

# BURE PARK PRIMARY SCHOOL

## RECORDS MANAGEMENT POLICY



**Teamwork, Kindness, Honesty**

<b>ROLE</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Co-ordinator</b>	<b>Claire Payne</b>		
<b>Headteacher</b>	<b>Sarah Moon</b>		
<b>Curriculum Governor</b>	<b>Alastair Deacon</b>		

<b>Ratified by Governors</b>	<b>July 2025</b>
<b>Next Review</b>	<b>June 2026</b>

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. The school adheres to the records retention guidelines as outlined in the Information and Records Management Society (IRMS) Toolkit for Schools. Records are retained only as long as necessary for legal, operational or historical purposes, and are disposed of securely thereafter. 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 Records identified for permanent preservation will be selected based on criteria including long-term evidential value, historical interest, and legal significance, and will be appraised in consultation with the County Archives Service.

1.4 Records held electronically, including emails and files stored on cloud platforms or network drives, must be managed with the same care as physical records. Sensitive records must not be stored on personal or unencrypted devices.

1.5 All records created by staff in the course of their work are the property of the school. Records must be classified according to their sensitivity and access must be managed accordingly.

1.5 Where systems are upgraded or replaced, care will be taken to ensure that digital records are migrated accurately and that metadata and context are preserved. The school will maintain digital continuity plans for long-term accessibility.

## **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.

2.2 The person 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 in a timely way. Records management practices will be audited annually by the designated records officer or a member of the senior leadership team. Findings will be reported to the headteacher and the governing body, and any required remedial actions will be implemented. All records must be stored securely to prevent unauthorised access, damage or loss. Access to confidential records will be restricted to authorised personnel only. Electronic records will be protected through password protection, encryption and secure backup systems.

2.3 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. Records that have reached the end of their retention period must be disposed of securely. Paper records must be shredded or incinerated. Electronic records must be permanently deleted using appropriate software or secure destruction services.

2.4 All staff will receive regular training on records management and data protection, including how to store, retrieve and dispose of records appropriately. Induction training will include a records management component.

### **3. Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- UK General Data Protection Regulation (UK GDPR)
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

This policy will be reviewed every 3 years or earlier if required by changes in legislation or guidance. It will be approved by the governing body and disseminated to all staff.