

# De La Salle College



## Record Keeping Policy

Compiled by: The Head Master	Date: <b>May 2013</b>
Policy Holder: Ms Karen Wall	Revision date: <b>APRIL 2018</b>

## **INTRODUCTION**

The designated administrators at De La Salle College are central in obtaining, recording and keeping accurate records, attempting to minimise any inaccuracies (which can arise due to many different reasons) and undertake to immediately correct any inaccurate data as soon as the matter has been brought to our attention.

Records are always updated upon the written instruction from the parent when relating to change of address/contact numbers/emails/medical matters and/or amended when students join or leave De La Salle College.

De La Salle College retains many different kinds of records (and in so doing complies with all pertinent legislation) e.g.

1. General information and education records – students;
2. Medical/confidential information – students;
3. Admission documents and personal information – students;
4. Financial records; (and other relevant financial documents are held with the College Bursar)

The following documents are held with other personnel:

1. Terms of Reference for the Board of Governors – College Bursar
2. Personnel Records (relating to personal and professional issues) – Bursar's Office
3. Personnel salary issues – Bursar's Office

De La Salle College retains most documents on computer to process and record much of the aforementioned data. Accordingly the Head Master is registered under the Data Protection Law. De La Salle College aims to comply with 'Data Protection Principles' and reflects its spirit of openness and good practice.

## **1. GENERAL INFORMATION AND EDUCATIONAL RECORDS – STUDENTS**

Copies of reports, student profiles, examination results, Record of Achievement and portfolios of work are kept as general information. These records identify the work covered, the student's strengths and weaknesses, targets for improvement, academic achievements, general progress, etc. Such curricular records comprise the major part of a student's educational record. These files are kept securely and access is restricted.

Contents of educational records will be disclosed to parents upon request within a specified time and to another school which is considering a student for admission or which has just admitted that student upon **receipt of written parental permission**.

When a transfer has occurred, the student's school file will be forwarded directly to the new school. Parents will be advised that their son's records have been transferred and, should they wish to view the file, they should contact the new school accordingly.

## **2. MEDICAL/CONFIDENTIAL INFORMATION – STUDENTS**

Medical information and confidential reports (e.g., Social Services and Psychological Reports) are kept separately from general information and are dealt with by the Deputy Head Master. De La Salle College asks all parents of students starting whether their child has any medical conditions, e.g. asthma. As well as keeping a note on the child's personal file a special needs record will be kept at De La Salle College by TTN and will be updated as necessary.

The special needs record will show:

Personal details, doctor's name/address/phone number, hospital reference, if applicable;

Treatment needed regularly ( i.e. asthma preventer);

Relief treatment (e.g. asthma reliever) if required.

All files are held securely and access is restricted to designated personnel.

The Board of Governors will consider appeals against any decision made by the Head Master (or those with delegated authority) not to disclose/transfer/copy/amend a student's record.

### **3. ADMISSION DOCUMENTS AND PERSONAL INFORMATION – STUDENTS**

De La Salle College keeps admission records as specified by the Board of Governors. These files are held securely and access is restricted to designated personnel.

### **4. PERSONNEL RECORDS**

De La Salle College maintains detailed personnel records relating to individual employee's job descriptions, qualifications, experience, and length of service.

References written for current staff are kept securely by the Head Master but separate to the other personnel records.

Details of a financial nature including salaries are kept securely with the Finance Director. College Bursar

Completed application forms and associated references for advertised positions within De La Salle College are kept securely by KWL until an appointment has been made. Following the appointment, the successful candidate's application forms and associated references (originals) are kept in the Personnel files held securely in the Bursar's office. Copies of other application forms are subsequently destroyed when an appointment has proved successful.

A single copy of each appraisal statement is securely kept by the Headmaster. Appraisal statements are not kept on computers or mobile storage media.

All files are held securely and access is restricted to designated personnel.

### **5. FINANCIAL RECORDS**

Records of De La Salle College financial controls, budget and private fund finances are kept in accordance with regulations laid down by the Board of Governors and are readily available for inspection by the proper authorities.

The following records **MUST** be kept for the current financial year and the previous 6 financial years:

- Copy orders
- Paying-in slip stubs/records
- Copy receipts for all income
- Certified paid invoices bank statements
- Copy remittance advices bank reconciliation statements
- The financial systems administration detailed accounts
- School Fee Invoices.

### **6. POLICY DOCUMENTS**

A full set of all school and department handbooks/policies is retained by the Deputy Head Master. The College Bursar's set is for on-site reference only and is made available to visiting inspectors, Governors etc. as appropriate