

Record Keeping & Data Protection

Introductory Statement

This policy was first devised in 2006 by the Staff of Scoil an Athar Tadhg. It was presented to the Parents Association and the Board of Management for input and was amended to reflect the views of those agencies. It was reviewed and updated in May 2010.

The current review by staff took place on Oct. 11th, 2016.

Rationale

- A policy on data protection and record keeping is necessary to ensure that the school has proper procedures in place in relation to accountability and transparency
- It is good practice to record pupil progress so as to identify learning needs
- This policy needs to be put in place to ensure Scoil an Athar Tadhg complies with legislation such as
 - Education Act, Section 9(g) requiring a school to provide access to records to students over 18/parents
 - Education Welfare Act – requiring a school to report school attendance (to NEWB) and transfer of pupils.

Relationship To Characteristic Spirit Of The School

Scoil an Athar Tadhg promotes openness and co-operation between staff, parents and pupils as a means towards providing the caring environment through which a child can develop and grow to full potential.

Aims/Objectives

- To ensure the school complies with legislative requirements
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies
- To put in place proper recording and reporting framework on the educational progress of pupils
- To establish clear guidelines on making these records available to parents and pupils over 18
- To stipulate the length of time records and reports will be retained

Guidelines:

The Principal assumes the function of data controller and supervises the application of the Data Protection Act within the school. The data under the control of the Principal comes under the following headings:

a) Personal Data

The Enrolment Form is used to collect data regarding personal details of students such as name, address, date of birth, gender, ethnic origin, nationality, religious belief, medical details, dietary information, PPSN. It includes parents and guardians names and contact details. Hard copies of the Enrolment Forms are given to the class teacher and passed on from year to year.

This data is entered into the Department of Education and Skills electronic database called the Primary Online Database (POD) which requires schools to maintain and return data on pupils to the Department at individual pupil level on a live system. The database holds data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Maiden Name, Address, Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, whether the pupil is in receipt of Learning Support and if so the type of learning support, whether the pupil is in a Mainstream or Special Class. The database records the class grouping and standard the pupil is enrolled in. The database also contains, on an optional basis, information on the pupil's religion and on their ethnic or cultural background.

b) Student Records

The following are **some** student records that may be held by Class Teachers:

- Personal details of the student (Enrolment forms, notes from parents/guardians etc.)
- Teacher designed tests
- Portfolios of work
- Standardised test results (Hard copies or accessible on Aladdin database).
- Screening test records e.g. Middle Infant Screening Test (MIST), QUEST Test
- Attendance records – maintained on Aladdin (online database)
- Individual Education Plans for pupils receiving Resource Teaching
- Individual/Group Learning Plan for children receiving Learning Support

- Permission slips for Stay Safe Programme and R.S.E. Programme are incorporated on enrolment form
- Permission slips for tours etc – kept for a minimum of 1 month after the event
- Record of fees paid for services e.g. Speech & Drama etc. (Distributed by the Office)

The following are the student records that are stored in secure filing cabinets:

- School report cards (Hard copies or accessible on Aladdin database).
- Psychological Assessments
- Other assessment reports from outside professionals
- Standardised test results (Hard copies or accessible on Aladdin database).
- Screening test records e.g. Middle Infant Screening Test (MIST), QUEST (Hard copies or accessible on school Server).
- Diagnostic test reports
- Individual Education Plans for pupils receiving Resource teaching
- Individual/Group Learning Plans for pupils receiving Learning Support
- Learning Support/ Resource data such as records of permission/refusal to allow children access to LS/RT services in the school

c) Administrative Data

- Attendance reports, roll books, registers: school office
- Notes for absences are retained for one year: class teachers
- Accident report folder: school office (overseen by Mary Gilley)
- Administration of Medications Indemnity Forms: Class teachers/first aid folder/Deputy Principal

Records of Attendance/Absence

Notes for Explanations of absences will be duly dated and stored in the event of the Education Welfare Officer calling to the school. Reasons for absences will be recorded on Aladdin database also.

Code of Behaviour

- The Code of Behaviour is given to each child entering the school and parents are required to sign it.
- Serious breaches of the Code of Behaviour are recorded.
- Records of serious injuries and accidents are kept on standard forms and sent to Deputy Principal. These records will be kept in the school until the pupil reaches the age of 21 years of age.

Permission to Leave School During School Day / Early Collection

- A note is required from each child who wishes to leave the school during the school day. Teachers retain these notes until end of school year.
- Parent /adult collecting child must sign record book in office and give Permission card to class teacher before child can be taken from class. Teachers retain these slips until the end of the school year.

Professional Assessments & Reports

Reports from psychologists, Ots, SLTs and other professionals are confidential documents, and are kept in secure filing cabinets in principal and deputy principal's offices.

Referrals for Learning Support/ Resource Teaching

Each parent or guardian is asked to sign a consent form to allow their child to be diagnostically tested and to attend Learning Support/Resource Teaching.

Consent must also be given by Parent/guardian to allow child who participate in reverse integration with special classes in An Neidin, and to participate in Social Skills sessions etc with children with Low Incidence Resource Hours.

Administration of Medication

An Indemnity Form is to be signed by parents/guardians in relation to the administration of medication during school hours (See separate Policy).

Stay Safe and RSE Programme Permission Slips are incorporated on the Enrolment Form

Access To Records

The following will have access where relevant and appropriate to the data listed above:

Parents/Guardians

Past Pupils over the age of 18

Health Service Executive

Designated School Personnel

Education Welfare Officer

School Psychologists/Speech Therapists and other relevant professions

First & Second Level Schools (where relevant)

A parental authorisation form must be completed by parents in the event of data being transferred to outside agencies such as health professionals etc. Outside agencies requesting access to records must do so in writing giving seven days notice. Parents/Guardians may make such a request either by phone or in writing.

Parents/Guardians and past pupils over the age of 18 will have to submit a written request if they want to view past records. (2 weeks notice required)

In relation to Psychological Assessment Reports and other reports from outside professionals, permission will be sought from parents before allowing access by third parties i.e. secondary schools.

The Special Education Team, under the direction of Mary Gilley, Deputy Principal, and Dermot O'Driscoll, Principal, will be responsible for compiling and updating records at the end of each year.

The Annual School Report is completed using Aladdin Database by Class teacher and is posted to parents 1-2 weeks before summer holidays.

Storage

- Records are kept for a minimum of 7 years (until age 21)

- Standardised test booklets are kept for one year and are then shredded. Raw scores, stens, standardised scores and percentiles are kept on record until past pupils reach adulthood. (Age 21)
- As pupils pass to second level their records are stored in the filing cabinet for a minimum of 7 years. (Age 21)
- All completed roll books are stored in store room.
- Access to these stored files is restricted to authorised personnel only.
- Computerised records held are password protected.

Employee Records

Records in relation to employees are kept in the Principal's Office. They include C.V.'s, References, Inspector's Reports, Contracts, Attendance Records. The Principal, Chairperson of the Board of Management, and Inspectors have access to them. Employees may view their own records on request.

Success Criteria

- Compliance with data Protection Act and Statute of Limitations Act
- Easy access to records
- Framework in place for ease of compliance and reporting
- Manageable storage of records

Roles and Responsibility

The school staff, under the direction of the Principal will implement and monitor this policy. Individual teachers will design, administer and record in-class testing. The Principal will ensure that records are maintained and stored securely.

Implementation Date

A version of this policy has been in effect since 2006. This revised policy will be implemented in full after ratification.

Review: This policy will be reviewed every five years, or as required.

Ratification and Communication:

This policy was ratified by the Board of Management of Scoil an Athar Tadhg at its meeting on May 11th, 2011. Parents may obtain a copy of this plan through the Parents Association or it may be viewed at the school by appointment with the Principal.

Ratified by Board of Management on *May 11th, 2011*

Signed

Michael O'Driscoll

Chairperson, Board of Management

Ratified by Board of Management on *March 7th, 2017*

Signed

Fr. Michael Regan

Chairperson, Board of Management

References

Solas (CPMSA) May-June 2001

Education Act 1998

Education Welfare Act 2000

Data Protection Act 2003

Freedom of Information Act