



Records Management Policy

Hampton School Trust (the “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 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; and
- relationships with existing policies.

At all times, the School works within the principles of the data protection legislation which includes data minimisation; if a document is no longer required to by the School it will be securely destroyed. The schedules attached to this policy aim to inform staff when documents should be retained and when they should be disposed of.

1. 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 in most cases) to provide evidence of its transactions or activities, or because there is some other lawful reason which makes them necessary to keep. These records may be created, received or maintained in hard copy or electronically.
- 1.3 A small percentage of records will be selected for permanent preservation as part of the School’s archives and for historical research.

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 Bursar.
- 2.2 The person responsible for records management in the School, via a delegated staff member, 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.
- 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 School’s Records Management Policy and Records Retention Schedule.

Relationship with existing policies

2.4 This policy has been drawn up within the context of:

- Records Retention Schedule (at Appendix 1 of this document);
- Privacy Notice;
- Data Protection Policy;
- Safeguarding Policy; and
- other legislation or regulations (including audit, equal opportunities and ethics) affecting the School.

2.5 The Records Retention Schedule records:

- all types of records held by the School;
- the period records are held for; and
- method of destruction for files.

APPENDIX 1 – RECORDS RETENTION SCHEDULE			
A	<u>Pupil Management</u>		
A.1	<u>Pupil's Educational Record</u>		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
A.1.1	Pupil File including Pupil's Educational Record	On pupil files or SIMS so in accordance with those sections.	
A.1.2	Examination Results – Pupil Copies		
	Public	This information should be added to the pupil file and stored as per pupil file retention.	All uncollected certificates should be returned to the examination board.
	Internal	This information should be added to the pupil file and stored as per pupil file retention.	
A.1.3	Child Protection information held on separate safeguarding pupil file	Retained indefinitely.	
A.1.4	General Pupil file	When pupil leaves the file is scanned in whole and archived indefinitely in accordance with the Records Management Policy.	

A.2	Attendance		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
A.2.1	Attendance Registers	Three years then collapsed and archived electronically.	
A.2.2	Correspondence relating to authorised absence	In line with SIMS retention policy - collapsed and archived electronically.	

A.3	Special Educational Needs		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
A.3.1	Special Educational Needs files, reviews and Individual Education Plans	This information should be added to the pupil file and stored as per pupil file retention.	
A.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	This information should be added to the pupil file and stored as per pupil file retention.	
A.3.3	Advice and information provided to parents regarding educational needs	This information should be added to the pupil file and stored as per pupil file retention.	
A.3.4	Accessibility Strategy	This information should be added to the pupil file and stored as per pupil file retention.	

A.4	<u>Pupil Behaviour</u>		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
A.4.1	Detention records	Retained indefinitely	
A.4.2	Detention database	Retained indefinitely	

A.5	<u>Bursary Applications</u>		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
A.5.1	Applications for bursaries	Application to School + six years	SECURE DISPOSAL

B	<u>Extra Curricular Activities</u>		
B.1	<u>Educational Visits outside the Classroom</u>		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
B.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	Date of visit + 14 years	SECURE DISPOSAL
B.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Hampton	Date of visit + ten years	SECURE DISPOSAL
B.1.3	Parental consent forms for school trips where there has been no major incident	Conclusion of the trip + one year	SECURE DISPOSAL
B.1.4	Parental permission slips for school trips – where there has been a major incident	DOB of the pupil involved in the incident + 25 years	SECURE DISPOSAL
B.1.5	Passport information - Rowing club	When pupil leaves club	SECURE DISPOSAL

C	Curriculum Management		
C.1	Statistics and Management Information		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
C.1.1	Examination Result (schools copy)		
	Electronic copy	Retained indefinitely	
	Hard copy	Student leaves + seven years	SECURE DISPOSAL
C.1.2	Exam Papers		
	Physical paper - written answers of pupils	Examination papers should be kept until any appeals / validation process is complete.	SECURE DISPOSAL
	Electronic copy - written answers of pupils	Seven years from date of exam	SECURE DISPOSAL
	Physical question paper – clean copy	Retained indefinitely	
	Value Added and Contextual Data	Current year + six years	SECURE DISPOSAL
	Self Evaluation Form	Current year + two years	SECURE DISPOSAL

C.2	Implementation of Curriculum		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
C.2.1	Schemes of Work	This does not include personal data, it is continually updated and not deleted.	
C.2.2	Timetable	Staff member leaves + three years	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
C.2.3	Mark Books	Current year + three year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
C.2.4	Record of homework set	Current year + three year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
C.2.5	Pupils' Work	Where possible pupils' work should be returned to the pupil at the end of the academic year alternatively current year + one year	SECURE DISPOSAL Some Pupils' work is kept on display in perpetuity by way of consent through winning prizes.
C.2.6	Technicians Lists of pupils for loan books	End of academic year	SECURE DISPOSAL
C.2.7	Photosheets with names	End of academic year	SECURE DISPOSAL

D	Information Technology		
D.1	Storage on the Schools Computer Systems		
Provision	Basic file description	Retention Period [Operational]	Action at the end of the administrative life of the record
D.1.1	Staff School network accounts - leavers	Accounts are deactivated when a member of staff leaves and deleted six years after this unless safeguarding concerns or SMT believe it is reasonable and proportionate to retain the file for a longer period.	SECURE DISPOSAL
D.1.2	Staff files and emails - current staff	Files and emails older than two years and not accessed in that time will be deleted.	SECURE DISPOSAL
D.1.3	Smart Phones	Trips - iPhone loaned for purpose of trip and erased after each trip. Keeper's phone - erased when staff member leaves. iPods - keepers - no personal data - photos deleted after staff member leaves or when device full .	SECURE DISPOSAL

D.1.4	Pupils' School network accounts - leavers	Accounts are deactivated when a pupil leaves and deleted one Year after this unless safeguarding concerns. Where there are safeguarding concerns the information will move to the Pupil file. The account will then be deleted.	SECURE DISPOSAL
D.1.5	Pupils' School network accounts - current	Files and emails older than two years and not accessed in that time will be deleted.	SECURE DISPOSAL
D.1.6	Pupils' email accounts	Accounts are deactivated when a pupil leaves and deleted one Year after this unless safeguarding concerns.	SECURE DISPOSAL
D.1.7	Browsing history / smoothwall	Retained until overwritten	Overwritten when storage within the system is used. This is approximately 20 months for Hampton School and 129 months for Hampton Prep School.
D.1.8	Biometric data (fingerprints)	Identifying data destroyed at end of term following pupil / staff member leaving the school. Entry to the school via finger scanner will be disabled. Data regarding when a person entered the school will be kept indefinitely.	SECURE DISPOSAL
D.1.9	Securus	One year unless saved to safeguarding file. If saved to safeguarding file, retained indefinitely.	SECURE DISPOSAL

D.1.10	Server back-up solution spread across two sites.	Back up solution will be reflective of the retention periods outlined in this Schedule.	Reflective of the disposal methods outline in this Schedule.
D.1.11	ANPR	One year.	SECURE DISPOSAL