

Retention of Records

Introduction

This policy details how the school will manage the collection, storage, sharing and disposal of school records to comply with legislation and recommendations.

Scope and Application

This policy applies to all employees, children, parents and volunteers of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- Evidence Act 1906
- Limitation Act 1935-78
- School Education Act 1999 and School Education Regulations 2000
- Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Associations Incorporations Act 2015
- Industrial Relations Act 1979 (State)
- Fairwork Act 2009
- Independent School Teachers Award 1976
- Educational Services (Teachers) Award 2010
- Educational Services (General Services) Award

Related Policies

- Privacy Policy
- Enrolment Policy
- Staff Code of Conduct
- Grievance Policy
- Child Protection Policy
- Use of Children's Photographs and Video Images Policy

Policy Statement

Correspondence

Any correspondence, emails and notes between Child Side School and the parents and /or third parties **about a student enrolled at the school** need to be retained by the school. Such documents need to be retained for the following reasons:

1. They constitute the actual student records that a school is obligated to maintain and retain in respect to the **School Education Act**.
2. They relate directly or indirectly to the statutory student records.
3. They constitute a record of an event, a discussion or observations of something, all of which could have a bearing on a claim or possible litigation against the school in the future.

Such correspondence may come into existence in a number of ways. Letters and emails about a student may be sent by a parent to a class educator, senior educator or administrator and answered by any one of these staff members. Similarly notes about a telephone call or meeting with a parent may come to be made by the staff member involved.

Any record of communication needs to be kept in Individual student files or if deemed appropriate by the Senior Educator and Administrator in the critical incidents file retained by administration.

The school retains various digital records including photographs and videos of children in Storypark stories and student management plans. Other electronic records to parents, employees, and any incidents/accidents/complaints and general school management and administration are stored on the school server. The security and backup of this data is managed by an external contractor in conjunction with the School Administrator.

Confidential employee, student, school management and archived paper records are all stored in either the lockable cabinets in the administration office or lockable archive storage room. There is no general access to these records without authorisation.

Record Destruction

Only the Principal or governing body are to authorise the destruction of documents.

A register of any documents destroyed including the title/description of the documents, dates they referred to and how and when they were destroyed will be retained by the school.

Confidential paper records are to be shredded or incinerated and electronic records erased permanently.

Under the terms and conditions of APP 11, non-confidential records or "ephemeral records" that have, or will not have, any purpose, historical or legal value maybe destroyed or 'de-identified' without recording the details.

In accordance with Standard 10 any records required as part of an investigation, inquiry or legal process will be identified, preserved and not be disposed of.

School Closure

In the event of the closure of the School, all records held by the school relating to employees and students will be retained for a period following the school's closure. Although the Regulations (see below) only require that enrolment records be retained permanently it is recommended that schools use the suggested retention times stated in the ASA RRDS for all school records. The records will be held by an independent document/data storage company.

The below is referenced from, the WA School Education Regulations 2000 state the CEO (Director General of the Department of Education) is responsible for the maintenance or destruction of school records after a school closes.

7. *Period prescribed, for retention of particulars (Act s. 19(b))*
The particulars recorded in a register under section 19(a) in relation to a particular student are to be retained for 7 years from the day on which the student's enrolment ceases.
8. *Closed school, CEO's duties as to enrolment particulars of:*
 - (2) *If a non-government school closes before the period referred to in regulation 7 expires, the Part 4 CEO is to ensure that the particulars referred to in that regulation are retained for the period.*
10. *Permanent retention of non government school enrolment particulars*
 - (1) *When the period referred to in regulation 7 expires in relation to particulars recorded in the register of a non-government school, the Part 4 CEO is to ensure that the particulars are preserved indefinitely, in so far as is practicable*

- (2) *If it is not practicable to preserve indefinitely the particulars referred to in subregulation (1), the particulars must not be disposed of or destroyed without the authority of the Part 4 CEO*
- (3) *This regulation applies whether or not the school referred to in subregulation (1) has closed.*

Version Management

[illegible]