

Information and Resource Management Society

Information Management Toolkit for Schools

The Information Management Toolkit for Schools has been created to assist schools to manage their information in line with the current legislative frameworks.

Module 1 consists of the base toolkit designed to assist schools under local authority control in their compliance with data protection, freedom of information and other related legislation.

Module 2 consists of additional information which is designed to assist Academies in their compliance with data protection and freedom of information legislation as well as business requirements. (In development)

Module 3 consists of additional information which is designed to assist independent schools to manage their records in line with legislative requirements. (In development)

The Information Management Toolkit for Schools is available to schools free of charge using the viewer below. The Toolkit is available in MS Word and PDF format at no additional charge to members of the IRMS by signing in and accessing the library at the bottom of this page. All questions, suggestions, and amendments to the toolkit should be sent to schooltoolkit@irms.org.uk.

The Information Management Toolkit for Schools is designed as guidance and should not be quoted to users as being a 'standard'. All local authorities should seek the advice of their own legal departments before using the Toolkit. Local authorities should not refer members of the public to the IRMS for clarification about the toolkit. The IRMS is not a public body and is not subject to the Freedom of Information Act 2000.

All requests for information relating to the toolkit used by individual authorities must be addressed by that authority.

Local Authority maintained schools - <https://irms.org.uk/page/SchoolsToolkit>

Academies - <https://irms.org.uk/page/AcademiesToolkit>