

# ST PETER'S RC HIGH SCHOOL

## Retention of Records Policy

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*June 2018*

### Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.



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 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.

### 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 thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, 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 for this policy is the Headteacher co delegated by the Governing Body.

The Heads' PA is the person responsible for records management in the school and will give guidance about 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 this document.

### Managing Pupil Records

The pupil record should be seen as the core record charting an individual pupil's progress. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access.

These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file (although it may spread across more than one file cover).

A pupil or their nominated representative have the legal right to see their file at any point during their education and even until the record is destroyed after 7 years of them leaving unless they are SEN pupils in which case they are kept until they are 25 years of age.

This is their right of subject access under the General Data Protection Regulation Act 2018.

It is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

On the Data Collection form the following information is accessible:-

- ✓ Ethnic origin [although this is “sensitive” data under the General Data Protection Regulation Act 2018, the Department for Education require statistics about ethnicity]
- ✓ Language of home (if other than English)
- ✓ Names of parents and/or guardians with home address and telephone number (and any additional relevant carers and their relationship to the child)
- ✓ Name of the school, and the date of admission and the date of leaving
- ✓ Any other medical involvement e.g. speech and language therapist, paediatrician

Items which should be included in the pupil record:-

- ✓ Admission form (application form)
- ✓ Parental permission for photographs to be taken (or not)
- ✓ Any information relating to a major incident involving the child (either an accident or other incident)
- ✓ Any reports written about the child
- ✓ Any information about a statement and support offered in relation to the statement
- ✓ Any relevant medical information (should be stored in the file in an envelope)
- ✓ Child protection reports / disclosures are stored with the safeguarding team
- ✓ Any information relating to exclusions (fixed or permanent)
- ✓ Any correspondence with parents or outside agencies relating to major issues

- ✓ Details of any complaints made by the parents or the pupil

The following are subject to shorter retention periods:-

- ✓ Absence notes
- ✓ Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
- ✓ Correspondence with parents about minor issues
- ✓ Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

#### Responsibility for the pupil record once the pupil leaves the school

The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the pupil record until the pupil reaches the age of 25 years.

This retention is set in line with the Limitation Act 1980 which allows that a claim can be made against an organisation by a minor for up to 7 years from their 18th birthday.

The pupil record is disposed of in accordance with the safe disposal of records guidelines.

#### Storage of pupil records

All pupil records are kept securely at all times. Paper records, for example, are kept in lockable storage areas with restricted access, and the contents are secure within the file. Equally, electronic records have appropriate security.

Access arrangements for pupil records ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

#### Staff files

Staff files are kept in one central secure unit within a locked office. They are destroyed after 7 years of them leaving the organisation.