



TotalTuition



ROSEWOOD  
INDEPENDENT SCHOOL

*Rosewood Independent School is a trading name of Total Tuition Limited.  
This policy covers all students at Total Tuition Alternative Provision and Rosewood Independent School.*

## RECORD MANAGEMENT POLICY

The benefits of effective records management are:

- protecting our business critical records and improving business resilience
- ensuring our information can be found and retrieved quickly and efficiently
- complying with legal and regulatory requirements
- reducing risk for litigation, audit and government investigations
- minimising storage requirements and reducing costs

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions, in line with GDPR 2018.

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.

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 Director. The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

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.

### Relationship with existing policies

This policy has been drawn up within the context of:

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

## RECORD KEEPING

Pupil Assessment information is stored electronically on a private Drive, only accessible to those who are authorised to see.

Hard copies of formative and summative assessments are kept in teaching files in an office which is locked when staff are not around.

These may include

- Spelling/Phonics/Common Exception word assessments
- Reading, Maths and Writing assessments
- Foundation subject assessments

Children have their own confidential information folder. These are kept in a locked drawer in the main office. This file is only accessible by relevant members of staff. In this file are:

- Confidential reports and correspondence
- Details concerning the child, address, contact numbers, authorised collection,

etc. • Pupil reports

- Assessment information
- Medical information

### **Medical Records**

Children with identified medical needs have documentation completed by parents and guardians. These are kept in the main office and a copy is in each child's confidential file. Notes to inform all parties about individual symptoms, treatments and medication are kept by the teacher. A list of children with medical needs is kept centrally so they can be treated effectively as necessary. Please refer to the school Medical policy on the administration of medicines and medical care of children at the school.

### **Records of SEND or Child Protection**

These are kept in a locked cabinet in the main office. This file is only accessible by relevant members of staff.

### **Transfer of Records**

When a child transfers from Total Tuition Alternative Provision / Rosewood Independent School it is the teacher's responsibility to gather the appropriate school work and deliver to the Director. The Director will compile the records required for the transition. We require a receipt signature for any sensitive information (e.g. child protection records) passed on to the receiving school. The child's Total Tuition Alternative Provision / Rosewood Independent School Passport (which includes assessment data) may be sent electronically on request.

### **Retention of Records**

Under GDPR and the DPA 2018, personal data processed by Total Tuition Alternative Provision / Rosewood Independent School must not be retained for longer than is necessary for its lawful purpose. In line with GDPR 2018, the records of children at Total Tuition Alternative Provision / Rosewood Independent School may be kept until the child reaches the age of 21. Other HR records are kept for the minimum statutory period. If a child visits Total Tuition Alternative Provision / Rosewood Independent School for a trial/assessment and we are unable to offer long-term provision, we will keep the child's records for one year.

Accident book records are retained for a minimum of 3 years from the date of the last entry.  
Accounting records are kept for a minimum of 6 years.  
HMRC records are kept for a minimum of 3 years.  
Statutory pay records are kept for a minimum of 3 years.  
Wage and salary records are kept for a minimum of 6 years.  
Records relating to working time are kept for a minimum of 2 years.

**Policy:**

Jennifer Wood, Director and Proprietor

Created October 2018

Reviewed: August 2019

Reviewed: December 2020

Next review date: December 2021