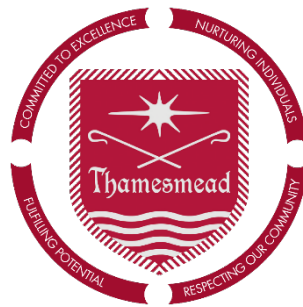


# THAMESMEAD SCHOOL



## SCHOOL RECORD MANAGEMENT POLICY

<b>Governors Committee</b>	<b>Resources &amp; Audit Committee</b>
<b>Review Period</b>	<b>Annually</b>
<b>Date of Review</b>	<b>Spring 2024</b>
<b>Date of Next Review</b>	<b>Spring 2025</b>

Thamesmead 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.

## **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 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives or for historical research. This should be done in liaison with the County Archives Service.

## **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 Headteacher.
- 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. 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.
- 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.

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

This policy has been drawn up within the context of:

- Freedom of Information Publication Scheme
- Data Protection policy
- Privacy Notices
- CCTV Policy

# Appendix 1: Equality Impact Assessments

Assessment of the Impact of a Policy on Equality & Diversity

Policy: School Records Management Policy

Impact assessed by: A. Garraway

Date: 29/01/2024

1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?

None

2. How would this be evidenced?

This would be evidenced through the Record Management Guidelines

3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?

NO

4. If the answer to 3 is 'Yes', please provide details and evidence.

5. How might the new policy change this?

N/A

6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?

NO

7. If the answer to 6 is 'Yes', please provide details and evidence.

8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?

PASS