



St Bede's

Catholic School  
& Sixth Form College

School Child Protection

Record Keeping Policy

17/18 - Summary

### **Record Keeping Policy**

The law and ISI reporting standards require that a large number of records are maintained and kept by schools covering a range of issues relating to staff and pupils. The policy for managing records at St Bede's Catholic School & Sixth Form College has been drawn up in conformity with legislation and regulations affecting schools.

### **Current Pupils - Pupil Records**

A restricted electronic file is kept on each pupil, accessed by designated personnel within Student Support. Paper bases files are also kept secure for TAF related pupils and CP pupils. The information held on the school's electronic database covers: the pupil's name, address, form, house, and emergency contact details, academic performance and behaviour, subjects studied and daily attendance.

### **Pupils with Special Educational (SEND) or Medical Needs**

The names of pupils with special educational or medical needs along with their profile and provision maps, if required, are recorded on the school's secure database.

### **Medical Records**

A confidential electronic medical record on each pupil is kept securely and managed by Mrs E Stemp. Mrs Stemp will provide the office with a list of the names of current pupils with 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.

### **Financial Records**

The SBM holds all financial records within electronic form (TSG) and paper form where necessary.

**Access by Staff**

All teaching and administrative staff are able to access the school's password protected database. Teaching staff may consult the pupil records held in the School Office. Access to medical records is restricted to the Medical staff. Access to financial records is restricted to designated personnel and password protected.

**Data Protection Policy**

Parents accept a place for their child at St Bede Catholic School & Sixth Form 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 school.

Parents who accept a place for their child at St Bede Catholic School & Sixth Form College are invited to 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.

St Bede Catholic School & Sixth Form 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.

**Fair Processing Notice (Privacy Notice)**

St Bede Catholic School & Sixth Form College will comply with a Privacy 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.

**Staff Induction**

All new teaching and office staff will be given training accessing and managing school records (including the database), as part of their induction into the St Bede Catholic School & Sixth Form College.

**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.

**Related Policies**

- Data Protection Policy (updated to include Retention, data Breach and GDPR)
- Admissions and Attendance Register
- Pupil Behaviour Records
- Reports and references
- Recording and Reporting Accidents to staff, pupils and visitors

**July 2017**