

## HODGE HILL GIRLS SCHOOL



### PUPIL SCHOOL RECORD KEEPING POLICY

The school follows and adheres to the Birmingham Children, Young People and Families Directorate 'Record Keeping and Management - An Essential Guide for Schools, Education and Early Years Settings' and the BCYPF Child Protection Guidelines.

In order to fulfill its educational role and to function efficiently as an organisation, the school has to hold and process a variety of pupil data. This data includes, for example:

#### 1. Pupils:

- Pupil Information forms
- Attendance Records
- Records of Achievement
- School Reports
- Copies of Special Educational Needs Reviews including, Individual Education Plans and Individual Behaviour Plans
- Statements of Special Educational Needs and associated documentation
- Exclusion documentation
- Common Assessment Framework documentation
- Correspondence related to the pupil and/or their circumstances
- Social and emotional pupil records;
- Learning mentor's or other professional's notes;
- Medical records;
- Copies of referrals and reports back from other agencies;
- Child Protection and Safeguarding Files

The school recognises that it has responsibilities towards its pupils, and parents in the way that it processes pupil data. In our practice we seek to comply with the Data Protection Act 1998 principles so that data, whether held manually or electronically is:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate and kept up to date;
- Not kept longer than necessary, and
- Secure.

The school is registered under the Data Protection Act and the Head teacher carries out the duties of Data Controller under the Act. The school has a duty to treat all personal information held as confidential. There will however be situations when personal information will need to be shared with other agencies particularly where it is in the best interests of a child, for example in cases where there are child protection concerns.

If a pupil leaves a school, all the records will be transferred to the receiving school. Child Protection files will be delivered in person by the DSL if within Birmingham, by recorded delivery if outside the City. If a pupil leaves to be educated otherwise, any records will be transferred to the Education Otherwise Team at the Local Authority. If the school does not know where a pupil is moving to, the records will be stored by our school and this will be reported to the Local Authority.

Child Protection records will be stored securely in a central place separate from academic records and access will be restricted to the Designated Safeguarding Lead and the Assistant Safeguarding Designated Lead. These records will be forwarded in line with Birmingham Procedures.