



Policy

Pupil Record Keeping

1 Objectives of a Policy and Procedures

The objectives are:

- (i) to establish a clearly identifiable electronic paper trail in each area which will record the progress of every pupil, relevant incidents and action taken
- (ii) to promote awareness of data protection and of styles and formats appropriate to pupil records
- (iii) to provide teachers with the means of keeping appropriate records
- (iv) to arrange the appropriate storage of, access to and eventual disposal of records.

2 Retention, Storage, Access and Disposal

After a child has left the School, all pupil records (except for bursarial or financial, and medical and counselling) should be consolidated in Chapel Close for one year, and thereafter stored in a secure place (to which access is limited to authorised persons), until the child has reached the age of twenty-four years and six months, whereafter they may be destroyed.

Since 1st March 2000 both manual and computerised personal information held by schools is subject to the Data Protection Act 1998. Parents have a general right to see their child's educational record so long as the child is under the age of eighteen. Pupils have that right after the age of eighteen. Children who submit written requests to see their records should be allowed to do so, unless it is obvious that they do not understand what they are asking for. Schools should not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health or that of anyone else - including anything which suggests that they are, or have been, either the subject of or at risk of child abuse.

5 Powers of the Headmaster

The Headmaster has the discretion (and in certain circumstances specific powers) to exclude from an end-of-term report (i.e. Record of Achievement) information:

- (i) which may breach a confidence
- (ii) which may be harmful to the pupil or parents
- (iii) which may involve disclosing information about another pupil.

6 Categories of Record

i. General Record

The general record of each pupil consists of:

- (i) the Headmaster's file, including any documents relating to scholarships or other financial awards or major disciplinary matters (e.g. expulsion or suspension)
- (ii) the admissions file including a Transfer Form
- (iii) the housemasters' accumulated files, including all Progress Reports, references and other reports (e.g. careers and ISCO reports), medical consent forms, and any documents relating to other disciplinary actions (e.g. detention or other punishments), and to incidents not recorded elsewhere (e.g. minor acts of bullying, theft or damage to persons or property)
- (iv) the tutors' accumulated files, including reports or references (e.g. half-term assessments, UCAS references, internal transfer forms)
- (v) matron's files, where appropriate.

After a child has left School, these records should be consolidated in Chapel Close for one year, and thereafter stored in a secure place to be determined.

Usually, the housemaster/housemistress's file includes records passed from one housemaster/housemistress to the next, as a child moves from the Lower School to the Middle and then to the Upper School. All housemasters/housemistresses and/or tutors should also exercise their judgement in the removal and destruction of inappropriate or repeated documents before the handing over of general records to another house or to Chapel Close after the departure of a pupil from the School. This process should prevent the general record from becoming unhelpfully large by the time it reaches Chapel Close.

ii. Bursarial Record

Every pupil's bursarial record should be stored in the Bursar's Department, and access should be restricted to the Headmaster, the Bursar and members of the Bursar's department. Amongst other things this record should include any documents relating to payment for contracts entered into by the School and the child (or the parents on behalf of the child).

iii. Academic Record

The Academic Record should include:

- (i) public examination results
- (ii) internal examinations results (e.g. end-of-year examinations and "mock" examinations) and related statistical orders
- (iii) entrance examination results and results of any public examinations taken before entry to this School
- (iv) period orders, half-term assessments
- (v) mid-YIS and value-added information
- (vi) teaching of English as a second language (ESL)
- (vii) testing and teaching of children with special educational needs or learning difficulties
- (viii) special arrangements for external examinations
- (ix) and any other significant data.

Academic administration which is recorded electronically should be stored in a suitable medium at the end of each academic year, and it should be held in a safe place along with the general record and the admissions record.

Useful guidance on effective assessment practice may found in the Checklist for Independent Schools Standards Regulations Part 1 (March 2016).

Assessment systems should be:

- (i) effective for assessing pupils' attainment
- (ii) thorough and constructive
- (iii) used to inform teaching and curriculum planning.

Pupils' and parents' names, addresses, telephone numbers and other details (e.g. house, year) should be stored electronically along with academic administration.

iv. Medical and Counselling Record

Every pupil's medical and counselling record (if there is one) should be stored securely and separately in the Medical Centre, where access should be restricted to the medical and counselling staff respectively. The security and confidentiality of these records is a matter of the greatest importance. Each record is the property of the School, the counsellor and the pupil.

v. Other Records

All documents not stored elsewhere and publications or texts relating to or recording contracts should be stored, including:

- (i) prospectuses (in which the School's behaviour policy should be published)
- (ii) Red Books (in which the School's anti-bullying policy, and dates and times of parent-teacher meetings are published)
- (iii) letters to parents (e.g. concerning dates and times of parent-teacher meetings, presentations, academic options, service options)
- (iv) details of courses which are taught as a part of a pupil's curriculum, but which are not subject to public examination
- (v) housemasters' incident books, incident books kept by any other teacher (such as the Director of Studies or heads of department, and any other records which are the property of the School)
- (vi) the Staff Handbook in each of its issues or reissues.

vi. Transfer Form

Before a pupil enters the School, his/her previous school should be required to provide a completed (external) Transfer Form, which should include:

- (i) surname
- (ii) first names
- (iii) unique pupil number
- (iv) date of birth
- (v) transferring school's name and number
- (vi) indication of special educational needs
- (vii) indication of English as a second language
- (viii) ethnic group
- (ix) attendance last year (v. Croner, pp. 1-9-10).

The information on this form will assist the Admissions Department and academic departments including the departments of special educational needs and English as a second language.

vii. Admissions Register

Under The Education (Pupil Registration) Regulations 1995 the admissions register must contain (in alphabetical order of pupils) the following information about each pupil:

- (i) full name
- (ii) gender
- (iii) the name and address of every person known to be a parent
- (iv) an indication of the parent(s) who has/have custody
- (v) the telephone number(s) of this/these parent(s)
- (vi) the day, month and year of birth
- (vii) the day, month and year of admission or readmission
- (viii) the name and address of the previous school attended
- (ix) an indication of whether the pupil is a day pupil, boarder or day/boarder.
- (x) Information regarding the destination of pupils should they leave Oakham when they are still of compulsory school age.

The Children Act 1989 redefined "parent" to include any person:

- (i) who is not a parent of a pupil but who has parental responsibility over him or her
- (ii) who has care of him or her.

This information may be vital to an investigating agency in connection with child protection and/or Schedule 1 offenders under the Children and Young Persons Act 1933 (v. Croner 1-96).

At the end of each academic year this information should be stored electronically along with academic administration. (v. section 6.3)

viii. Child Protection Records

Effective record keeping is essential to good practice in protecting children from abuse. We have taken guidance from The Child Protection and Safeguarding Handbook for Schools (Ann Raymond, Optimus Education) which makes reference to a school's statutory duty to safeguard children and promote their welfare referencing section 175 of the Education Act 2002 (section 157 for Independent schools).

There are three particular tasks for School staff for which adequate documentation is required:

- (i) recording concerns
- (ii) making referrals
- (iii) compiling reports for case conferences.

It is essential to have a standard system throughout the School for keeping a written record of incidents, which may indicate concerns about child abuse. Teachers do not "diagnose" abuse. That is not their responsibility. However, the entire School staff (both teaching and non-teaching) needs to be clear about what has been seen or heard, in order to enable decisions to be made about what should happen as a result of the information or disclosure.

All staff receive regular child protection training which helps them understand the importance keeping records in this type of situation. If a disclosure is made the member of staff will make a written record and pass this to the DSL. The DSL will set up a child protection file and make a referral as appropriate. This file is kept up to date with notes of conversations added and actions taken. It is crucial that this file is contains all details concerning this case.

This file is kept confidentially by the DSL with a copy of the file also being help by the Deputy DSL in case of fire. Files are kept in perpetuity but are reviewed after 30 years for relevance.

ix. Recording Restraint

It is important that the School should keep detailed written records of occasions when teachers use force to restrain pupils. The record should include:

- (i) name(s) of pupil(s) involved
- (ii) date, time and place
- (iii) name(s) of other teachers present
- (iv) reason for the use of force
- (v) description of how the incident began, progressed and ended, including what was said by each of the parties, steps taken to calm the situation, degree and duration of force used
- (vi) pupil's response
- (vii) injuries suffered by any persons and any damage to property.

This information is recorded by the Deputy Head and filed.

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