The New Walk School *Bespoke support. Brighter futures.*

Records Management Policy

The New Walk School policy framework

Policy	Records Management Policy	**Version**	V1
Issue date	08 May 2026	**Next review**	08 May 2027
Policy owner	Headteacher	**Approved by**	Directors of The New Walk School Ltd

1. About The New Walk School

The New Walk School is an independent specialist day school for pupils aged 7 to 19 who have Social, Emotional and Mental Health (SEMH) needs, autism spectrum conditions, learning difficulties and communication difficulties. The school is located on New Walk in Leicester — a setting with a long-standing association with academic life — and is operated by The New Walk School Ltd, a Company Limited by Guarantee.

The majority of our pupils hold an Education, Health and Care Plan (EHCP) and many have experienced previous educational placements that did not meet their needs. Our offer combines a broad academic curriculum with an in-built therapeutic provision rooted in the PACE model — Playfulness, Acceptance, Curiosity and Empathy — developed by Dr Dan Hughes. PACE is a relational approach designed to build trust, regulate distress and create the safety from which learning can take place. It informs how every adult in the school speaks to, listens to and works with our pupils.

3. Purpose

This policy sets out how The New Walk School creates, stores, retains and disposes of its records. It supports the school's compliance with UK GDPR, the Data Protection Act 2018, the Education (Pupil Information) (England) Regulations 2005, KCSIE, and the IRMS Toolkit for Schools.

4. Scope

This policy covers all records held by the school, in any format — paper, electronic, audio, video — that contain information created or received in the conduct of school business.

5. Principles

- Records are created when business is conducted, captured contemporaneously, and kept accurate.
- Records are stored securely with access restricted to those with a legitimate need.
- Records are retained for the period required by law or business need, no longer.

- Records are disposed of securely at the end of their retention period.
- The retention schedule is the IRMS Toolkit for Schools, supplemented where statute requires longer retention (notably safeguarding under KCSIE).

6. Categories

- Pupil education records — retained until the pupil reaches age 25.
- Pupil safeguarding records — retained in line with KCSIE requirements (until age 25 unless the IICSA threshold applies, in which case longer).
- Staff personnel records — retained for six years after end of employment, longer where allegations have been made.
- Health and safety records — retained per HSE and statutory schedules.
- Financial records — retained for six years.
- Governance records — retained permanently.

7. Storage and security

Records are held on secure school systems. Paper records containing personal data are stored in locked cabinets. Movement of paper records is logged. Cloud services used by the school have data-processing agreements in place.

8. Transfer of records

When a pupil transfers to another school, education records are transferred securely in line with statutory requirements. Safeguarding records are transferred separately and to the named DSL of the receiving school.

9. Disposal

Paper records are disposed of by cross-cut shredding or by a secure waste contractor providing certificates of destruction. Electronic records are disposed of by secure deletion of all copies, including backups, at end of retention.

10. Roles

- DPO — oversight of compliance.
- School Business Manager — day-to-day records administration.
- DSL — safeguarding records.
- All staff — creation, accuracy and security of the records they handle.

Monitoring and review

This policy is reviewed annually by the Headteacher in consultation with the senior leadership team and the Directors of The New Walk School Ltd. It will be reviewed earlier where there is a material change in

legislation, statutory guidance or the operational needs of the school. The most recent version is held on the school's policy register and is made available to parents, carers and staff on request.

Linked policies and documents

This policy should be read alongside the school's wider policy suite, including: Safeguarding and Child Protection; SEND; Behaviour and Relationships; Anti-Bullying; Equality, Diversity and Inclusion; Health and Safety; Curriculum; and Complaints.