

Document Version Control Log

Version	Date	Description of changes and person/organisation responsible
2.0	15/05/2020	Text updated throughout to reflect the nature of Reach South Academy Trust as a MAT. (SchoolPro TLC)
2.1	10/03/2021	Director of the Learning Environment updated to Director of Operations throughout. (SchoolPro TLC)



School Records Management Policy

Reach South Academy Trust

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1. Introduction

Reach South Academy Trust 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 Trust and its schools, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

2. Scope

This policy applies to all records created, received or maintained by staff of the Trust and/or its schools in the course of carrying out their functions.

Records are defined as all those documents which facilitate the business carried out by the Trust and/or its schools, 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.

A small percentage of the Trust and its schools' records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

3. Responsibilities

Reach South Academy Trust 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 Director of Operations.

The Data Protection Officer is responsible for records management in the Trust, 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. The Data Protection Officer 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 the Trust's records management guidelines. The Trust follows the Information and Records Management Society (IRMS) record retention schedule found in the Records Management Toolkit for Academies which can be found here <https://irms.org.uk/page/AcademiesToolkit>.

4. Relationship with Existing Policies

This policy has been drawn up within the context of the Trust's Freedom of Information Policy, Data Protection Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the Trust.

Signed: I Camell [Director of Operations]