



Ysgol Llanystumdwy

Polisi Cadw Cofnodion

Mae'r ysgol hon yn cydnabod bod angen system effeithlon i gadw ei chofnodion er mwyn cydymffurfio â'i dyletswyddau cyfreithiol a'i dyletswyddau rheoli a chyfrannu tuag at reoli'r sefydliad cyfan yn effeithiol. Felly, byddwn yn dilyn y gofynion a geir yn y ddogfen 'Record Management Society of Great Britain- Local Government Group, Retention Guidelines for Schools'.

Rhydd y ddogfen bolisi hon y fframwaith polisi a fydd yn galluogi trwy ei ddilyn, sicrhau'r rheolaeth effeithiol hon a'i harchwilio. Mae'n cwmpasu:

- Cwmpas
- Cyfrifoldebau
- Cysylltiadau gyda pholisïau sy'n bodoli eisoes
- Atodiad 1- Nodiadau cyfarwyddyd Deddf Gwarchod Data 1998
- Atodiad 2 –'Record Management society for G.B.- Local Government Group, Retention Guidelines for Schools'.

1 Cwmpas

- 1.1 Mae'r polisi hwn yn berthnasol i bob cofnod sy'n cael ei greu, ei dderbyn neu ei gadw gan staff yr ysgol wrth gyflawni eu dyletswyddau.
- 1.2 Diffinir cofnodion fel yr holl ddogfennau hynny sy'n hwyluso'r gorchwylion hynny yr ymgymerir â hwy yn yr ysgol ac a gedwir ar ôl eu cyflawni, ar gyfer gwahanol gyfnodau penodol er mwyn darparu tystiolaeth o'i drafodion neu weithgareddau. Gellir creu, derbyn neu gadw'r cofnodion hyn ar ffurf copi caled neu'n electroneg.
- 1.3 O dro i dro, bydd y pennaeth yn dewis canran fechan o gofnodion yr ysgol i'w cadw'n barhaol fel rhan o archifau'r sefydliad.

1.4 *(Dewisol – Ymgorffori neu ddileu yn unol ag anghenion yr ysgol):
Mewn perthynas ag adran 6.5 (viii) 'Gwaith Disgyblion' o Atodlen Cadw Cymdeithas Cadw Cofnodion, mae'r ysgol wedi penderfynu bydd yn rhyddhau **enghreifftiau** o waith plant i rieni ar ôl derbyn ceisiadau ysgrifenedig amdanynt ar ôl cyfnod o bedwar mis ar hugain. Bydd y pennaeth yn gyfrifol am sicrhau bod gwaith o'r fath wedi ei farcio yn unol â pholisï'r ysgol, a'i archwilio er mwyn sicrhau na ellir ei ddefnyddio fel tystiolaeth mewn unrhyw gamau cyfreithiol y gellid eu cymryd yn y dyfodol.*

2 Cyfrifoldebau

- 2.1 Mae gan yr ysgol gyfrifoldeb corfforaethol i gadw ei chofnodion a'i systemau cadw cofnodion yn unol â'r ethos rheoli. Pennaeth yr Ysgol sydd â chyfrifoldeb am y polisi hwn yn gyffredinol.

- 2.2 Bydd y sawl sy'n gyfrifol am gadw cofnodion yn yr ysgol yn rhoi arweiniad ar systemau da o gadw cofnodion a bydd yn hyrwyddo bod y polisi hwn yn cael ei ddilyn fel y gellir cael gafael ar wybodaeth yn rhwydd, mewn dull priodol ac mewn pryd.
- 2.3 Mae'n ofynnol ar i aelodau o'r staff a gweithwyr sicrhau bod cofnodion maent yn gyfrifol amdanynt yn fanwl-gywir, ac y cânt eu cadw ac y ceir gwared ohonynt yn unol â chanllawiau'r ysgol ar gadw cofnodion.

3 Cyswllt â pholisïau presennol

Lluniwyd y polisi hwn o fewn cyd-destun:

- Polisi Cyhoeddiadau
- Polisi Gwarchod Data

A chyda deddfwriaeth neu reoliadau eraill (yn cynnwys archwiliad, cyfleoedd cyfartal a moeseg) sy'n effeithio'r ysgol.

4 Atodiad 1

Mabwysiadwyd:

Cadeirydd:

Pennaeth:

Atodiad 1

Nodiadau Arweiniol ar Ddeddf Gwarchod Data 1998

Gellir gosod yr hawl i gael gweld gwybodaeth mae ysgolion yn ei chadw am ddisgyblion o dan y ddau gategori hyn:

1. Hawl gan ddisgybl neu eraill gael gweld cofnodion am y disgybl
2. Hawl i weld y Cofnod Addysgol

Ceir ystod eang i'r diffiniad o 'Cofnod Addysgol' ond mae'n cynnwys – cofnod cwricwlaidd, llwyddiannau academaidd, cynnydd o ran sgiliau a galluoedd yn yr ysgol a gohebiaeth –e.e. gan yr Awdurdod Addysg, Seicolegwyr, Bwrdd Iechyd neu rieni. Nid yw'n cynnwys gwybodaeth a gedwir gan athrawon at ei defnydd personol yn unig.

Hawl gan ddisgybl neu eraill gael gweld Cofnodion am y disgybl

Mae gan ddisgybl neu rywun sy'n gweithredu ar eu rhan, yr hawl i gael gweld gwybodaeth bersonol am y disgybl, a gedwir gan yr ysgol. Mae hyn yn cynnwys:

- Gwybodaeth a gedwir ar gyfrifiadur
- Gwybodaeth a gedwir ar ffeiliau strwythuredig
- Gwybodaeth yn eu cofnod addysgol
- Gwybodaeth heb ei strwythuro, e.e. a gedwir mewn gohebiaeth rhydd

Dylid anfon ceisiadau yn ysgrifenedig, ac mae gan ddisgybl hawl i wybod a yw'r ysgol yn cadw'r wybodaeth honno ai peidio. Mae gan ddisgyblion hefyd hawl i dderbyn disgrifiad o ffynonellau a sut y defnyddir y wybodaeth a gedwir amdanynt gan yr ysgol.

Nid yw'r Ddeddf yn pennu oedran y gall plentyn wneud cais am gael gweld gwybodaeth. Fel canllaw cyffredinol, bernir bod plentyn 12 oed neu h^y^n yn ddigon aeddfed i wneud hynny – dylid ystyried ceisiadau achos wrth achos.

Gall rhywun sydd â chyfrifoldeb rhiant ofyn am gael gweld gwybodaeth ar ran plentyn, prun a yw'r plentyn yn deall natur y cais am gael gweld y wybodaeth honno ai peidio. Dylid egluro os ceir unrhyw amheuan mewn perthynas â chyfrifoldeb rhieni cyn ymateb. Gan ei bod yn ddyletswydd parchu preifatrwydd pobl eraill, os yw gwybodaeth ynghylch unigolyn neu unigolion eraill yn cael ei gynnwys wrth ymateb, dylid ystyried y cais yn ofalus a hepgor cyfeirio. (Dylid gofyn am gyngor yn y maes hwn)

Gwybodaeth nad oes rhaid ei datgelu –

- Gwybodaeth a all achosi niwed difrifol i iechyd corfforol neu iechyd meddwl y disgybl;
- Gwybodaeth a fyddai'n datgelu bod plentyn mewn perygl o gael ei gamdrin;
- Gwybodaeth a gedwir ar fabwysiadu a chofnodion gorchymyn rhieni;
- Gwybodaeth a roddir i Lys Ynadon;
- Copïau o sgriptiau arholiad;
- Marciau arholiad cyn y cânt eu cyhoeddi'n swyddogol;
- Gwybodaeth heb ei strwythuro pe bai'n costio dros £450 i'w ganfod a rhoi'r wybodaeth.

Hawl i weld y Cofnod Addysgol

Mae gan rieni hawl annibynnol i weld cofnod addysgol eu plentyn. Dylai pob cais gael ei anfon yn ysgrifenedig at y pennaeth.

Gwybodaeth nad oes rhaid ei datgelu -

- Gwybodaeth a all achosi niwed difrifol i iechyd corfforol neu iechyd meddwl y disgybl;
- Gwybodaeth ble byddai datgelu'r wybodaeth yn dangos bod plentyn mewn perygl o gael ei gam-drin;
- Gwybodaeth yn ymwneud â thrafodion o dan y Llys Ynadon;
- Gwybodaeth a fyddai'n datgelu lefelau cyrhaeddiad neu unrhyw ganlyniadau disgybl arall a enwir.

Graddfeydd Amser

Ac eithrio mewn achos ble mae rhiant yn gofyn am gael gweld y cofnod addysgol swyddogol, rhaid ymateb i gais am wybodaeth o fewn yr amseroedd a nodir yn nogfennaeth yr ysgol ond dim hwyrach na 15 diwrnod gwaith o dderbyn cais.

Taliadau

Polisi'r ysgol a nifer y tudalennau a ddarperir fydd yn pennu'r taliad. Fel canllaw cyffredinol, gellir codi tâl o £1 am bob 20 tudalen.

Cyfieithiadau

Dylid cyfieithu dogfennau i'r Saesneg neu'r Gymraeg fel bo angen o fewn y raddfa amser a nodir mewn dogfennaeth ysgol.

Ysgol Llanystumdwy

Records Management Policy

This School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. As such, we will adhere to the requirements of the documentation 'Record Management Society of Great Britain- Local Government Group, Retention Guidelines for Schools'.

This policy document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Appendix 1- Data Protection Act 1998 guidance notes
- Appendix 2 –'Record Management society for G.B.- Local Government Group, Retention Guidelines for Schools'.

1 Scope of the policy

1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained for differing set periods to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy form or electronically.

1.3 A small percentage of the school's records will occasionally be selected by the head teacher for permanent retention as part of the institution's archives

1.4 *(Optional – Incorporate or delete according to school requirements):
With regard to section 6.5 (viii) 'Pupils' Work' of the Record Management Society Retention Schedule, this school has decided that it will release **samples** of children's work to parents following written requests for the like after a period of twenty four months. The head teacher will be responsible for ensuring that such work has been marked according to the school policy and scrutinised in order to ensure that it cannot be used as evidence in any possible future legal actions.*

2 Responsibilities

2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

3 Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

4 Appendix 1

Adopted:

Chairperson:

Headteacher:

Data Protection Act 1998 Guidance Notes

There are two distinct rights to information held by schools about pupils:

1. Subject Access Right
3. Rights to the Educational Record

An 'Educational Record' has a wide definition but includes – curricular record, academic achievements, skills and abilities progress in school and correspondence-for example from the Education Authority, Psychologists, Health Board or parents. It does not include information kept by teachers solely for their own use.

Subject Access Right

A pupil or someone acting on their behalf has the right to access their personal information held by the school. This includes:

- Information held on computer
- Information held in structured files
- Information in their educational record
- Unstructured information, for example held in loose correspondence

Requests should be made in writing, and a pupil is entitled to know whether the information is held by the school or not. Pupils are also entitled to a description of sources and uses of information held about them by the school.

The Act does not specify an age at which a child can make their own request for information. As a general guide, a child of 12 or older is deemed mature enough - requests should be considered on a case-by-case basis.

Someone with parental responsibility can ask for information on a child's behalf whether the child understands the nature of the access request or not. Any doubts about parental responsibility should be clarified before responding. As there is a duty to respect the privacy of others, where the response required includes information about another individual or individuals, the request should be considered carefully and references omitted. (Advice should be sought in this area)

Information which can be withheld –

- Information which can cause serious harm to the physical or mental health of the pupil;
- Information where the disclosure would reveal a child at risk of abuse;
- Information held in adoption and parental order records;
- Information given to a Magistrates Court ;
- Copies of examination scripts;
- Examination marks before they are officially announced;
- Unstructured information if it would cost more than £450 to locate and supply the information.

Rights to the Educational Record

Parents have their own independent right of access to their child's educational record. All requests should be made in writing to the head teacher.

Information which can be withheld –

- Information which can cause serious harm to the physical or mental health of the pupil;
- Information where the disclosure would reveal a child at risk of abuse;
- Information relating to proceedings under the Magistrates Court;

- Information which would reveal the levels of attainment or any results of another identified pupil.

Timescales

Unless a parent simply asks to see the official educational record, a request for information must receive a response within the times stated in school documentation but no later than 15 working days from its receipt.

Charges

The charge depends on the schools' policy and on the number of pages provided. As a general guide a fee of £1 per 20 pages can be made.

Translations

Documents should be translated into English or Welsh as required within the timescale noted in school documentation.