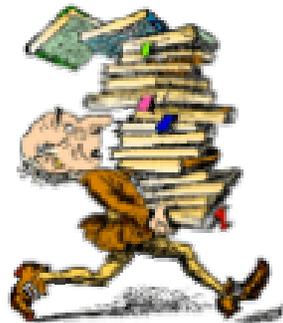




*St. Eithne's - growing and learning together.
Scoil Eithne - ag fás agus ag foghlaim le chéile.*

Record Keeping and Data Protection Policy for St. Eithne's School

May 2006



Introductory Statement & Rationale

This policy was formulated by the staff of St. Eithne's in March 2006 in response to The Education (Welfare) Act of 1998, the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

St. Eithne's recognises that teaching is informed by pupil learning needs, and the recording of where a pupil is in relation to her learning is a cornerstone of good teaching. While wishing to remain transparent in its communication with parents, students and relevant external educational bodies, St. Eithne's also wants to safeguard the rights of pupils, parents and teachers to privacy.

In addition, in the interest of continuity and consistency, the school wants to set down guidelines with regard to record keeping and data protection, so that staff and parents are aware of procedures, and uniformity with regard to the format and storage of records is attained.

Aims of this Policy

- 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 9g of the Education Act.
- To ensure that in so far as possible the school complies with the legislative requirements/principles of good practice while awaiting the issue of guidelines.

Procedures and Practice in relation to Record-Keeping in St. Eithne's

Types of Records	Location of Records	Person responsible
Annual report – report on each child's attainment levels & progress in each subject- standardised format for all classes. The present 3 rd class (2005/2006) are using the Fallons book of reports which is passed on from teacher to teacher. The Folens version has been phased in since June 2005.	One copy of each annual report retained in pupil file – one copy sent home to child's place of residence by post. Parents who are separated may request separate reports.	Reports signed by class teacher and principal – kept by class teacher and passed on until pupil leaves school. If pupil transfers to another primary school then copy of report sent on. If pupil leaving for secondary school then all annual reports stored by principal in strong room for 9 years (i.e. until child reaches 21 years of age).
Standardised tests – results and original copies of tests – results not generally communicated to parents unless requested.	Original tests kept in pupil file by class teacher and passed on until pupil leaves the school Copy of results held by Principal teacher and Learning Support teacher	Principal teacher, class teacher and Learning Support teacher
Results of tests devised by individual teachers	Records of results kept in copies/pupil files and passed on from teacher to teacher.	Class teacher
Results and original copies of Screening tests	Kept by Learning Support teacher/Resource teacher	Learning Support/Resource teacher
Diagnostic tests	Kept by Learning Support teacher/Resource teacher	Learning Support/Resource teacher
IEPs/IPLPs	Copies kept in individual pupil files held by class teacher, learning support/resource teacher, principal teacher and parents	Learning Support/Resource teacher, class teacher, principal teacher
Psychological Assessments	Copies kept in individual pupil files in locked presses held by learning support/resource teacher and principal teacher	Learning Support/Resource teacher, class teacher, principal teacher
Referrals for Learning Support/Visiting Teacher Service/Resource teacher for travellers/ International students : consents/refusals for same	Learning Support/visiting teacher/resource teacher/principal teacher	Learning Support/visiting teacher/resource teacher/principal teacher

List of children attending Learning Support	Locked press in Learning Support room/Principal's office	Principal & Learning Support teacher
Enrolment forms	Individual pupil files/Principal's office	Class teacher
Code of behaviour signed by parents/students	Individual pupil files/copy kept in Principal's office for 5 years	Class teacher
Record of child's breaches of code of behaviour	Class/Office behaviour book	Principal/Class teacher
Record of serious injuries/accidents	Incident book in Secretary's office	Principal teacher
Permission to leave the school e.g. for tours	Individual pupil files	Class teacher
Indemnity form for administration of medicine	Individual pupil files/Principal's office	Class teacher
Notes from parents	Individual pupil files/homework journal	Class teacher
Current Roll books	Classrooms	Class teachers
Old Roll books	Principal's office	Principal
Leabhar tinrimh	Secretary's office	Principal teacher
Staff CVs	Principal's office	Principal teacher
Names, addresses & phone numbers of pupils	Secretary's office/Principal's office/Teachers' files	Principal teacher
Names, addresses & phone numbers of staff	Principal's office	Principal teacher
School Plan	Principal's office	Principal teacher
Expenditure/Receipts	Class teacher's records/Principal's office	Class teacher/Principal
List of Equipment/books/software	Staffroom/Principal's office/Classrooms/School Plan	Principal/Postholders
Staff employment contracts	Principal's office	Principal teacher
Duties for postholders	Principal's office/Postholders' files/School Plan	Principal teacher
List of classes & teachers	Corridor	Principal
Class timetables	Class teachers' files	Class teacher
Book lists	Secretary's office	Principal
Attendance records of teachers	Staffroom	Principal
Minutes of Staff Meetings	Principal's office	Principal teacher
Incidents between teacher-teacher;teacher-principal;child-teacher;child-principal;teacher-parent	Incident book in strong room in Principal's office	Principal
Safety Statement	Principal's Office	Principal

Procedures for fire drill	On display in every classroom	Principal/Safety officer
Incoming/Outgoing mail	Staffroom	Principal
Inspectors' Reports	Principal's office	Principal
DES circulars	Principal's office/Staffroom	Principal
List of BOM members	On display in corridor	Principal
Minutes of BOM meetings	In locked press in secretary's classroom	BOM secretary (Ms. Lynch)
School newsletters	Secretary's/Principal's office	Principal
Parent/teacher meeting details	Class teacher files	Class teacher
Parents' Association information	Parents' Association noticeboard/school website	Parents' Association
Records/Samples of work	Pupil files	Class teacher

Procedures and Practice in relation to Data Protection in St. Eithne's

- **No sensitive pupil/staff information is stored on computers i.e. test data, religious beliefs, psychological assessments, records of behaviour etc.**
- **All pupil/staff information is stored in secure filing cabinets/lockable presses/strongroom.**
- **New parents will be notified of our Record Keeping and Data Protection policy when enrolling their children in 2nd class.**

Procedures for Access to records by 3rd parties

Guidelines for administration of records

Who has access?

- Parents have access to their children's files.
- Pupils of 18 and over have access to their own files.
- When a pupil transfers to another primary school their file is passed on
- Secondary schools have access only if requested – The Howth Deanery forms which denote choice of second level school seek permission for transfer of information and files in some circumstances.
- The Department of Education and Science has access to statistics about pupils, but generally no identifying information is included. However the Education Welfare Board looks for the names of children missing 20 days or more in a school.
- The Designated Liaison Person will communicate in writing to the Health Board if a suspicion of abuse arises.
- The teaching staff have access to pupil files that concern them.
- The secretarial staff/SNA's (Special Needs Assistants) have restricted access to files i.e. may be asked to photocopy information at request of teacher but not allowed free access to files.

Procedures to be followed by anyone requiring access to records

-2 weeks notice is needed that access is required.

-The request for access must be put in writing.

-The legal guardian of the child has priority of access i.e. equal criteria of access do not apply to all parties. If it is not the legal guardian of the child seeking access then access should be limited only to information which concerns the 3rd party e.g. attendance records only to Education Welfare Board.

-Written permission of parents/guardians is sought before 3rd party e.g. NEPS sees a pupil file/information.

Implementation Date – September 2006

Timetable for Review - This policy will be reviewed on a yearly basis or sooner if the need arises

Ratification and Communication – June 2006