



Records Management Policy

Approved by	CEO	Date Approved	12 March 2026
Review cycle	Annual	Date of next review	April 2027

Version	Author	Date	Changes
1.0	Lucy Owen, Trust Manager/Alison Morgan, Lead Governance Professional	14/03/25	First version. Based on IRMS template
2.0	Lucy Owen, Trust Manager	11/03/26	No Changes

Contents

1. Aims	1
2. Guidance	1
3. Scope of the policy	1
4. Responsibilities	1
5. Relationship with existing policies.....	2

1. Aims

Enlighten Learning 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 institution. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability.

2. Guidance

The Trust undertakes to manage records in relation to the three principles laid out in the Lord Chancellor's Code of Practice issued under Section 46 of the Freedom of Information Act 2000, published in July 2021.

This policy provides the framework to achieve effective management and audit of records. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

3. Scope of the policy

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

Records are defined as all those documents which facilitate the business carried out by the school 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 electronic format.

4. Responsibilities

The Trust Board and Local Governing Bodies in ELT have a statutory responsibility to maintain the records and record keeping systems in accordance with the regulatory environment specific to the trust/school. This responsibility is usually delegated to the headteacher of the school.

The person responsible for day-to-day operational management in each school will give guidance on 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. Guidance will be provided at Trust level by Lucy Owen, Trust Manager.

Information will be managed in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (Subject Access Requests 'SARS').

Individual staff must ensure, with respect to records for which they are responsible, that they:

- Manage the school's records consistently in accordance with the school's policies and procedures;
- Properly document their actions and decisions;
- Hold personal information securely;
- Only share personal information appropriately and do not disclose it to any unauthorised third party;
- Dispose of records securely in accordance with the school's Records Retention Schedule.

Information will be assessed and when it is no longer required, necessary or is to be destroyed or deleted in line with the retention schedule.

The security of data and appropriate measures will be implemented to protect breach, loss or unauthorised sharing of the information.

5. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy and publication scheme
- Data Protection policy
- Legislation or regulations (including audit, equal opportunities and ethics) affecting the trust and its schools.