

# NEWTON HOUSE SCHOOL



DOCUMENT NAME	LEARNER PROFILE POLICY
DOCUMENT NUMBER	NHS0002
POLICY AREA	POPIA ACT

## REVISION SCHEDULE

DATE	DEVELOPED BY	1 <sup>ST</sup> REVISION	2 <sup>ND</sup> REVISION	3 <sup>RD</sup> REVISION	APPROVAL
18/05/2021	HES	21/06/2021			

# NEWTON HOUSE SCHOOL

## Leaner Profile Policy

### Table of Contents

1. Policy Statement.....	3
2. Profile Content.....	3
3. Profile Principles.....	3
4. Amendments.....	4

## 1. Policy Statement

It is the policy of Newton House School, to keep a profile on each of the learners attending Newton House School.

Learner profiles must contain certain information about the learner, this will include personal information. Newton House School policy stipulates that such profiles and information is kept in line with the Protection of Personal Information Act of 2013.

The Information Officer is responsible to ensure that the learner profiles are managed in compliance with the Protection of Personal Information Act.

This policy must be read in conjunction with the Learner Personal Information Policy.

---

## 2. Profile Content

Learner profiles must be kept for each learner and must meet the following criteria:

- 2.1 Individual photographs of the learner
  - 2.2 Surname, name, identity number, gender, home language, family code, date of admission, physical addresses, email address and contact numbers of parents.
  - 2.3 Medical Information
  - 2.4 Any intervention reports from therapists
  - 2.5 Previous school reports
  - 2.6 General letters
  - 2.7 Previous school information
  - 2.8 Disciplinary records
  - 2.9 Parent / teacher meetings
  - 2.10 Custody Agreements or Court Orders (where applicable)
- 

## 3. Profile Principles

- 3.1 New files must be made for any new learner.
- 3.2 The school must request the Learner Profile from the previous school for all new learners.
- 3.3 All data must be scanned and stored on Staffroom. Special attention must be given to:
  - 3.3.1 Copies of Identity documents.

- 3.3.2 In case of foreign learners, work and study permits.
  - 3.3.3 Birth or unabridged birth certificates
  - 3.3.4 Medical conditions and/or medication used.
  - 3.3.5 Most recent school report
  - 3.3.6 Indemnity forms (general and specific)
  - 3.4 Files must be kept securely in a filing cabinet or safe.
- 

#### **4. Amendments**

This policy can only be amended and reviewed in line with the Policy of Policies and Procedures.