



THE PATHWAY ACADEMY TRUST

Registered address: c/o Culverstone Green Primary School,
Wrotham Road, Meopham, Kent DA13 0RF

Registered Company N° 9782388

RECORDS MANAGEMENT POLICY

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Approved by	Trust Board
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Introduction

The Pathway Academy Trust 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 Trust and its schools. Records provide evidence for protecting the legal rights and interests of schools, 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
- Retention of Records
- Relationships with existing policies

Scope of the policy

This policy applies to all records created, received or maintained by the Trust and its schools in the course of carrying out their functions.

Records are defined as all those documents which facilitate the business carried out by the Trust and its schools and which are thereafter retained (for a set period) to provide evidence of transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

Responsibilities

The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. Overall responsibility for this policy is held by the Board of Directors of The Pathway Academy Trust. Overall responsibility for its implementation is the Executive Leadership Team.

The day to day responsibility for records management in the Trust is held by the Trust Business Manager. They will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. They will also monitor compliance with this policy by surveying records at least annually to check if they are stored securely and can be accessed appropriately.

Individual staff in all of the Trust's schools 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.

Retention of Records

Records will be retained or disposed of appropriately in accordance with the Trust's statutory obligations and having regard to the Retention Guidelines for schools published by the Information and Records Management Society.

A toolkit can be found at: <http://irms.org.uk/page/SchoolsToolkit>

Relationship with existing policies

This policy must be read and implemented in conjunction with the following policies:

- Freedom of Information Publication Scheme
- Data Protection Policy

and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school from time to time.