

BISHOPSTEIGNTON PRIMARY SCHOOL
BISHOPSTEIGNTON PRESCHOOL
Governing Board

Records Management for Schools Policy

Date	20 June 2025	Responsibility	Resources GDPR	Unique I/D	6-25
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Version Control			
Version	Origin	Date	Amendments
2020	SchoolPro Policy	2022	SchoolPro policy re-formatted and reference to Records Management Retention Schedule added Approved and adopted at the Resources meeting held on 18 Feb 2022
2020	SchoolPro Policy	June 2023	Approved at the 23 June 2023 Resources meeting
2020	SchoolPro Policy	June 2024	Approved at the 20 June 2025 Resources meeting

This policy also applies to our Breakfast Club and After School Club which are both based on our school site for current pupils

This Policy has been adapted for Bishopsteignton Primary and Preschool use from the SchoolPro TLC model policy Records Management for Schools. It shall be read in conjunction with:

Policy 6-26 GDPR – Records Management Retention Schedule

The Data Protection Officer (DPO) for Bishopsteignton School is SchoolPro TLC, who can be contacted on:

DPO@schoolpro.uk

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SchoolPro Document Version Control Log
(prior to Bishopsteignton School adoption)

Version	Date	Description of changes and person/organisation responsible
1.0	16/05/2019	Document updated, formatted and uploaded to portal (SchoolPro TLC)
2.0	23/06/2020	IRMS Toolkit reference updated to version 6 (2019) (SchoolPro TLC)

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1. Introduction

Bishopsteignton 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
- 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 institution's archives and for historical research. This should be done in liaison with the County Archives Service.

For retention details, refer to Policy 6-26 GDPR – Records Management Retention Schedule

3. Responsibilities

Bishopsteignton 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 Head of the School.

The **School Business Manager** is 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. The **Resources Committee, with the aid of the School Business Manager** will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

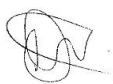
Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school's records management guidelines. The school follows the Information and Records Management Society (IRMS) record retention schedule found in:

Policy 6-26 GDPR – Records Management Retention Schedule

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.

Signed:



D. Killoran - Headteacher