# Sibsey Free Primary School

# Records Management Policy

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| Approved by: | Governing Body |
| Date: | March 2022 |
| Last reviewed on: | March 2020 |
| Next review due by: | March 2024 |

Sibsey Free Primary 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 school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This policy provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

## 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 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 school's archives and for historical research.

## Responsibilities

2.1 The school has a corporate responsibility to maintain its 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 Headteacher will give guidance about good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely way. The Headteacher will also monitor compliance with this policy by checking that 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 records management guidelines. (The guidelines to be used are contained in the document: Records Management Toolkit for Schools – available in the school office and from the Clerk to the Governors)

## Relationship with existing Policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy