Moorside Primary School

Records Management Policy
2023-2025

MOORSIDE PRIMARY SCHOOL
PURPOSE, VISION & VALUES

Our Purpose
Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.
We pride ourselves in being a caring school community where everyone is welcome.
We strive to deliver an outstanding education for all our children.
We help everyone to become caring and active citizens
We encourage everyone to thrive and achieve their full potential.

Our Vision
We want everyone in our school to work together to make us as good as any school can be.
We want to create new opportunities for everyone to succeed.
We want to create a culture, which broadens all of our horizons.
We want everyone to be able to tackle the challenges we will face in an ever-changing world.
We want all of our children to effectively engage with each other and with our community.

Our values
We all believe that
Our local community deserves a school they can be proud of
We are a caring community where everyone is welcome
We all value, respect and support each other
Our community has the right to be safe and healthy
Our children should have the chance to enjoy and be enthused by their time in our school

We all work together to make sure that
Everyone always tries their best and take pride in all that they do
Everyone demonstrates good manners at all times
Everyone respects each other and show consideration
Everyone respects and cares for our environment and resources
Everyone celebrates each other's successes and achievements

Introduction

This policy recognises that an effective records management programme is key to facilitating Moorside Primary School's compliance with the legal and regulatory obligations as defined in the school's Information Policy.

Records management is recognised by Moorside Primary School as a core corporate function that supports the effective management of the school. A records management programme ensures that authoritative evidence of the school's work is created, captured, managed and made accessible within the scope of the school's Information Governance Policy Framework. This allows for improved accountability, transparency, continuity, decision-making, and better compliance with relevant legislation and regulations, as well as protection of the rights and interests of the school. [1]

Scope

A record is defined as 'information created, received and maintained as evidence and as an asset by (the school)...in pursuit of legal obligations or in the transaction of business'.[2]

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its work, whether they are held electronically or in hard copy. Records are retained as evidence for a set period determined by legal, regulatory and functional requirements.

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 Head Teacher.

The Head Teacher will act as the accountable person and a champion for records management. They will oversee records management policy and strategy and ensure that the necessary resources are made available and remedial action is taken when problems arise. They 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, and will support appropriate allocation of resources towards the school's records management programme, and will promote records management training for all staff.

The person with operational responsibility for the school's records management programme is the Senior Leadership Team (SLT). They will ensure that the programme is developed, manage its implementation and overall functioning, including the production of procedures and guidance, work with business units to determine vital records and develop and implement disposal policies and schedules, as well as facilitating programme reviews and improvements.

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[1] This policy has been formulated with reference to guidance and standards including the Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000; the International Standard ISO 15489-1: 2016 for Information and documentation – Records management; The National Archives Implementation Guide 3: Records Management Policy , 2010; The National Archives Model Action Plan for Schools, 2004; and the IRMS Information Management Toolkit for Schools version 5 – 01 February 2016.
[2] ISO 15489-1:2016

All staff (including temporary 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.

<u>Relationship with existing policies</u>
This policy has been drawn up within the context of the school's Information Governance Policy Framework. In particular, it flows from the school's Data Protection Policy otherwise known as the Information Policy and helps to facilitate compliance with the requirements of the General Data Protection Regulation (DPR), Environmental Information Regulations 2004 (EIR) and Freedom of Information Act 2000 (FOIA), associated guidance and Codes of Practice issued under the legislation.