**Leedon School Records Management Policy**

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

• Relationships with existing policies

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) to provide evidence

of its transactions or activities. These records may be created, received or maintained

in hard copy or electronically.

1.3

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 County Archives Service.

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 Head of the School.

2.2

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.

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 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.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Head of School]