

Laleham Gap School – LGS49 Individual Case Files & Records Policy

Kent County Council

Education Learning and Skills Directorate



Date: January 2016

Next Review: January 2019

Owner: Head of Care

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Kent County Council & Laleham Gap School

The Governing Body of Laleham Gap School acknowledges both statutory provision and intentionality within Equality; Diversity and Direct Discrimination legislation* culminating in the Equality Act 2010 (effective from 1 October 2010) in drafting and reviewing this school policy. The Governing Body actively seeks to promote policy measures to cease inequality, all forms of discrimination and enhance opportunity and well-being within every aspect of the school's business for pupils, staff, governors and community stakeholders.

*Sex Discrimination Act 1976; Race Relations Acts 1976 & 2000; Childcare Act 2006; DDA 1995 & 2005; Civil Partnership Act 2004; Gender Recognition Act 2004; Equality Acts 2006 & 7 and Statutory Instruments.

Individual Case Files & Records Policy

All pupils have individual case files which contain information about their personal history and developmental progress.

These records are permanent, private and kept securely in the school office during the pupil's school life and transferred to the school archives for 21 years upon the pupil leaving school. Pupils are made aware of their rights to see these records if they require to do so.

Records of all employees at the school are also kept in the school office.

Residential pupils also have files which are pertinent to their residential care kept securely in the offices of the residence. One year after discharge, these files are amalgamated with the main file and archived in accordance with the above.

Child Protection files are kept at a minimum until the pupil's 25th birthday.