



# Records Management Policy

Stour Valley Community School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. 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**

This policy applies to all records created, received or maintained by staff of Stour Valley Community 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.

## **2 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 Headteacher.

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 timely.

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.

## **3 RELATIONSHIP WITH EXISTING POLICIES**

This policy has been drawn up within the context of:

- Freedom of Information Policy;
- Data Protection Policy;
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

#### **4. DATA PROTECTION ACT**

##### Students' Rights

All Stour Valley Community School students have the right to look at their student records. In this context, requests for information should be made in writing to the Headteacher, and the school should respond within 15 days. If asked to provide a hard copy of the record, a fee according to the number of pages can and will be charged. (See Subject Access Fees below.)

##### Parents' Rights

As well as the subject access rights that parents have on behalf of their child, under separate education regulations parents have their own independent right of access to the official educational records of their children.

The information which they are entitled to and the exemptions are the same as for pupils, but parents do not have the right to access information that is not part of the official record.

#### **5 FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME**

##### Introduction

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme.

The Information Commissioner's Office (ICO) reserves its approval of publication schemes to those which follow a generic model, and this is the means by which public authorities and schools 'produce and publish the method by which specific information will be available so that it can be easily identified and accessed by members of the public'.

#### **6 REQUESTS FOR INFORMATION – CHARGES**

##### Subject Access Fees (applicable to students and parents)

<u>Number of Pages</u>	<u>Maximum Fee</u>
1-19	£1
50-59	£5
100-159	£10

General Charges in Relation to FOIA Requests

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black/white)	Actual cost
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fees		In accordance with relevant legislation which applies.

Ratified by Governing Body	
Date	