



SARUM
ACADEMY

Pupil Records' Access Policy

“Nothing is particularly hard if you divide it into small jobs”

“Henry Ford

Sarum Academy

Sarum Academy is a Church of England Academy founded by a partnership between the Church of England, Bryanston School, Wiltshire Council and Bath Spa University.

At the heart of its community and grounded in Christian values, Sarum Academy has the learning and care of all young people at its heart. It sees all learners as individuals with gifts and needs and is committed to transforming the outcomes of education for all children and the communities from which they come.

Sarum Academy's specialisms of mathematics and the Arts are key elements in driving up standards.

Sarum Academy serves its community, seeing it as a learning community that deserves, like its children, the very best world class learning.

Sarum Academy looks to the community – its staff, its families, its parents, its community groups and its business, service and commercial workplace partners for support and challenge.

Sarum Academy provides exceptional care for all its pupils and will at all times, promote a positive valuing of childhood as our pupils embrace a world of rapid change.

Sarum Academy values lifelong learning, achievement and aspiration of the highest order

This policy applies to Sarum Academy staff, pupils, visitors and community.

1. Policy Statement

- 1.1** Pupils' records are confidential documents for use only within and by the Academy for matters relating to individual pupils. All staff need to maintain and respect an individual's right to privacy and in doing so should be careful not to disclose personal information that could compromise the individual concerned or themselves.
- 1.2** In line with the Data Protection Act 1998 Sarum Academy will process personal pupil data in compliance with the eight enforceable principles of good practice. Data must be:
- fairly and lawfully processed
 - processed for limited purposes
 - adequate, relevant and not excessive
 - accurate
 - not kept longer than necessary
 - processed in accordance with the data subject's rights
 - secure
 - not transferred to other countries without adequate protection

2. Responsibilities

- 2.1** The Governing Body have responsibility for ensuring this policy is upheld and that the Academy has adequate resources to protect and process data both in hard and digital formats.
- 2.2** The Principal has responsibility for ensuring the safekeeping of all records is managed effectively, protecting pupils and their families in accordance with the law.
- 2.3** A member of the Senior Leadership Team will deputise where the Principal or School Pastoral Manager is absent or unavailable or where it is deemed a more senior member of staff should intervene.
- 2.4** School Pastoral Managers must keep all confidential files in locked, metal filing cabinets. They are responsible for the appropriate dissemination of information to Academy staff and contact with parents and other agencies as required.
- 2.5** It is recognised that from time to time it may be necessary to target the above responsibilities identified in 2.3 and 2.4 to different members of the Academy Leadership Team dependent upon the needs of the Academy.
- 2.6** Parents have a legal right to have access to their child's records and personal data. Only requests from natural parents or people with parental responsibilities will be considered. Parents have responsibility to keep the Academy fully informed of personal and medical information about their child to support the Academy in best providing for the pupil's needs.

3. Procedures - Personal information data for external use

- 3.1** There is a legal requirement that information relating to pupil/pupils' academic achievements and progress must be published annually to the DfE. This must be undertaken in line with the DfE guidelines.
- 3.2** Any other academic data relating to past or present pupils used for any purpose outside of the Academy must be presented in an anonymous format.
- 3.3** Sensitive personal information about past or present pupils should only be disclosed to external agencies acting for and on behalf of individual pupils or their parents. (In this policy statement, "parents" means all those having a parental responsibility for a child.) This may include some of the following agencies and professionals:
- Connexions Service
 - Social Services
 - Educational Psychologists
 - Medical professionals
 - Education Support Services
 - Police
- 3.4** In most instances, parental permission should be sought prior to involving outside agencies. Exceptions to this rule will include matters relating to Child Protection (which should only be referred through the Academy's Child Protection Liaison Officer) and information relating to criminal activity.
- 3.5** Medical emergency procedures will take account of prior information collected from Medical Forms completed by parents. In cases of medical emergency, parents should be notified of any action taken without delay.
- 3.6** Under no circumstance should personal information be passed on to representatives of the Media.

4. Procedures - Personal information data for use within the Academy

- 4.1** Within the Academy, there will be a need for staff to be informed of individual pupil information both for academic and pastoral reasons.
- 4.2** Academic data will be available for all teaching and support staff to enable them to plan and set targets effectively. Teaching staff will discuss individual achievement data with the individual concerned and their parents. However, the unnecessary publication of individual achievement data with groups of pupils should be avoided.
- 4.3** School Pastoral Manager/ Mentor will need to have an overview both of achievement data and personal information data and should discuss progress with the individual pupil and parents, as appropriate. The School Pastoral Manager should also inform teaching staff of individual personal data if it is deemed necessary to ensure that the pupil is taught and catered for appropriately. Personal information regarding individual pupils should not be discussed with members of the public by Academy staff.
- 4.4** All teaching and support staff should be notified of any medical information relating to pupils at the start of each academic year or on admission during the year. The senior members of staff responsible for pupil admissions to Year 7 should prepare a Medical Information Register at the start of the academic year for those pupils entering the

Academy. The Medical Information Register should be updated for all other year groups and published annually to all teaching and support staff. The Medical Information Register should be updated when a change to a pupil's medical information is brought to the attention of the Academy or during the process of a casual admission. This will be administered through Pupil Services.

5. Procedures - Parental access to personal information data

5.1 Parents have a legal right to have access to their child's records and personal data. Only requests from natural parents or people with parental responsibilities will be considered. The procedure to be observed by parents and the Academy is as follows:

- The parent makes a written request to the Principal to see their child's personal data
- The Principal authorises the request once satisfied that the person requesting the information is the parent. The Principal informs the member of staff with responsibility for pupil records of the request
- The member of staff responsible for pupil records passes the requested information to the pupil's School Pastoral Manager. If additional information that is stored electronically is requested, the member of staff with responsibility for pupil records will liaise with the relevant member of staff
- The School Pastoral Manager will contact the parent and make the personal data available for viewing on the Academy premises. The original information must remain within the Academy

5.2 In line with the Freedom of Information Act 2000 the legal time-limit to reply to requests for personal pupil information is 20 days. However the Academy Leadership Team will endeavour to respond sooner in line with best practice wherever possible.

A member of the Senior Leadership Team will deputise where the Principal or School Pastoral Manager is absent and inform all relevant parties of the request and action taken.

6. Policy Review

6.1 This policy will be reviewed during our annual review process.

7. Related policies (hyperlinks)
To be advised