



*Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School
Subsidiaries of JWA Holdings Limited*

RECORD MANAGEMENT POLICY

The benefits of effective records management are:

- protecting our business critical records and improving business resilience
- ensuring our information can be found and retrieved quickly and efficiently
- complying with legal and regulatory requirements
- reducing risk for litigation, audit and government investigations
- minimising storage requirements and reducing costs

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions, in line with GDPR 2018.

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.

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 Director. 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.

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:

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

RECORD KEEPING

Pupil Assessment information is stored electronically on a private Drive, only accessible to those who

are authorised to see.

Hard copies of formative and summative assessments are kept in teaching files in an office which is locked when staff are not around.

These may include

- Spelling/Phonics/Common Exception word assessments
- Reading, Maths and Writing assessments
- Foundation subject assessments

Children have their own confidential information folder. These are kept in a locked drawer in the main office. This file is only accessible by relevant members of staff. In this file are:

- Confidential reports and correspondence
- Details concerning the child, address, contact numbers, authorised collection, etc.
- Pupil reports
- Assessment information
- Medical information

Medical Records

Children with identified medical needs have documentation completed by parents and guardians. These are kept in the main office and a copy is in each child's confidential file. Notes to inform all parties about individual symptoms, treatments and medication are kept by the teacher. A list of children with medical needs is kept centrally so they can be treated effectively as necessary. Please refer to the school Medical policy on the administration of medicines and medical care of children at the school.

Records of SEND or Child Protection

Any paper copies of records are kept in a locked cabinet in the main office. This file is only accessible by relevant members of staff. The main office is lockable and only accessible by relevant members of staff.

Transfer of Records

When a child transfers from the Company it is the teacher's responsibility to gather the appropriate school work and deliver to the Executive Headteacher. The Executive Headteacher will compile the records required for the transition. We require a receipt signature for any sensitive information (e.g. child protection records) passed on to the receiving school. The child's Passport (which includes assessment data) may be sent electronically on request. This may be via CPOMS staffsafe or a suitable secure alternative.

Retention of Records

Under GDPR and the DPA 2018, personal data processed by the Company must not be retained for longer than is necessary for its lawful purpose.

In line with GDPR 2018, the records of children at the Company may be kept until the child reaches the age of 21. Other HR records are kept for the minimum statutory period. If a child visits the Company for a trial/assessment and we are unable to offer long-term provision, we will keep the child's records for one year.

Accident book records are retained for a minimum of 3 years from the date of the last entry.

Accounting records are kept for a minimum of 6 years.

HMRC records are kept for a minimum of 3 years.

Statutory pay records are kept for a minimum of 3 years.

Wage and salary records are kept for a minimum of 6 years.

Records relating to working time are kept for a minimum of 2 years.

Update: Brexit

What happens now that the UK has left the EU?

Now that the UK has left the EU, there is a transition period until the end of 2020 to allow time to negotiate a new relationship with the EU. During the transition period the GDPR will continue to apply in the UK. You should continue to follow existing guidance on the GDPR and monitor the ICO website for any developments in guidance during the remainder of the transition period.

Will the GDPR still apply when we leave the EU?

The GDPR is an EU Regulation and, in principle, it will no longer apply to the UK from the end of the transition period. However, if you operate inside the UK, you will need to comply with UK data protection law. The government has said that it intends to incorporate the GDPR into UK data protection law from the end of the transition period - so in practice there will be little change to the core data protection principles, rights and obligations found in the GDPR. The EU version of the GDPR may also still apply directly to you if you operate in Europe, offer goods or services to individuals in Europe, or monitor the behaviour of individuals in Europe.

Policy:

Jennifer Wood, Director and Proprietor

Created October 2018

Reviewed: August 2019

Reviewed: December 2020

Reviewed: 9th September 2021

Reviewed: 31st August 2022, Jennifer Abraham

Reviewed: 31st August 2023, Jennifer Abraham

Reviewed: 5th November 2024, Jennifer Abraham