

## ST. MARY'S COLLEGE CROSBY

### Record Keeping Policy

Records are the life blood of any school. The college needs to create and maintain accurate records in order for it to function. The policy for managing records at St Mary's College has been drawn up in conformity with legislation and regulations affecting schools.

#### CURRENT PUPILS

##### Pupil Records

A file is kept on each pupil in the College Office. The file holds the registration and acceptance form, (the parent contract) and the academic record of a pupil as he or she progresses through the college. It will also include reports of all conversations between parents and members of staff about any academic or pastoral issues, college reports, references from previous colleges and references prepared for universities and other institutions. It will record any disciplinary sanctions imposed on a pupil.

The information held on the college's electronic database covers: the pupil's name, address, ethnicity, form, and emergency contact details, academic performance, subjects studied and daily attendance.

##### Pupils with Special Educational or Medical Needs

The names of pupils with special educational or medical needs are recorded on the College's database. The Special Educational Needs Co-ordinator maintains a more detailed database on each child's needs and any individual's educational action plan.

##### Medical Records

A confidential medical record on each pupil is kept securely by the Clinical Commissioning Groups Primary Healthcare Trust's School Nurse and any confidential information disclosed to the college is kept in a separate file by the Child Protection Officer. The college is advised annually in advance of the normal Immunisation Programme for all of its pupils and Parents have to sign a Parental Consent Form, which is kept by the School Nurse.

The college's pupil file contains: the medical questionnaire that the parents completed when their child joined the college and any further information provided subsequently by the parents / guardians or School Nurse during [his or her] time at the college. The Health & Safety Officer maintains a separate record of all accidents and injuries to your child that required treatment.

The parents or guardians will provide the office with a list of their child's medical conditions, or social information of a sensitive nature that may be of relevance to staff in their dealings with pupils, for example, when arranging trips and visits. The office staff will inform the appropriate

Pastoral Head within the Leadership Team, so that the teaching staff will know that they should consult the relevant Pastoral Head about a particular individual when arranging an activity.

### Financial Records

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

### Child Protection

Any information that the College has in relation to Child Protection matters is kept within a locked cabinet and it will only be read by the Designated Safeguarding Officer, Principal or other person that they both agree needs to be made aware of the contents thereof or by operation of law. Child Protection issues in relation to both staff and pupils will be retained as recommended by the Records Management Society of Great Britain, Local Government Group Retention Guidelines For Schools 2009 version, until the person reaches retirement + 10 years, or later if directed by the College's Insurers.

### Access By Staff

All teaching and office staff are able to access the college's password protected database. Teaching staff may consult the pupil records held in the College Office. Access to medical records is restricted to the appropriate staff. Access to financial records is restricted to the Principal, Finance Governors and the Accounts staff.

### Data Protection Policy

St Mary's College has a separate Data Protection Policy that should be read in conjunction with this document.

Parents accept a place for their child at St Mary's College 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 college.

Parents who accept a place for their child at St Mary's College are invited to agree to the college 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.

St Mary's College's Data Protection policy describes its 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.

### Privacy Notice

St Mary's College will provide a Privacy Notice as a data controller and is subject to the same legal constraints regarding the manner in which it processes data.

### Staff Induction

All new teaching and office staff will be given training accessing and managing college records(including the database), as part of their induction into the St Mary's College "style" for marking work, report-writing and written and electronic communications with pupils and parents. Training records will be retained for 5 years after members of staff leave the school unless they contain issues which fall within Child Protection – see above.

### Records of Past Pupils

We keep all records of past pupils for 50 years old because the College has been requested by the insurers to maintain files for 50 years. At that point, we securely destroy: all disciplinary, medical and financial records. We retain records of results in public examination, lists of college prizes and other significant achievements, together with information relating to former pupils' subsequent academic achievements. Records relating to alumni are stored in the General Office.

Date of Policy- September 2015

Date of Review – September 16