



## **School Records Management Policy**

**All Reach South Schools and Colleges**

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### 1. Introduction

All Reach South schools and colleges recognise that by efficiently managing their records, they will be able to comply with their 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 or college 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 school or college in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school or college 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 school or college's 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

All Reach South schools and colleges have a corporate responsibility to maintain their 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 or other person appointed by the Head Teacher.

The school or college will designate a person as 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. The designated person 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 school's records

management guidelines. The school 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 school's Freedom of Information Policy, Data Protection Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.