



**WALTHAMSTOW HALL**  
SEVENOAKS

## **Archive Policy**

Walthamstow Hall recognises that it has in its possession a rich resource of documentation from the school's past in the form of photographs, written documentation, both printed and handwritten, and artefacts. For the purposes of this policy this collection will be referred to as the Archive. Any personal data, as defined by GDPR and the Data Protection Act 2018 (DPA), is not included in the definition of Archive materials for the purposes of this policy. The Archive does not include any documentation, information or data which may fall under the School's Data Protection Policy or covered by Child Protection Policy or the requirements of those policies as well as any legislation which takes precedence.

### **Functions of the Archive**

- To provide a record of the School's past with a particular emphasis on the experience of pupils and staff.
- To contribute to the School's sense of its particular ethos.
- To foster a sense of pride and affection for the School amongst present and past staff, pupils and friends of the school.
- To contribute to the history of pupils' education, both locally and on a national level.
- To support the teaching of current pupils in subjects such as History and PSHEE.
- To provide supervised access to some of the Archive material stored to bona fide researchers approved by the School.

### **Principles of organisation and management.**

- A key consideration must be the conservation and preservation of all items to prevent damage or decay. Advice will be sought from appropriate sources.
- Items will be stored to protect from light, damp, dust and disturbance.
- All items need to be catalogued with an accession code and the record held on a computer data-base.
- Any digital data will be backed-up in accordance with the school's backup procedures.
- Any items being sent off site for digitisation must be catalogued first.
- As far as possible items will be dated and described giving whatever contextual detail is possible.
- Access to the Archive will be strictly controlled but arrangements can be made for particular items to be viewed.
- We are mindful of the need to make electronic data as accessible as possible whilst maintaining the ability to migrate to other systems to maintain future access.

- It is recognised that some items may be of a sensitive nature. The Archive team will exercise caution before making public anything of a personal nature. A key consideration will be whether any individual is likely to be caused distress or discomfort. The Headmistress will exercise the final veto.
- The Archive will be managed as an on-going service and the School community invited to offer items for inclusion which document the immediate past.
- When accepting donations into the collection the Archive team will determine the relevance and have the authority to refuse items if deemed superfluous or specific storage facilities are unavailable.

### **Display of selections from the Archive**

- It is hoped to make selections of items of interest – on a theme perhaps – to provide changing displays for the enjoyment of current pupils and staff and visitors to the school.
- It is intended that certain items will be displayed in a lockable glass case purchased for this purpose from the Archive fund (donated by WOGA).
- Copies of some items will be displayed in the Library on an occasional basis.
- As a long-term plan it is hoped to find a permanent, easily accessible space for displaying and storing some items so that a School class or a group of visitors can view materials. The room could have multiple functions to include housing archive material. Security will be an important consideration.
- All such displays will be in accordance with Copyright and Data Protection Laws in effect at the time.
- Documents to be used for study will be copied so that the originals are not damaged.

### **Review of Policy.**

The policy will be reviewed regularly.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed September 2019  
Next Review September 2020

Signed: .....

Mrs J Adams  
Chair of Governors

Date: .....