



**ST. OSWALD'S RC PRIMARY  
SCHOOL**

**Disposal of Records Policy**

This disposal schedule identifies the disposal arrangements for all records created by St Oswalds R C Primary School

Manual records should be closed as soon as they have ceased to be of active use other than for reference purposes. When a file is due to be closed the appropriate member of staff should consult the disposal schedule and mark the front cover of the file, indicating the date on which the file can be destroyed.

The minimum retention period required for each type of record is calculated from the point the file is closed. When the action is 'Destroy' the record, this should be done in accordance with the directions on schedule to recycle or shred. A record must be maintained of the files that have been destroyed. In some cases, the disposal action is 'Permanent Preservation' - these records are exempt from the normal review procedures. In some cases, the Public Record Office will seek transfer of files that are marked for 'Permanent preservation'.

St Oswalds R C Primary School declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody (i.e. until either destroyed or retained for permanent preservation).

The School Head is responsible for ensuring that records and information systems in their areas conform to this policy and to the requirements of legislation. **All members of staff** are responsible for documenting their actions and decisions in the records and for maintaining the records in accordance with good records management practice.

## Definitions of Records held by St Oswalds R C Primary School

1. Management and Organisation
2. Legislation & Guidance
3. Pupils
4. Staff
5. Finance
6. Health & Safety

### **1. Management and Organisation**

This category includes the main records which the School holds in relation to the management and organisation of the school. Typical records would include the minutes of the Board of Governors, the Senior Management Team and Parent/Teachers Association meetings which record the major decision making processes of the school. Also included are records detailing development, planning and curriculum policies as well as those that demonstrate how the school reports to its parents and other organisations. Records include the School Development Plan, the School Prospectus, Curriculum policies, Annual Report, Emergency Planning and Business Continuity Plan along with the records of meetings, minutes, and policies documenting the decisions and actions taken within this business function.

### **2. Legislation and Guidance from DFE**

Files maintained under this heading contain papers relating to legislation e.g. the Circulars, Guidance, Bulletins from the Dept of Education etc. Correspondence in connection with Statistical Returns and documents relating to Dept of Education Inspections and Reports.

### **3. Pupils**

Pupil records contain vitally important records which, not only, capture the progress of the student throughout their time at the school, but also document their personal details and information beneficial to their well being within the school environment. Such records would include Admission Data, Attendance of the pupils at the school, Timetables and Class Groupings, Education/Progress

### **4. Staff**

Records in this category refer to be those required for the Human Resources Management function within the school. These include Staff Personnel records (recruitment, interview notes, appointments, training, staff development etc), Staff Salary Records, Staff Induction, Sickness Records, Staff Performance Review, Substitute Teacher Records and Student Teachers on Teaching Practice etc.

### **5. Finance**

This business function within the school maintains records for a range of finance activities such as Annual Budgets, Budget Monitoring, Annual Statement of Accounts, Procurement, Tender Information and Prices, Reconciliation of Invoices, Audit Reports etc.

### **6. Health & Safety**

The health and safety of children and staff are of paramount importance in the school and such records to support this are kept e.g. Accident/Incident Book, Legal/Accident/Incident Forms, Risk Assessments, Fire Procedure, Security System Files, Health and Safety Policy Statement

Reviewed: October 2018

Accepted by Governors: 10<sup>th</sup> December 2018