



# Records Management Policy

"...all that your predecessors have stored up until this day."

2 Kings 20:17

## **Records Management Policy**

Saint John Wall Catholic 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. 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. These records may be created, received or maintained in hard copy or electronic format, eg, paper documents, scanned documents, e-mails which document business activities and decisions, audio and video recordings, text messages, notes of telephone and skype conversations, spreadsheets, ms word documents and presentations.
- 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 or received, and then stored, in hard copy or electronically.
- 1.3 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.
- 1.4 Grades submitted and the rank order.

### **2 Responsibilities**

- 2.1 The school has a statutory responsibility to maintain the school records and record keeping system in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.
- 2.2 The person responsible for records management in the school, is Mr Holden who 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 annually to check if records are stored securely and can be accessed appropriately. Our Data Protection officers are Mr M Wieremiewicz and Miss K Chohan.

- 2.3 The school will 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.

This includes the secure destruction of any records containing Sensitive data as defined by the Information Commissioner is as follows;

Sensitive personal data means personal data consisting of information as to

- a. the racial or ethnic origin of the data subject,
- b. their political opinions,
- c. their religious beliefs or other beliefs of a similar nature,
- d. whether they are a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),
- e. their physical or mental health or condition,
- f. their sexual life,
- g. the commission or alleged commission by the person of any offence,
- h. any proceedings for any offence committed or alleged to have been committed by the person, the disposal of such proceedings or the sentence of any court in such proceedings.

- 2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

- a. Manage the school's records consistently in accordance with the school's policies and procedures;
- b. Properly document their actions and decisions;
- c. Hold personal information securely;
- d. Only share personal information appropriately and do not disclose it to any unauthorized third party;
- e. Dispose of records securely in accordance with the school's Records Retention Schedule

- 2.5 Electronically held data using a USB stick must be password protected. (see Data Protection Policy) for further information

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

This policy has been drawn up within the context of;

- Freedom of Information Policy
- Data Protection Policy
- e-Safety Policy
- other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

The school is also a member of the irms and as such takes guidance on Information and Records Management from the Schools Toolkit found in Appendix A.

#### **APPENDIX A**

See <https://irms.org.uk/page/SchoolsToolkit>

Ratified by Governors: 02/02/2026

Next Review: 02/02/2027

(This policy will remain in force beyond the review date if no updates are required)