

<b>Person Responsible:</b>	G. Rughoobeer (DSL/Head of Compliance), ratified by B. Elkins (Headteacher) and SchoolPro
<b>Last reviewed on:</b>	February 2025
<b>Next review due by:</b>	February 2026
<b>Created:</b>	February 2022
<b>Revisions:</b>	February 2023

*Gretton School is owned and operated by Newcome Education, a subsidiary group of Cavendish Education.*

*This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside all of these policies in order to ensure an awareness of the bigger picture. In particular it should be read in conjunction with the Equality Policy, the Health and Safety Policy and the Safeguarding Children and Child Protection Policy.*

*All of these policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole school is undertaking to ensure the implementation of its core values.*

*In all the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. [Department for Education guidance](#) considers a 'parent' to include:*

- *all biological parents, whether they are married or not*
- *any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative*
- *any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person*

*A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.*

*The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:*

- Peninsula HROnline
- Peninsula BusinessSafe (Health and Safety)
- Carecheck (DBS)
- Educare (online CPD)

## CONTENTS

1. Introduction
  2. Scope
  3. Responsibilities
  4. Relationship with existing policies
- Appendix 1: Information Management Toolkit for Schools (2019)

## 1 INTRODUCTION

Gretton 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 school. 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
- Relationships with existing policies

## 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 or maintained in hard copy or electronically.

A small percentage of the school's records will be selected for permanent preservation as part of the school's archives and for historical research. This should be done in liaison with the County Archives Service.

## 3 RESPONSIBILITIES

Gretton 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 Administration Manager is responsible for records management in the school, will give guidance for good records management practice and will promote compliance with this policy and the 'Schedule of Retention (Archives)' so that information will be retrieved easily, appropriately and in a timely way. The Head of Compliance 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 and disposed of in accordance with the school's records management guidelines. The school follows the Information and Records Management Society (IRMS) record retention schedule found in the Records Management Toolkit for Schools:

 [IRMS School's Toolkit 2019.pdf](#)

## 4 RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of the school's Freedom of Information Policy, Data Protection Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

## APPENDIX A Information Management Toolkit for Schools (2019)

- [From Page 66 onwards](#)

Toolkit was due to be updated by SchoolPro in 2023. This will be added to the new policy once in place.