



HASTINGS HIGH SCHOOL

School Records Management Policy

Version	1.0
Sources	JA Walker, Solicitor
Status	Pending
Governors oversight committee	Resources, Audit and Risk Committee
Date approved	11 th May 2022
Date of next review	2023
Policy owner	Peter Tilbury – Business Manager
Policy location	T. Drive / 14. Policies / UK GDPR
Target group	Governors and Staff
Consultation Period	21 st March 2022
Linked policies	Freedom of Information policy Data Protection policy Privacy Notices Data Sharing Agreements Information Security policy IT security and use polices Records retention policy/guidelines and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the trust and schools.

Records that are shared with third parties as a result of consent, regulatory obligations or contractual agreements are within the scope of this policy.

In school the records that we access and hold originate and are stored in a variety of formats that include physical, digital, electronic audio/visual records. Some are held locally in school, others are hosted by third party providers.

All records are within the scope of this policy, records are required to be stored and retained in accordance with the document retention schedule attached to this policy.

Records may refer to individuals, financial planning tools, contracts, commercial organisations, public authorities or charitable organisations. Some records will contain personal data.

Record retention and storage will be reviewed from time to time to ensure that the aims of this policy are met.

Responsibilities and Actions

The Governing Board is ultimately responsible for this policy, however on a daily basis operational management of the policy is delegated to the Co-Heads and Senior Leadership Team.

Management of the policy will be reviewed at Governing Board meetings on at least an annual basis.

The Co-Heads will be required to monitor compliance with this policy by undertaking at least an annual check to determine if records are stored securely and can be accessed appropriately, in accordance with requirements in this policy.

Within school, responsibility for this policy will be with the Data Compliance Manager.

An active retention policy is applied to confirm what records are to be retained and set out a timeline for their secure disposal.

Individual school staff, contractors, volunteers and employees have personal responsibility for records within their control and day to day handling by ensuring that:

- records are to be handled in accordance with the school policies and good practice for secure storage and usage
- keep accurate records as required
- Personal data contained in records is used in compliance with the UK GDPR and school data protection policies and protocols
- personal information is shared appropriately and with a proper legal basis with any third party;
- records are securely disposed in accordance with the school's Records Retention Schedule

Creation and Management of School Archives

The school archive is maintained as a resource to help inspire and equip current staff and pupils to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of

school-life among many generations of former pupils; and to serve as a research resource for all interested in the history of Hastings High School and the community it serves.

Appendix 1

The school keeps a wide variety of records that may include (but are not limited to):

Students

- Personal information
- Parent/carer contact information
- School reports
- Behaviour logs
- Exam and testing outcomes – internal and external
- Child protection information
- Allegations of a child protection nature made against a member of staff (including unfounded allegations)
- Attendance – attendance registers, authorised absence correspondence
- SEND – reviews, advice to parents/carers, accessibility strategy
- Pupil Premium / Sixth Form Bursary – evidence of eligibility
- Free School Meals eligibility
- Services and Pupil Premium eligibility
- LAC status
- Medical – Individual Health Plans, first aid records
- Biometric records

Management of the school

- Governing Board records - agendas, minutes, resolutions, reports
- Governors personal details
- Declarations of Interests
- CPD and training
- Statutory Documents for Companies House
- Accounts and Trust Report
- School Development Plans and School Improvement plans

- Leadership meetings, minutes and actions
- Admission details
- School visitor logs
- Health and Safety Records
- Fire Risk Assessments
- Risk Assessments
- Social Media
- Newsletters and external communication records

Human Resources

- Job Descriptions
- Application forms
- Personnel files for all staff – including personal contact details
- Appraisals
- Performance reviews
- Employment suitability checks
- Contracts of employment
- Records of Disciplinary and Grievances Process
- Allegations and LADO referrals
- Referrals to DBS
- Payroll and pensions – maternity/paternity pay, family leave records,

Financial Management

- Budgets and Funding details as required by the Funding Agreement, Academies Financial Handbook and Company Law
- Risk Management and Insurance – employer’s liability insurance certificate
- Asset Management Records
- Asset Register
- All necessary financial records
- Contracts
- Contract Management and Procurement
- School Payment and Meals Management
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Property Management

- Property Management
- Condition Surveys
- Hire agreements
- Maintenance – log books, warranties and contractor information
- Health and safety information
- Curriculum & Attainment
- Teaching and learning planning
- Timetabling and resource planning
- Prospectus and Website
- Statistics and evidence of learning outcomes, targets
- Pupil work records
- Trip and visit record

External Records

- Central Government and Local Authority
- Local Authority – census returns, attendance returns
- Central Government – returns made to DfE/ESFA
- Ofsted
- Referrals to third party agencies
- Legal action involving the trust and schools
- ICO action
- Enquiries and investigations by external bodies