

Policy Statement

Policy	Student Document Handling Policy	Department	Boarding
Date Written	14th August 2018	Review Date	15th August 2019
Written by	James Goodman-Eastwood	Approved by	Simon Wentworth
Date of Approval	15th August 2018	Locations & Dissemination	Website & Reception (abridged)

This policy was adopted on 15th August 2018

Key Contacts:

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Contents:



Brief:

This policy exists to reflect the College's desire to securely hold and monitor student travel documents and other relevant paperwork.

Introduction:

In order to uphold other policies regarding student monitoring, attendance, welfare and safeguarding; the Director and Senior Staff deem it necessary to control student documents in a responsible fashion.

Documentation securely held by the College includes (but is not limited to):

- Passports
- Travel documents (including visas and tickets)
- Police Registration documents
- Medical information, records, prescriptions, documents and reports
- Records of past and ongoing medical treatment
- Safeguarding Records and Files
- Past and present disciplinary information
- Consent forms
- Records of online activity
- Contact details for students, their next of kin and other relevant persons
- Academic records and examination results
- Any other information which the Director considered necessary to uphold the College's policies and fulfill our responsibility to safeguarding the student's welfare and reinforce their commitment to the College's Behaviour Policy

Storage:

The safe and secure storage of student documents is a priority for the College. The College recognises its responsibility to ensure the security of the aforementioned documents as far as it reasonably practicable. The College is committed to ensuring the following security measures are put in place for the safe and secure storage of student documents:

- The use of lockable document storage containers (filing cabinets etc.).
- The securing of all entrances and exits to the locations where documents are to be kept.
- A separate record of document storage contents, for the purpose of identifying missing documents.
- A signing in and out system for student documents that may need to be temporarily or permanently removed.
- Daily monitoring of security measures to identify tampering.

- The secure storage of keys to limit all access to certified staff members.

Students and parents have a right to view whatever is being stored, except in circumstances where a safeguarding or similar investigation is ongoing and revealing this information may jeopardise that investigation or place to subject at risk of harm.

Students and parents have a right to refuse storage of documents. This point refers specifically to past cases of students refusing to securely store their passports with the College. In such cases, students will be reminded that safe storage of documents is a College policy, to which they have already signed up when enrolling with the College. Disputes will be settled by the Director.

Students and parents are to give 24 hours' notice of any planned document withdrawals, so that any relevant information may be stored by the College in anticipation of the document's removal.

The document controller for student pastoral, medical and welfare document storage is: The Director of Boarding & Welfare, or their deputies.

The document controller for student academic document storage is: The Academic Director, or their deputies.

The Director may allocate deputies on an emergency basis, in any case where a document (namely a passport) is required in a medical or similar emergency.

