



Records Management Policy

Updated: September 2021

Approved by Trustees: 1 November 2021

Review date: Autumn 2023

Document History

Version	Date	Description	Author
1.0	25/04/2018	Draft for consultation with school	IG Team CWC
2.0	November 2019	Reviewed	IG Team CWC
3.0	September 2020	Reviewed	IG Team CWC

The 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. They also 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 permanent and temporary staff of the school in the course of carrying out its functions. Also, to any agents, contractors, consultants or third parties acting on behalf of the school.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the Trust 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 electronic format e.g. paper documents, scanned documents, emails which document business activities and decisions, audio and video recordings, text messages notes of telephone and online conversations, spreadsheets, word documents, presentations etc.

2. Responsibilities

- 2.1 The Trust Board has a corporate responsibility to maintain the schools records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is usually delegated to the Chief Executive or Headteacher.
- 2.2 The person responsible for day to day operational management in the school will give guidance on 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 The Trust will manage and document its records disposal process in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests "SARS").
- 2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:
- manage the school's records consistently in accordance with the school's policies and procedures
 - properly document their actions and decisions;
 - hold personal information securely;
 - only share personal information appropriately and do not disclosed it to any unauthorised third party
 - dispose of records securely in accordance with the school's Records Retention Schedule.

3. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information section within the Information Governance Policy
- Data Protection policy
- Information Governance Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.
- Information Security and Information Incident Procedures