Ironstone Academy Trust

ORMESBY PRIMARY SCHOOL

DATA MANGEMENT POLICY

REVIEWED April 2023

1. INTRODUCTION

We are committed to building futures in a welcoming and supportive learning
environment in which all pupils feel valued and challenged to be resilient thinkers
and active learners with transferable skills and an appetite for world learning.
At Ormesby Primary School all pupils are valued, inspired and respected within our happy,
welcoming school community.

We set high expectations for all our pupils. Practitioners give every pupil the
opportunity to experience success in their learning by providing a relevant and
challenging curriculum with an emphasis on personalised learning.   All children have unique
experiences to share.

At Ormesby Primary School we celebrate this diversity by valuing the contribution of all pupils and
providing an environment that encourages interdependence and autonomy in their learning. Our
Academy is committed to safeguarding and promoting the welfare of children. We
expect everyone to share this commitment.

The Academy 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 Academy, and provide evidence for demonstrating
performance and accountability. This document provides the policy framework
through which this effective management can be achieved and audited.

The Academy has adopted the **Information Management Tool Kit for Academies** created by the irms (Information and Records Management Society) and adheres to its principles and guidance. A print copy of the retention schedule is attached as Appendix 1 to the hard-copy of this policy. A full copy of the Tool Kit is available on the Academy website.

The policy covers:
• Scope
• Responsibilities
• Relationships with existing policies

2. SCOPE

- This policy applies to all records created, received or maintained by staff of the Academy in the course of carrying out its functions.

- Records are defined as all those documents which facilitate the business carried out by the Academy 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 Academy's records may be selected for permanent preservation as part of the institution's archives and for historical research

3 RESPONSIBILITIES

- The Academy 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 Academy.

- The person responsible for records management in the Academy 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. They 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 Academy's records management guidelines.

4 RELATIONSHIP WITH OTHER POLICIES

This policy has been drawn up within the context of:

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