



St. John's Church of England VA Primary School  
*Finding the light in ourselves and each other*  
Inspired by the Gospel according to John (chapter 8, verse 12)

*An aspirational school that encourages every child regardless of their background to 'soar on wings like eagles' in their learning and personal development (Isaiah 40:31)*

# Records Management Policy

Approved By:	FGB
Issued:	Autumn 2025
To Be Reviewed:	Autumn 2026

*A truly inclusive school that is built upon the values of  
Hope - Joy - Love - Forgiveness - Faith - Goodness*



# St. John's Church of England VA Primary School

## Policy statement and objectives

St John's Church of England VA Primary School (**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
- Digital continuity
- Relationships with existing policies

## Scope of the policy

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

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 electronic format.

## Responsibilities

The governing body of a school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is usually delegated to the head teacher of the school.

The person responsible for day-to-day operational management in the school will give guidance on 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.

The person responsible for records management will also ensure that:

- records are adequately stored and backed up
- a tracking system is in place that controls the movement and location of records so that they can be easily retrieved
- access controls are in place
- a business recovery plan is in place

The school will manage and document its records disposal process in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests "SARS").



## St. John's Church of England VA Primary School

Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

- Manage the school's records consistently in accordance with the school's policies and procedures;
- Properly document their actions and decisions;
- Hold personal information securely;
- Only share personal information appropriately and do not disclose it to any unauthorised third party;
- Dispose of records securely in accordance with the school's Records Retention Schedule.

### Digital continuity

Computerised data that must be kept for six or more years will be identified, and stored appropriately:

- This data will be stored in online backup systems.
- The data will be archived to a dedicated location on the school's server, which is password-protected
- This data will be stored on password protected external hard drives.
- This data will not be stored on flash drives.

Where possible, files will be converted to appropriate supported file formats for long-term preservation e.g. Word and Excel files may be converted to PDF files.

### Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection/GDPR policy
- Any legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

### Enquiries

Further information about the school's Data Retention Policy is available from the DPO. Our DPO is Carole Conelly and his contact details is: [carole@schoolDPOservice.com](mailto:carole@schoolDPOservice.com)

General information about data protection regulations can be obtained from the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk)

### Policy Review

This policy is reviewed annually with reference to the relevant legislation or guidance in effect at the time and approved by the full governing body at every review. Further reviews will take place as required.



# School Records Management Policy Document Control

24 <sup>th</sup> November 2025	Approved	Annual review. Minor changes – added review clause. FGB approval
9th December 2024	Approved	FGB
9th December 2024	Created	Arnold Worton-Geer