which document its principal activities. The policy should also outline the role of records management and its relationship to the school's overall strategy; define roles and responsibilities including the responsibility of individuals to document their actions and decisions in the school's records, and to dispose of records; provide a framework for supporting standards, procedures and guidelines; and indicate the way in which compliance with the policy and its supporting standards, procedures and guidelines will be monitored.

The policy statement should be reviewed at regular intervals (at least once every three years) and, if appropriate, amended to maintain its relevance.

Once the records management policy has been approved at the appropriate level it should be published, perhaps as part of the publication scheme.

¹ See www.pro.gov.uk/recordsmanagement/

The following is a model policy statement, which could be adopted by individual schools. It has been extracted from *Model action plan for developing records management compliant with the Lord Chancellor's Code of Practice under Section 46 of the Freedom of Information Act 2000 Model Action Plan for Schools*: