

## **CITY OF LONDON SCHOOL FOR GIRLS** **RECORD KEEPING POLICY DRAFT**

This policy was written in September 2014 and will be put to the Board of Governors for approval in October 2014. To be reviewed by September 2017.

### **1. INTRODUCTION**

The Lord Chancellor's Code of Practice on the Management of Records under the Freedom of Information Act 2000, states:

*"A school should have in place an overall policy statement, endorsed by top management and made readily available to staff at all levels of the organisation, on how it manages its records, including electronic records."*

### **2. CONTENTS OF POLICY**

Like all organisations, schools need to have records which document the full range of their activities. The law and ISI/Ofsted standards require that a large number of records are maintained and kept by schools covering a range of issues relating to staff and pupils, including:

- An Admissions Register (the School Roll) containing the prescribed information about each pupil
- An Attendance Register that is maintained in accordance with the regulations
- A record of sanctions for serious disciplinary offences, and exclusions
- All incidents of bullying
- Pupil progress and attainment records
- Single Central Register maintained in accordance with the regulations
- Pupils' health records
- Records of complaints and their outcomes

This policy sets out guidelines for recording, managing, storing and disposing of this data, whether it is held on paper or electronically. It sits alongside the school's Parent & Pupil Data Protection Policy and the City of London Employee Data Protection Policy.

### **3. RECORD-KEEPING POLICY**

Records are the life blood of any school. The school needs to create and maintain accurate records in order for it to function. The policy for managing records at City of London School for Girls has been drawn up in conformity with legislation and regulations affecting schools.

#### **4. CURRENT PUPILS**

An electronic file is kept on each pupil. The file holds the registration and acceptance form, (the parent contract) and the academic record of a pupil as she progresses through the school. It will also include reports of all conversations between parents and members of staff about significant academic or pastoral issues, school reports, references from previous schools and references prepared for universities and other institutions. It will record any disciplinary sanctions imposed on a pupil. The record identifies those with parental responsibility for the pupil and any court orders affecting parental responsibility or the care of the student.

Information held on the school's portal covers: the pupil's name, address, form, and emergency contact details, academic performance, subjects studied and daily attendance. Confidentiality of personal information is protected.

Information about pupils is also temporarily stored from time to time in confidential working files kept by teachers in pursuance of their duties, such as 6th form university application information used by the Head of Careers, subject related information kept by Heads of Departments and notes related to ongoing concerns that have not reached a conclusion kept by pastoral staff.

#### **5. PUPILS WITH SPECIAL EDUCATIONAL, WELFARE OR MEDICAL NEEDS**

The names of pupils with special educational, welfare or medical needs are recorded and any details of special provision to be made for individual pupils are made available to those staff with a need to know that information.

#### **6. MEDICAL RECORDS**

A confidential medical record on each pupil is kept securely by the School Nurse. The medical record contains: the medical questionnaire that the parents completed when their child joined the school, and records of all treatment and immunisations that a pupil receives during her time at the school, including records of all accidents and injuries to the child. They include any significant known drug reactions, major allergies and notable medical conditions. This information is available to staff likely to administer medication or treatment. The Catering Manager holds details of pupils with food allergies.

The School Nurse will provide a list of the names of current pupils with medical conditions that may be of relevance to staff in their dealings with pupils, for example, when arranging trips and visits, so that the teaching staff will know that they should consult the School Nurse about a particular individual when arranging an activity.

In addition the school's counsellors maintain confidential files about students who see them through the confidential counselling system to which no one else in the school has access.

## **7. FINANCIAL RECORDS**

The Bursar holds financial records on all pupils throughout their career at the school. These cover: a record of the deposit, the acceptance form, bills for tuition fees and extras throughout a pupil's time at the school. If a pupil receives a bursary or scholarship, this will form part of the record, along with records of annual assessments and awards.

## **8. ACCESS BY STAFF**

All teaching and office staff are able to access password protected information as needed and authorised. Teaching staff may consult the pupil records held in the School Office.

Access to medical records is restricted to the School Nurse. Access to financial records is restricted to the Head Mistress and the Bursary staff.

## **9. DATA PROTECTION**

Parents accept a place for their child at the school in the knowledge that data about pupils and their parents will be collected periodically and stored and processed in order to allow for the efficient operation of the school.

Parents who accept a place for their child at the school agree to the school using anonymous photographs of their child and information relating to his or her achievements for promotional purposes, which may be published in the prospectus or on the web site.

The City's notification to the Information Commissioner's Officer includes explicit reference to the use of biometric technology.

## **10. ACCESS BY PARENTS AND PUPILS**

The School and City of London Data Protection policies describes our duties and obligations under the Data Protection Act, including parents' rights and the rights of pupils aged 12 or over to have access to their personal data. It also covers the circumstances under which data would be disclosed to a third party.

## **11. FAIR PROCESSING NOTICE**

The school will comply with a Fair Processing Notice legally issued by a public body or other authority that is a data controller and is subject to the same legal constraints regarding the manner in which it handles data.

## **12. STAFF INDUCTION**

All new teaching and office staff will be given training in accessing and managing school records, as part of their induction.

## **13. RECORDS OF PAST PUPILS**

We keep all records of past pupils until a pupil is 25 years old. At that point, we securely destroy: all disciplinary, medical and financial records. We retain records of results in public examination, lists of school prizes and other significant achievements, together with information relating to former pupils' subsequent academic achievements. Records relating to former pupils are stored electronically in the Marketing office electronic database.

## **REFERENCES**

- Parent & Pupil Data Protection Policy and City of London Employee Data Protection Policy
- Parents' and Prep Parents' Handbooks
- Admissions and Attendance Register
- Pupil Sanctions Records
- Reports and references
- Procedures Recording and Reporting Accidents to staff, pupils and visitors
- Medical Questionnaire Policy
- Health and Safety Policy and School Nurse Guidelines