



## GOVERNORS POLICY ON RECORDS MANAGEMENT

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
1	WF	February 2016	9 March 2016	

### 1 Scope of the policy

- 1.1 This policy applies to all records created, received or maintained by the Backwell 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.

### 2 Responsibilities

- 2.1 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 Governing Body. The person with overall responsibility for its implementation is the Head Teacher.
- 2.2 The day to day responsibility for records management in the school lies with the School Business Manager. They will give guidance about good record 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.
- 2.3 Individual staff 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 Retention of Records

Records will be retained or disposed of appropriately in accordance with the Records Retention Schedule which was drawn up using the School's statutory obligations and having regard to the Retention Guidelines for schools published by the Information and Records Management Society. These guidelines can be found at:

<http://www.irms.org.uk/resources/information-guides/199-rm-toolkit-for-school>

#### **4 Relationship with existing policies**

This policy must be read and implemented in conjunction with the following policies and procedures:

- Freedom of Information Policy;
- Data Protection Policy, including CCTV and Webcam procedures;
- Knowledge, information and records management procedures; and
- With other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.