

# Information Governance Policy

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# 1. Introduction

## 1.1. Foreword

Swalwell Primary School (“the School”) recognises that the information it holds is a key resource in the delivery of an efficient School and an important aspect of demonstrating public accountability. It plays a key part in service planning and performance management.

It is therefore of paramount importance to ensure that information is efficiently managed, and that appropriate policies, procedures and management accountability provide a robust information governance framework.

This policy statement sets out a School wide approach to ensuring proper arrangements are in place.

## 1.2. Scope

This policy sets out the School's general approach to and policy framework for the use and management of information in all formats.

This policy applies to all Staff, i.e. all employees, student teachers, agents and contractors working for, or supplying services for, the Council.

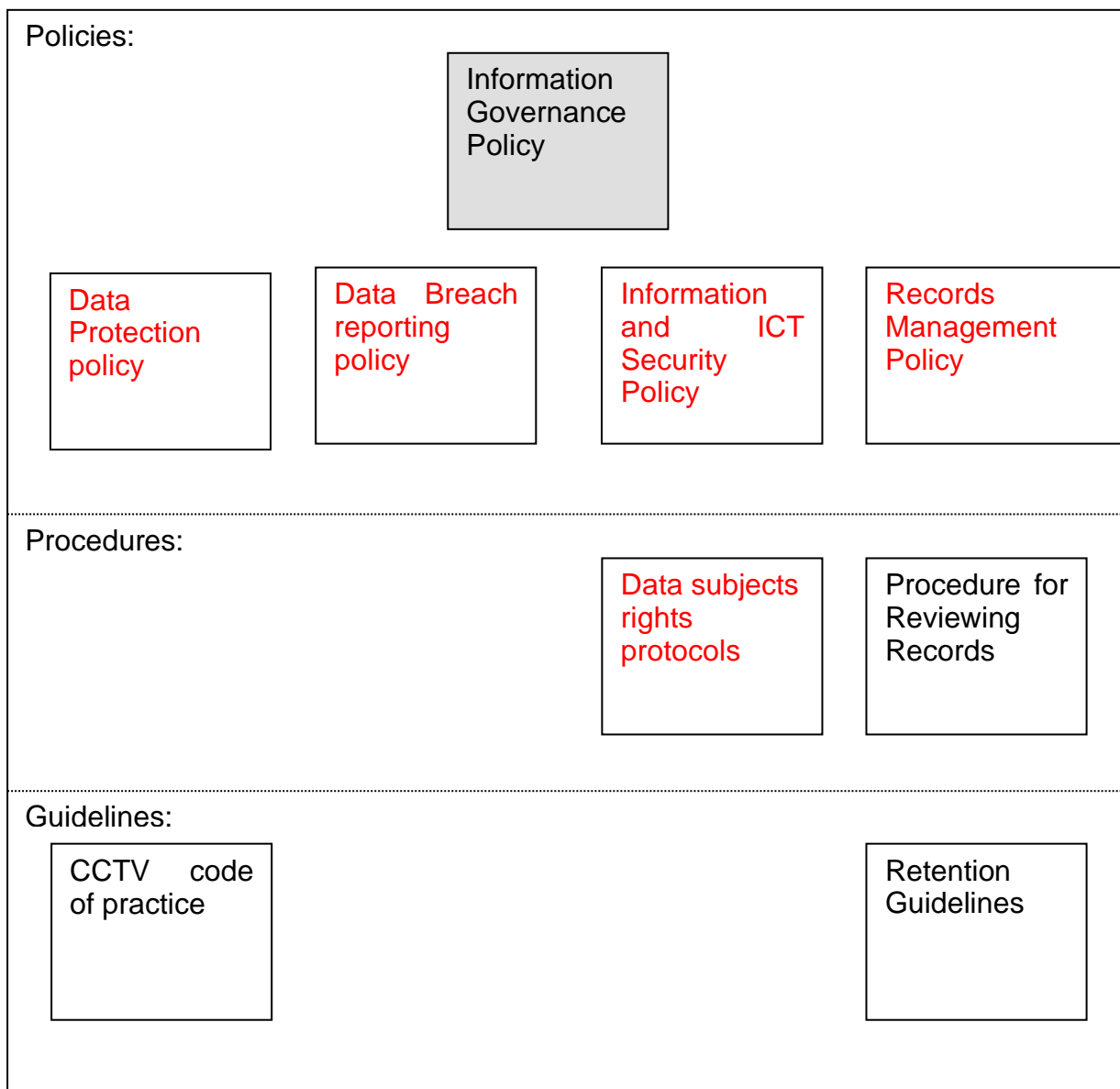
## 1.3. Aims

Information Governance (“IG”) has four fundamental aims:

- To support the provision of a high quality education to our Students and their parents by promoting the effective and appropriate use of information.
- To encourage responsible staff to work closely together, preventing duplication of effort and enabling more efficient use of resources.
- To develop support arrangements and provide staff with appropriate tools and support to enable them to discharge their responsibilities to consistently high standards.
- To enable the School to understand its own performance and manage improvement in a systematic and effective way.

## 1.4. Policy framework

The following diagram illustrates the policy framework that will be put in place to help manage information within the Council.



Over time this framework will be adapted to reflect changes in the legal, regulatory, technological and social environment in which the School operates.

The most up to date versions of these documents will be available on the School's website/intranet

## 2. Policy Statement

### 2.1. Information Governance

It is the policy of the School to comply with the various applicable Information Governance obligations, including:

## **1. Data Quality and Use of Information**

The School will establish and maintain appropriate measures to ensure information conforms to the necessary standards relating to quality such as accuracy, timeliness and relevance.

## **2. Legal compliance**

The School will establish and maintain measures to ensure compliance with the laws governing information use, software licensing and intellectual property rights.

Staff will have the appropriate level of understanding of the relevant laws and of the measures that should be taken to comply with them. Legal and professional guidance will be sought where appropriate.

## **3. Information and ICT Security**

The School will establish and maintain appropriate measures to ensure the confidentiality, availability and integrity of information and ICT systems and manage the risks from internal and external threats.

## **4. Records Management**

The School will establish and maintain measures to ensure that a systematic and planned approach to the management of records is adopted within the organisation.

This will ensure that the School can control the quality and quantity of the information that it generates, can maintain that information in an effective manner, and can dispose of the information efficiently when it is no longer required.

The Records Management Policy and related procedures incorporate and promote the adoption of the Code of Practice under s46 FOIA 2000.

## **5. Information Sharing**

The School will establish and maintain appropriate measures such as information sharing protocols to ensure information is shared in an appropriate manner with partner organisations in the interests of students and parents.

## **6. Training and awareness**

The School will ensure that staff and contractors have the appropriate levels of awareness and training to comply with the Information Governance policy.

All new staff will be provided with training in Information Governance as part of their induction.

## **2.2. Responsibilities**

### **Senior Information Risk Officer**

To ensure that Information Governance receives the necessary levels of organisational support to ensure effectiveness, the Head Teacher will act as Senior Information Risk Officer. This lead role will be formally acknowledged and made known throughout the School.

The HT will be responsible for the implementation of the Information Governance Policy and any associated IG action plan. They will act as Deputy Senior Information Risk Officer.

The School Business Manager will be responsible for co-ordinating Information Governance across the School and providing guidance and advice on information management and governance.

### **Expert / Specialist Staff**

This policy does not replace or amend existing responsibilities of Expert / Specialist staff such as Audit or ICT.

### **Management**

Staff with Management responsibilities are responsible for ensuring that this policy is implemented in their individual service area, and for providing advice and support to their staff.

### **Staff**

Individuals are responsible and accountable for managing information in accordance with policies and procedures.

## **3. Policy Review**

### **3.1. Regular Review**

This policy will be reviewed at regular intervals (at least once every 3 years) and, if appropriate, amended to maintain its relevance.

### **3.2. Responding To Change**

If significant changes occur this policy will be reviewed and, if appropriate, amended to maintain its relevance.

## 4. Appendix A

### 4.1. Information Governance Strategy / IG Policy Implementation Plan

#### 1. Introduction

1.1 This strategy sets out the approach to be taken within the School to provide a robust Information Governance framework for the future management of information.

1.2 There are two key components underpinning this strategy which are: -

- The Information Governance Policy, which outlines the objectives for information governance; and
- An annual action plan arising from a base line assessment against standards.

1.3 The Headteacher accountable to the Board of Governors for overseeing the implementation of this strategy, and the Information Governance (IG) Policy. All will be subject to periodic review and an annual progress report to the Board of Governors.

1.4 The Headteacher will identify any associated resource implications required to implement the IG Policy and action plan.

#### 1.5

1.6 Fundamental to the success of delivering the IG strategy is: -

- Developing an IG culture within the School Awareness and training needs to be provided to all staff that utilise information in their day-to-day work to promote this culture.
- Measuring performance: The Headteacher will develop and maintain base line standards and assess the School against them.

#### 2. Strategy

2.1 On an on going basis the Headteacher and Senior Leadership Team, in partnership with our ICT provider will review and maintain the School's file plan.

2.2 The Head and Senior Leadership Team will conduct an annual assessment against base line standards to identify strengths and weaknesses across the School.

2.3 Any identified IG risks will be managed through the School's risk management process.

2.4 An improvement action plan will be drawn up arising from the assessment if necessary.

2.5 The improvement action plan will prioritise action/resources based on level of risk/threat and greatest positive impact.

2.6 The Headteacher will report on progress made, current assessment and prioritised action plan to the Board of Governors.

Reviewed April 24