

# STUDENT FILES

## POLICY

### Rationale:

- Student files often contain highly confidential and sensitive documents that must be managed properly and professionally so as to maintain the integrity of the school and individuals, to protect the privacy of students, and to comply with the law.

### Aims:

- To ensure the proper, professional and lawful management and disposal of student files.

### Implementation:

- There are two types of student files kept at our school – General Student Files which are compiled on all students and Department Confidential Student Files for some students.
- General Student Files are held by the student's teacher in locked filing cabinets in their classroom and generally contain information such as work samples, student reports, test results and similar academic records. The files are added to each year by teachers, and are transferred to the student's new teacher each year the student progresses through the school.
- General Student Files are available to staff members for legitimate professional purposes, parents (if approved by the principal) and the students, and are archived in the school fire resistant and secure compactus once the student leaves the school in accordance with the General Disposal Schedule for School Records – Public Record Office Standard.
- The school will retain an electronic file index database of General Student Files, including records of the transfer of these files out of the school to new schools who request the file, or to the Department of Education etc.
- Department Confidential Student Files contain highly sensitive and confidential information and reports provided by professionals including psychologists, therapists, counsellors etc. These files only exist for some students and are highly confidential.
- Department Confidential Student Files are stored in a locked fire-proof cabinet in the school's security room, and access to them is strictly restricted to relevant, qualified persons. eg: psychologist reports can only be accessed by psychologists.
- Department Confidential Student Files are to be held by the school in which the student is enrolled. If a student transfers schools, the file will only be transferred on request of the principal of the student's new government school in a sealed envelope marked 'Confidential'. The delivery method will be registered or certified mail, courier or hand-to-hand delivery addressed to the new principal.
- The principal is responsible for ensuring that an electronic file index database records where the file is located, any temporary or permanent relocations of the file, who is responsible for the file while it is in transfer, and due dates of return.
- Similarly, the principal is responsible for the registration, maintenance and destruction of Department Confidential Student Files.
- Department Confidential Student Files archived, maintained, transferred or destroyed in accordance with the General Disposal Schedule for School Records – Public Record Office Standards. This policy must be read in conjunction with our 'Privacy' policy.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

**March 2015**