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Records Retention Policy

Introduction

Silverhill School & Day Nursery 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. It covers:

- scope;
- responsibilities;
- relationships with existing policies.

Scope of the policy

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

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.

A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the LA Records Service.

Responsibilities

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 Headmistress.

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.

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.

Relationship with existing policies

This policy has been drawn up within the context of:

- Data Protection policy;
- Children's Records
- Provider Records
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Records Retention Register

A records retention register is held by the school. This register details the following:

- basic file description
- relevant data protection issues
- statutory provisions
- retention period
- action at the end of the retention period

Records maintained by the school fall under the following headings:

- Management of the School
- Human Resources
- Financial Management of the School
- Property Management
- Pupil Management
- Curriculum Management
- Extra Curricular Activities
- Central Government and Local Authority

This policy was adopted by	Silverhill School
Date	January 2018
Review date	January 2019
Name of signatory	Mrs Jenifer Capper
Role of signatory	Head Mistress