

## Record Keeping and Data Protection Policy

### *Introductory Statement*

This policy document was composed following a whole-school planning day, which took place on October 17<sup>th</sup> '06. This was part of the review towards the compilation of a Strategic Three Year Plan under the school's inclusion in the DEIS programme. The policy was considered necessary at the school's staff meeting on Friday 10<sup>th</sup> November. It was composed by the principal for consideration by the teachers and secretary during the week 13<sup>th</sup> – 17<sup>th</sup> November 2006. It was submitted to the Board of Management for ratification at its meeting in December '06. It was updated during September 2012.

### **The purpose of this policy is:**

- ✓ To define the types of record our school requires
- ✓ To define the purposes for which each type of record is required
- ✓ To ensure confidentiality in the use of such records
- ✓ To ensure that the school has effective and manageable procedures in place to allow parents (or former pupils who have reached 18 years of age) access to records relating to the progress of the student in his/her education

### **Rationale**

- Teaching is informed by pupil learning needs and the recording of where a pupil is in relation to his/her learning is a cornerstone of good teaching.
- Education Act 1998 Section 9(g) provides that parents (or students of 18 years or upwards) are entitled to have access in the prescribed manner to records kept by the school relating to the progress of the student in his/her education
- Attendance at school has a bearing on a pupil's attainment levels
- Education (Welfare) Act 2000 requires principals
  1. To communicate to a school, to which a student is transferring, any problems relating to school attendance which the pupil concerned had and any other appropriate matters relating to the pupil's educational progress
  2. To keep a record of the pupil's attendance and the reasons for failure to attend
  3. To inform the Educational Welfare Officer in writing, where a pupil is suspended for a period in excess of 6 days/or where a pupil is absent in excess of 20 school days in a school year/or where in the opinion of the principal the student is not attending regularly

## Relationship to characteristic spirit of the school

We aim to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. The school adopts a holistic approach to the education and development of each child and to the enhancement of teaching and learning processes. We believe that an effective Record Keeping and Data Protection Policy will help the school to ensure that there is a high level of openness and co-operation between staff, parents and pupils.

## Aims

- To record the educational progress that a pupil is making thereby enabling parents and teachers to support the child's learning.
- To report to parents in a meaningful way on the educational progress of their children
- To establish clear, practical procedures that will enable parents/guardians (or past pupils who have reached the age of 18) to access records relating to educational progress.
- To ensure that this access is available within the capacity of the school to administer it.
- To establish a clear understanding, shared by management, staff and parents, as to the type of records that are maintained and how such records should be made available.
- To ensure that the school complies with legislative requirements while awaiting the issue of guidelines as to the 'prescribed manner' referred to in Section 9 (g) of the Education Act

## Guidelines for pupil records

What is understood by '*records kept relating to the progress of that student in his or her education*' will include the following:

- **Annual Report:** A copy of an annual report on each child's attainment levels/progress in each subject from Junior Infants to Sixth Class will be stored digitally in school records by the school secretary when given by class teacher. The original will be posted to parents in June of each year.
- **Standardised Tests:** Results of standardised tests will be stored digitally in school records by the school secretary when given by class teacher. The complete test booklets are scanned and stored digitally and the originals are then shredded. Results of standardised tests are communicated to parents through Parent/Teacher meetings.
- **Teacher-designed Tests:** Results of Teacher Designed tests will not be stored in school records. Each teacher has discretion as to the format, administration and frequency of in-class testing. The most common types of informal teacher designed testing in our school are tests on the strands & strand units for each curricular area, spelling tests and tables tests.

▪ **Screening Tests:** These tests will be dealt with as outlined in the school's policy on assessment. The following tests will be stored in school records by the school secretary when received from class teacher/parent:

- ✓ Milestones Checklist
- ✓ Foundations for Learning
- ✓ LAAR Test of Emergent Literacy
- ✓ Evolving Reader Stage of Development Checklist
- ✓ Checklists for Difficulties in Mathematics
- ✓ Checklist from Jolly Phonics
- ✓ Behaviour Checklist
- ✓ Non Reading Intelligence Test (NRIT)

▪ **Diagnostic Tests:** These tests will be dealt with as outlined in the school's policy on assessment. The following tests booklets are stored digitally in school records by the school secretary when received from the relevant support teacher:

- ✓ Neale Analysis
- ✓ Dyslexia Early Screening Test
- ✓ Dyslexia Screening Test
- ✓ Quest Starter Pack
- ✓ Bangor Dyslexia Test
- ✓ Aston Index
- ✓ Jackson Phonic Test

▪ **Individual education Plans (IEPs) / Individual Pupil Learning Profiles (IPLPs):** The original will be scanned and stored digitally in the child's file in school records by the school secretary when signed by the principal. A copy will be held by the appropriate support teacher who will give a copy to the relevant class teacher. A copy will be posted to parents by the relevant Support Teacher. At the end of the year class teachers and support teachers will pass the IEP/IPLP to the next class teacher and support teacher as appropriate. This will take place in the last week in June.

▪ **Records of attendance / absence:** Roll Books will be maintained by class teachers using the Edvance facility. Explanations for absences will be recorded by the class teacher. Reports made to Educational Welfare Service under the terms of the Education Welfare act will be stored in the minutes of the Board of Management meeting following the reporting period.

▪ **Psychological Assessments:** Reports following psychological assessments will be stored digitally in the child's file in school records. A copy of the assessment will be given to parents. Copies of assessments will not be made by the school but a copy of the recommendations of any assessment can be made so the relevant class teacher can refer to it when necessary. To ensure confidentiality the child's name will not be shown on this section.

▪ **Referrals for Support Teaching** and communications relating to this e.g. a record of parents decision to allow/not allow the child to attend support teaching will be stored digitally by the secretary when received from the relevant support teacher in the child's file in school records.

▪ **Enrolment Form:** This form will record some sensitive personal information (Religion, questions relating to health and disabilities) which would fall under the terms of data protection legislation and therefore the school is registered with the Data Protection Commissioner. The enrolment form is scanned digitally and stored in the child's file in school records. The original document is shredded.

▪ **Record of child's breaches of code of behaviour:** A record of all serious misbehaviour will be held on the child's Detention Record Sheet as outlined in the school's Code of Behaviour. If a child has been held in Detention a copy of the Detention Record Sheet will be posted to parents at the time of detention and a scanned copy stored in the child's file in school records.

▪ **Record of any serious injuries/accidents:** Details of accidents will be recorded on the Accident Report Form stored in child's file in school records. A copy of the report sheet will also be stored with the school's Health and Safety Policy by the teacher on yard supervision if accident occurred during playtime and if accident didn't happen during playtime then by the relevant teacher.

▪ **Permission to leave school at lunchtime:** This permission form will be stored in the child's file in school records by the secretary when received from teacher/parent.

▪ **Permission form to take part in the Relationships and Sexuality Education Programme (RSE):** This permission form will be stored in the child's file in school records by the secretary when received from teacher/parent.

▪ **Permission form to take part in the Stay Safe Programme:** This permission form will be stored in the child's file in school records by the secretary when received from teacher/parent.

▪ **Permission form to use the Internet:** This permission form will be stored in the child's file in school records by the secretary when received from teacher/parent.

▪ **Permission form to Serve at Religious Services:** This permission form will be stored in the child's file in school records by the secretary.

▪ **Permission form to attend swimming:** This permission form will be stored in the child's file in school records by the secretary when received from teacher/parent.

▪ **Permission forms to go on school tours:** These permission forms will be stored in the child's file in school records by the secretary when received from teacher/parent. A copy of the permission sheet will be retained by the class teacher until after the school tour and then shredded. School's policy on school tours applicable here.

▪ **Permission form to attend support teaching:** This permission form will be stored in the child's file in school records by the secretary when received from support teacher/parent.

▪ **Asthma Record Sheet:** This information sheet will be stored in the child's file in school records by the secretary when received from teacher/parent and noted on the school's database by the secretary.

▪ **Indemnity form for administration of medicine:** This permission form will be stored in the child's file in school records by the secretary when received from teacher/parent.

▪ **Speech Therapy Report:** This report will be stored in the child's file in school records by the secretary when received from HSE/teacher/parent and year it was received by the school.

#### **Summary of information stored on Edvance:**

- ✓ Pupil's name, address, date of birth and parents
- ✓ Telephone contact details and email address
- ✓ Gender
- ✓ Teacher's name
- ✓ Class
- ✓ Roll Number
- ✓ Year pupil started school
- ✓ Ethnic origin (people of different ethnic origins will have different religious, social and family customs which need to be addressed by the school)
- ✓ Oldest in family
- ✓ Standardised scores in Reading and Mathematics
- ✓ NRIT results
- ✓ Yearly attendance for each class and whether pupil was reported to NEWB
- ✓ History of Support / Gifted Teaching and of IEPs written
- ✓ Year any assessment was carried out
- ✓ Year any Speech Therapy Report received by the school
- ✓ Miscellaneous Information – this section is used to keep information given by parents, support and class teachers and outside agencies up to date

The school's database is protected by a password. Access to the database can only be achieved by logging onto the network as a specified teacher or as the secretary. Each teacher and the secretary has their own secret password which is used to logon to the network. Pupils cannot access the database. The password to the database is changed yearly to ensure security. Only the principal and secretary have Read & Write access to the database and can make changes to the information stored on the school's database. Teachers and the school's secretary

have Read Only access and cannot change the information stored on the database. A copy of the database (protected by password) is stored in a safe and secure place away from the school's network.

Records stored in the School's Archive are protected by a security lock. Files are currently maintained indefinitely but this will need to be reviewed over the coming years when storage becomes a problem.

#### **Administration of records:**

- Access to records will be restricted to the following
  - ✓ Class Teachers
  - ✓ Support Teachers
  - ✓ Principal
  - ✓ Secretary
  - ✓ Parents/Guardians (For parents who live separately the school will post duplicate copies of reports if given written notice)
  - ✓ National Education Welfare Board officers
  - ✓ Second Level Schools (only with the expressed written consent of the parents/guardians of the child)
  - ✓ Other primary schools to which a child is transferring (only with the expressed written consent of the parents/guardians of the child). The school keeps a note of what, when and to whom a record has been transferred.
  - ✓ School Psychologist (only with the expressed written consent of the parents/guardians of the child)
  - ✓ Past pupils who have reached 18 years of age (Application to the principal in writing is necessary). The school expects that files on record could be furnished within a period of ten school days. A payment of €1 per A4 page photocopy of records will be required to cover the administration costs involved.
  - ✓ Health Service Executive – name of pupil, date of birth, address, parents, class and teacher's name, contact phone numbers only. This will be to facilitate the immunisation and health screening programmes in the school. For any other information about a child it will be necessary for the parents/guardians to give expressed written consent.
  
- Since September 2012 all school records are digitised with the originals either shredded or returned to parents (e.g. birth certificates and baptismal certificates)
- Memos and information sent to teachers from the principal with sensitive information will always be recorded with the teacher's name to which the memo is addressed. This will ensure traceability of the documents.

- Children who are no longer enrolled in the school: files are stored in the School Archive by the principal

### **Staff records**

- Minutes of all Board of Management meetings are stored in the School's Archive. These records are not available to anyone other than to the principal and members of the Board of Management. Minutes of staff meetings, Care Team meetings and Support Team meetings will also be stored in the School Archive by the teacher acting as secretary for the particular meeting.
- All contracts with specific members of staff are also stored with the Board of Management files in the School's Archive
- References, CVs / job applications are stored in the School's Archive also. When a member of staff leaves the school these records are shredded by the principal.

### **Financial records**

Financial records are maintained in line with the school's Policy on Money Handling & Finance

### **Success Criteria**

- Systematic compilation and storage of uniform records by staff
- Systematic reporting to parents on educational progress in place
- Parents/pupils can access records without undue disruption of teaching time
- Storage of records is manageable
- All teachers have access to the school's database and are familiar with its use
- Traceability of all documents is assured

### **Roles and Responsibility**

- Class teacher – completion/marketing/scoring as appropriate and storage in co-operation with the school's secretary of:
  - ✓ standardised tests
  - ✓ Attendance & Reasons for Absence Record Sheets
  - ✓ Screening Tests
  - ✓ Withdrawal of pupil from school Record Sheet
  - ✓ Permission Forms
- Support Teacher - storage of results of diagnostic tests in co-operation with the school's secretary
- Secretary – storage of files received from teachers and principal

- Principal – overall responsibility and responsibility for storage and transfer of files when pupils transfer out of the school. Responsibility for updating school's database to reflect new information as received from parents, pupils and teachers and outside agencies.
- ICT Co-Coordinator – responsibility for liaison with teachers to ensure that in-service training needs are met regarding familiarity with database software, use of Edvance and school's Intranet.
- Board of Management – responsibility to notify parents of their entitlements and the procedures they should follow. Responsibility for the provision of adequate storage facilities and for appropriate security.

### **Implementation Date**

Implementation of policy took place as and from January 7<sup>th</sup> 2007. Records assembled before this date are dealt with in accordance with this policy as far as it is possible.

### **Timetable for Review**

New procedures will be reviewed and, if necessary, amended at the end of each school year and upon receipt of revised guidelines from National Education Welfare Board/DES/other agencies.

### **Ratification & Communication**

Ratified at the Board's meeting 5<sup>th</sup> December 2006 and updated following the Board meeting of 11<sup>th</sup> June 2012

### **References**

- Education Act 1998
- Education (Welfare) Act 2000
- The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 (which applies to data held manually)