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RECORDS MANAGEMENT POLICY

Date Policy Proposed: 4th December 2017

Date Policy Ratified: 25th January 2018

Date Policy to be Reviewed: December 2018

Introduction:

St Gabriel's CE Primary School recognises that by efficiently managing our records we are able to comply with our legal and regulatory obligations and contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of school and provide evidence for demonstrating performance and accountability.

St Gabriel's CE Primary School has adopted the **Information Management ToolKit for Schools** created by the Information and Records Management Society (IRMS) and adheres to its principles and guidance. A print copy of the retention schedule is attached as Appendix 1 to the hard-copy of this policy.

1. Aims and Objectives 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.

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 School Business Manager (SBM).

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 securely and safely.

3. Relationship with existing policies

This policy has been drawn up within the context of:

- Information Management Toolkit for Schools (IRMS)
- Freedom of Information Policy
- Data Protection Policy
- Acceptable Use of ICT Policy
- And with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.