Records Management Policy

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1. Inclusion and Safeguarding Statement

At Leicester Islamic Academy all pupils are valued, inspired and respected within our happy, welcoming School community.

We set high expectations for all our pupils. Practitioners give every pupil the opportunity to experience success in their learning by providing a relevant and challenging curriculum.

All children have unique experiences to share. At LIA we celebrate this diversity by valuing the contribution of all pupils and providing an environment that encourages interdependence and autonomy in their learning.

Our School is committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment. 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.

The School has adopted the **Information Management ToolKit for Schools** created by the IRMS (Information and Records Management Society) and adheres to its principles and guidance.

2. Scope

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

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, disposed or maintained in hard copy or electronically by the school, employees, as well as those acting as its agents in the course of a school activity.

A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.

3. Objectives

The aim of this policy is to define a framework for managing the school's records to ensure that the school:

- Creates and captures accurate, authentic and reliable records
- Maintains records to meet the school's business needs
- Disposes of records that are no longer required in an appropriate manner
- Protects vital records
- Conforms to any legal and statutory requirements relating to record-keeping
- Complies with government directives

4. 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 Headteacher.

The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy and data protection legislation 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.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained.

5. Records Creation, Maintenance and Disposal

LIA has in place a record keeping system both paper and electronic that documents its activities and provides for quick and easy retrieval of information. It also considers the legal and regulatory environment specific to the area of work. Our processes include:

- Records arranged and indexed in such a way that they can be retrieved quickly and efficiently.
- Procedures and guidelines for referencing
- Procedures for keeping the system updated.
- The ability to cross reference electronic and paper records

A record keeping system will be maintained so that the records are properly stored and protected, and can easily be located and retrieved. The system will ensure:

- Adequate accommodation for storage of paper and electronic records
- Monitoring and tracking of the movement of records
- Access monitoring and control for records
- Ensuring non-current records are archived and only accessed when necessary
- Ensuring an appropriate business recovery plan is in place and record protection is applied

It is important that disposal of records happens as part of a managed process and is adequately documented. LIA will ensure we have in place clearly defined arrangements for the assessment and selection of records for disposal, and for documenting this work.

6. Access

Access The school needs to ensure that any decisions regarding access to the records are documented so that they are consistent, and can be explained and referred to. Managers must ensure that:

- All staff are aware of the arrangements for allowing access to certain types of information
- Procedures are in place to document decisions concerning access

7. Training and Awareness

Since all employees are involved in creating, maintaining and using records, it is vital that everyone understands their record management responsibilities as set out in this policy. The school will ensure that staff responsible for managing records are appropriately trained or experienced and that all staff understand the need for records management.

8. Monitoring Arrangements

This policy will be reviewed by the headteacher every 3 years. At every review, the policy will be approved by the full governing board.

9. Links with Other Policies

This policy links with our:

- Freedom of Information Policy
- Data Protection Policy
- Privacy Notices