Seva Education

Record Keeping Policy

Date Agreed:	5/6/2024
Agreed By:	The Seva Governing Body
Reviewed and Updated:	5/6/2025
Next Review Date:	5/6/2026

Record Keeping Policy

1. Purpose

This policy establishes the guidelines for effective record keeping at Seva Education, ensuring compliance with legal and regulatory requirements, and supporting the academic and operational needs of the school.

2. Scope

This policy applies to all staff, faculty, and administrators who create, manage, or access records related to students, staff, and the operation of the school.

3. Objectives

- Ensure the accuracy, integrity, and security of school records.
- Support teaching, learning, and school administration.
- Comply with legal, regulatory, and archival obligations.
- Facilitate effective decision-making.

4. Types of Records

The school will maintain the following categories of records:

- **Student Records:** Enrolment forms, report cards, attendance records, disciplinary records, IEPs, health records, standardized test scores.
- **Staff Records:** Employment contracts, performance evaluations, attendance, professional development records.
- **Administrative Records:** Board meeting minutes, policy documents, financial reports, inventory lists.
- **Health and Safety Records:** Incident reports, emergency contact lists, fire drill logs.

5. Record Creation and Maintenance

- Records must be accurate, complete, and updated regularly.
- Electronic and physical records must be clearly labeled and organized.
- Staff must follow approved procedures for inputting and updating information.

6. Storage and Security

- Records must be stored securely to protect confidentiality and prevent unauthorized access.
- Physical records will be stored in locked filing cabinets or secure rooms.
- Electronic records must be stored on secure, password-protected systems with regular backups.
- Access will be role-based and restricted to authorized personnel.

7. Retention and Disposal

- Records must be retained in accordance with statutory requirements and school needs.
- Examples:
    - Student records: Retained for at least 7 years after the student leaves.
    - Financial records: Retained for a minimum of 6 years.
- Disposal must be secure:
    - Shredding for paper records.
    - Permanent deletion for digital files.

8. Access and Confidentiality

- Students and parents/guardians may request access to their records in accordance with applicable privacy laws.
- Staff must maintain confidentiality at all times.
- Third-party access to records requires consent or legal authority.

9. Roles and Responsibilities

- **School Administrator/Principal:** Overall accountability for record keeping compliance.
- **Data Protection Officer (if applicable):** Ensures adherence to privacy laws.
- **Designated Record Officers:** Responsible for maintaining specific types of records.

10. Monitoring and Review

- This policy will be reviewed annually or as needed in response to legislative changes or operational updates.
- Staff will receive regular training on their responsibilities.