

**The Federated Church Schools**

**of**

**Shalfleet and Yarmouth CE Primary**

**The policies of the Governors of the Federation of Shalfleet and Yarmouth C. E. Primary Schools are intended to ensure that the children rejoice in their dignity as children of God and as a unique creation of God’s love. The policies are written so as to support the most effective teaching and learning that we can provide. It is our intention that every aspect of school life will support this fundamental aim.**

Records Management Policy

(GDPR Compliant)

|  |  |
| --- | --- |
| **Approved by** |  |
| **Approved on** |  |
| **Review date** |  |
| **Signed by** |  |

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## **Statement of intent**

The Federation of Shalfleet and Yarmouth C.E. Priamry Schools is committed to maintaining the confidentiality of its information and ensuring that all records within the school are only accessible by the appropriate individuals. In line with the requirements of the General Data Protection Regulation (GDPR), the school also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

The school has created this policy to outline how it manages the data it obtains in order to meet the school’s statutory requirements.

This document complies with the requirements set out in the GDPR, which came into effect on 25 May 2018. The government has confirmed that the UK’s decision to leave the EU will not affect the commencement of GDPR.

# Scope of the Policy

* 1. This policy applies to all records, created, received or maintained by staff of the school in the course of carrying out its functions.
	2. Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained for a set period to provide evidence of its transactions or activities. These records may be created or received and then stored, in hard copy or electronically.
	3. A small percentage of the school’s records may be selected for permanent preservation as part of the institution’s archives and for historical research.

# Legal framework

* 1. This policy has due regard to statutory legislation including, but not limited to, the following:
* General Data Protection Regulation (2016)
* Freedom of Information Act 2000
* Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)
	1. This policy also has due regard to the following guidance:
* Information Records Management Society ‘Information Management Toolkit for Schools’ 2016

2.3 This policy will be implemented in accordance with the following school policies and procedures:

* **Data Protection Policy**
* **Freedom of Information Policy**
* **E-security Policy (Or E-safety)**
* **Security Breach Management Plan / Emergency Management Plan**

# Responsibilities

* 1. The Governing Body is the main Data Controller for the school for all pupil, staff and parent data. It will ensure that:
		1. all personal data is processed fairly and legally
		2. data is only collected for legitimate reasons and used accordingly
		3. data is relevant, adequate and not excessive in relation to the reason for its collection.
		4. data is regularly updated to ensure accuracy
		5. any data which identifies an individual will not be kept longer than necessary
		6. any personal information is protected against accidental, unlawful destruction, alteration and disclosure - especially when processing over networks.
		7. Appropriate security measures are in place to ensure the correct level of protection for all data stored and processed.
	2. The Governing Body will ensure an appropriate Data Protection Officer is in place for the school to oversee data management and provide feedback to the Governing Body on its systems and processes.
	3. All staff have a responsibility for maintaining the school’s records and record-keeping systems in line with statutory requirements.
		1. The **Headteacher** holds overall responsibility for this policy and for ensuring it is implemented correctly.

3.3.2 The **Headteacher** is responsible for promoting compliance with this policy, and reviewing the policy on an **annual** basis

3.3.3 The **School Business Manager** is responsible for ensuring that all records are stored securely, in accordance with the retention periods outlined in this policy, and are disposed of correctly.

* + 1. All staff members are responsible for ensuring that any records for which they are responsible for are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.
	1. Any complaints about how school data is managed will be dealt with under the school ‘s complaints policy.

# Records

Records in this school are identified to be part of one of the categories indicated below. This categorisation assists the school with managing the records held; ensuring they are only available to the appropriate individuals as well as fulfilling the requirement to ensure records are only kept for as long as necessary to fulfil the purpose for which they were intended. The management of records is outlined below. The retention period for records within each section as well as the action that will be taken after the retention period is covered in Appendix A – G.

# Pupil Records

* + 1. Pupil records are specific documents that are used throughout a pupil’s time in the education system, they are passed to each school that a pupil attends and includes all personal information relating to them, as well as their progress and achievement. Details of information stored in pupil files can be found in *Appendix A.* Details on retention periods of pupil records and pupil related information can be found in *Appendix B*.
		2. The school will publish a Privacy Notice for Pupils to ensure its record management is in line with legislation and will review this document according to the detail set out in the Data Protection Policy.
		3. The school will ensure that no pupil records are altered or amended before transferring them to the next school that the pupil will attend.
		4. The only exception to the above is any records placed on the pupil’s file that have a shorter retention period and may need to be removed. In such cases, **the school administrator** will remove these records.
		5. Hard copy and electronic records relating to the pupil’s record will be transferred. [*Appendix*](#_1ksv4uv) *C* of this policy outlines the procedures on how hard copy and electronic records will be dealt with.

**4.1.6** The school will not keep any copies of information stored within a pupil’s record, unless there is potential legal action at the time during which the pupil leaves the school. The responsibility for these records will then transfer to the next school that the pupil attends.

# Staff Records

* + 1. Staff records are specific documents that have been obtained during recruitment processes as well as during the period of employment at the school.
		2. Details on retention periods of staff records and related information in both hard copy and electronic format can be found in *Appendix D*.

# Senior Leadership and Management Records

* + 1. Senior Leadership and Management Records are those records relating to the governance of the school as well as those records created by the Senior Leaders in the process of managing the school.
		2. Details on retention periods of Senior Leadership and Management records and related information in both hard copy and electronic format can be found in *Appendix E*.

# Health and Safety Records

* + 1. Health and Safety Records are the specific documents relating to accident records and reporting, asbestos management, radiation management, COSHH, Health and Safety risk assessments and policies.
		2. Details on retention periods of Senior Leadership and Management records and related information in both hard copy and electronic format can be found in *Appendix F*.

# Financial Records

* + 1. Financial Records are the documents that are created or received during the life of the school in relation to its financial management covering accounts and budget management, asset management, contract management and school meals.
		2. Details on retention periods of Senior Leadership and Management records and related information in both hard copy and electronic format can be found in *Appendix G*.

# Other school Records

* + 1. These are other records held by the school relating to operational and property management.
		2. Details on retention periods of Senior Leadership and Management records and related information in both hard copy and electronic format can be found in *Appendix H*.

# Storing and Protecting Information

* 1. The **Headteacher** will undertake a risk analysis to identify which records are vital to school management.
	2. The **School Business Manager** is responsible for continuity, and recovery measures are in place to ensure the security of protected data.
	3. The **School Business Manager** will ensure the most vital documents are stored in the most secure manner.
	4. The **School Business Manager** will ensure paper records are managed appropriately and stored in accordance with their sensitivity.
	5. The **School Business Manager** will ensure that:
		1. Appropriate backup systems are in place for the electronic information held in school to ensure this data can still be accessed in the event of a security breach, e.g. a virus and prevent any loss or theft of data.
		2. All members of staff are provided with their own secure login and password.
		3. Digital data is coded, encrypted or password-protected.
		4. Memory sticks are not used to hold personal information unless they are password-protected
		5. Staff and governors do not download sensitive school information onto their personal laptops or computers
		6. All electronic devices are password-protected to protect the information on the device in case of theft.
		7. Email communication is operated and managed in the most secure manner available.
		8. Personal information is only taken off the premises in exceptional circumstances following approval from the Headteacher.
	6. All staff members will implement a ‘clear desk policy’ to avoid unauthorised access to physical records containing sensitive or personal information.
	7. Before sharing data, all staff always ensure that:
* They are allowed to share it.
* Adequate security is in place to protect it.
* Who will receive the data has been outlined in a privacy notice.
	1. Visitors will not be allowed access to confidential or personal information and will be supervised in areas containing sensitive information.
	2. The physical security of the school’s buildings and storage systems, and access to them, is reviewed **annually** by the **Site Manager in conjunction with the Data Controller**. If an increased risk in vandalism, burglary or theft is identified, this will be reported to the **Headteacher** and extra measures to secure data storage will be put in place.
	3. The school takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.
	4. Any damage to or theft of data will be managed in accordance with the school’s **Data Breach Incident Reporting Policy**.

# Accessing information

* 1. The school is transparent with data subjects, the information we hold and how it can be accessed.
	2. All members of staff, parents of registered pupils and other users of the school, e.g. visitors and third-party clubs, are entitled to:
* Know what information the school holds and processes about them or their child, and why.
* Understand how to gain access to it.
* Understand how to keep it up-to-date.
* Understand what the school is doing to comply with its obligations under the GDPR.
	1. All members of staff, parents of registered pupils and other users have the right, under the GDPR, to access certain personal data being held about them or their child.
	2. Personal information can be shared with pupils once they are considered to be at an appropriate age and responsible for their own affairs, although this information can still be shared with parents.
	3. Pupils who are considered to be at an appropriate age to make decisions for themselves are entitled to have their personal information handled in accordance with their rights.
	4. The school will adhere to the provisions outlined in the school’s **Data Protection Policy** when responding to requests seeking access to personal information.

# Information audit

* 1. The **school** conducts information audits on an **annual** basis against all information held by the school to evaluate the information the school is holding, receiving and using, and to ensure that this is correctly managed in accordance with the GDPR. This includes the following information:
	+ Paper documents and records
	+ Electronic documents and records
	+ Databases
	+ Microfilm or microfiche
	+ Sound recordings
	+ Video and photographic records
	+ Hybrid files, containing both paper and electronic information
	1. The **Headteacher** is responsible for completing the information audit by reviewing the Data Asset Register.
	2. The **School (as Information Owners)** will record all details on the school’s Data Asset Register.
	3. The information displayed on the Data Asset Register will be shared with the **Headteacher/FGB** to gain their approval.

# Disposal of data

* 1. Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.
	2. Where disposal of information is outlined as secure disposal, this will be shredded or pulped and electronic information will be scrubbed clean and, where possible, cut. The **School Administrator** will keep a record of all files that have been destroyed.
	3. Where the disposal action is indicated as reviewed before it is disposed, the **Headteacher** will review the information against its administrative value – if the information should be kept for administrative value, the **School Administrator** will keep a record of this.
	4. If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.
	5. Where information has been kept for administrative purposes, the **Headteacher** will review the information again after three years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every three subsequent years.
	6. Where information must be kept permanently, this information is exempt from the normal review procedures.

# Monitoring and review

* 1. This policy will be reviewed as is deemed appropriate but no less frequently than every three years by the **Headteacher** in conjunction with the **School Business Manager** – the next scheduled review date for this policy is **July 2019**.
	2. Any changes made to this policy will be communicated to all members of staff and the governing board.

**Appendix A**

**Information held in Pupil records:**

The following information is stored on the front of a pupil record, and will be easily accessible:

* Forename, surname, gender and date of birth,
* Unique pupil number
* Note of the date when the file was opened
* Note of the date when the file was closed, if appropriate

The following information is stored inside the front cover of a pupil record, and will be easily accessible:

* Ethnic origin, religion and first language (if not English)
* Any preferred names
* Position in their family, e.g. eldest sibling
* Emergency contact details and the name of the pupil’s doctor
* Any allergies or other medical conditions that are important to be aware of
* Names of parents and/or carers, including home addresses and telephone numbers
* Name of the school, admission number, the date of admission and the date of leaving
* Any other agency involvement, e.g. speech and language therapist

The following information is stored on a pupil record, and will be easily accessible:

* Admissions form
* Details of any special educational needs and disabilities (SEND)
* If the pupil has attended an early years setting, the record of transfer
* Privacy Notice – only the most recent notice will be included
* Annual written reports to parents
* National curriculum and agreed syllabus record sheets
* Notes relating to major incidents and accidents involving the pupil
* Any information about an SEN statement, and support offered in relation to the statement
* Any notes indicating child protection disclosures and reports are held
* Any information relating to exclusions
* Any correspondence with parents or external agencies relating to major issues, e.g. mental health
* Notes indicating that records of complaints made by parents or the pupil are held

The following information is subject to shorter retention periods and, therefore, will be stored separately in a personal file for the pupil in the **school office**:

* Absence notes
* Parental consent forms for educational visits and trips, photographs and videos, etc.
* Correspondence with parents about minor issues, e.g. behaviour

Actual copies of disclosures and reports relating to child protection are stored in a sealed envelope, in a securely locked filing cabinet in the **school office** – a note indicating this is marked on the pupil’s file.

Actual copies of complaints made by parents or the pupil are stored in a file in the **Headteacher’s office** – a note indicating this is marked on the pupil’s file.

Actual copies of accident and incident information are stored separately on the school’s management information system and held in line with the statutory retention periods outlined in this policy – a note indicating this is marked on the pupil’s file. An additional copy may be placed on the pupil’s file in the event of a major accident or incident.

# Appendix B

**Transfer of Pupil Records**

Where a pupil record is sent by post, it will be sent by registered post. A pupil record may also be hand delivered to the receiving organisation if this is deemed more appropriate by the Senior Leadership of the school.

In all cases the pupil records will have an accompanying list of files included. The receiving school is required to sign a form to indicate that they have received the files and return this to the school.

**TRANSFER OF PUPIL RECORDS**

Name of Pupil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received the pupil records from XXX School in relation to the above pupil.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix C

# Retention of pupil records and other pupil-related information

The table below outlines the school’s retention periods for individual pupil records and the action that will be taken after the retention period, in line with any requirements.

|  |  |  |
| --- | --- | --- |
| **Type of file** | **Retention period** | **Action taken after retention period ends** |
| **Admissions** |
| Register of admissions | Three years after the date on which the entry was made | Information is reviewed, and the register may be kept permanently  |
| Proof of address (supplied as part of the admissions process) | The current academic year, plus one year | Securely disposed of |
| Supplementary information submitted, including religious, medical information, etc. (where the admission was successful) | Added to the pupil’s record | Securely disposed of |
| Supplementary information submitted, including religious, medical information, etc. (where the admission was not successful) | Until the appeals process has been completed | Securely disposed of |
| **Pupils’ educational records** |
| Pupils’ educational records | Whilst the pupil remains at the school | Transferred to the destination – if this is home-schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period |
| Public examination results | Added to the pupil’s record *(Primary transfer to Secondary)* | Uncollected certificates are returned to the examination board |
| Internal examination results | Added to the pupil’s record *(Primary transfer to Secondary)* | Securely disposed of- shredded |
| Child protection information held on a pupil’s record | Stored in a sealed envelope for the same length of time as the pupil’s record *(Primary transfer to Secondary)*The school may wish to retain a copy of the CP files for longer than the usual retention period. Files must be clearly marked with the reasons for the extension period. | Securely disposed of – shredded |
| Child protection records held in a separate file | 25 years after the pupil’s date of birth *(Primary transfer to Secondary)*Stored in a sealed envelope for the same length of time as the pupil’s record *(Primary transfer to Secondary)*The school may wish to retain a copy of the CP files for longer than the usual retention period.Files must be clearly marked with the reasons for the extension period. | Securely disposed of – shredded |
| **Attendance** |
| Attendance registers | Last date of entry on to the register, plus three years | Securely disposed of |
| Letters authorising absence | Current academic year, plus two years | Securely disposed of |
| **SEND** |
| SEND files, reviews and individual education plans | 25 years after the pupil’s date of birth (as stated on the pupil’s record) *(Primary transfer to Secondary)* | Information is reviewed, and the file may be kept for longer than necessary if it is required for the school to defend themselves in a ‘failure to provide sufficient education’ case |
| Statement of SEN maintained under section 324 of the Education Act 1996 or EHC plan maintained under section 37 of the Children and Families Act 2014 (and any amendments to the statement) | 25 years after the pupil’s date of birth (as stated on the pupil’s record) *(Primary transfer to Secondary)* | Securely disposed of, unless it is subject to a legal hold |
| Information and advice provided to parents regarding SEND | 25 years after the pupil’s date of birth (as stated on the pupil’s record) *(Primary transfer to Secondary)* | Securely disposed of, unless it is subject to a legal hold |
| Accessibility strategy | 25 years after the pupil’s date of birth (as stated on the pupil’s record) *(Primary transfer to Secondary)* | Securely disposed of, unless it is subject to a legal hold |
| **Curriculum management** |
| SATs results | 25 years after the pupil’s date of birth (as stated on the pupil’s record) *(Primary transfer to Secondary)* | Securely disposed of |
| Examination papers | Until the appeals/validation process has been completed | Securely disposed of |
| Published Admission Number (PAN) Reports | Current academic year, plus six years | Securely disposed of |
| Valued added and contextual data | Current academic year, plus six years | Securely disposed of |
| Self-evaluation forms | Current academic year, plus six years | Securely disposed of |
| Pupils’ work | Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year | Securely disposed of |
| Schemes of Work | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period or secure disposal. |
| Timetable | Current year + 1 year |
| Class Record Books | Current year + 1 year |
| Mark Books | Current year + 1 year |
| Record of homework set | Current year + 1 year |
| **Extra-curricular activities**  |
| Records created by schools to obtain approval t run an Educational Visit outside the classroom – Primary Schools *(Outdoor Education Advisers Panel National Guidance Website:* [*http://oeapng.info*](http://oeapng.info) *(section 3 re. Legal Framework and section 4 Good Practice))* | Date of visit + 14 years  | Securely disposed of |
| Records created by schools to obtain approval t run an Educational Visit outside the classroom – Secondary Schools*(Outdoor Education Advisers Panel National Guidance Website:* [*http://oeapng.info*](http://oeapng.info) *(section 3 re. Legal Framework and section 4 Good Practice))* | Date of visit + 10 years  | Securely disposed of |
| Parental consent forms for school trips where no major incident occurred | Until the conclusion of the trip | Securely disposed of |
| Parental consent forms for school trips where a major incident occurred | 25 years after the pupil’s date of birth, on the pupil’s record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils) | Securely disposed of |
| Walking bus registers | Three years from the date of the register being taken | Securely disposed of |
| **Family liaison officers and home-school liaison assistants** |
| Day books | Current academic year, plus two years | Reviewed, and destroyed if no longer required |
| Reports for outside agencies | Duration of the pupil’s time at school | Securely disposed of |
| Referral forms | Whilst the referral is current | Securely disposed of |
| Contact data sheets | Current academic year | Reviewed, and destroyed if no longer active |
| Contact database entries | Current academic year | Reviewed, and destroyed if no longer required |
| Group registers | Current academic year, plus two years | Securely disposed of |

# Appendix D

# Retention of staff records

The table below outlines the school’s retention periods for staff records and the action that will be taken after the retention period, in line with any requirements.

|  |  |  |
| --- | --- | --- |
| **Type of file** | **Retention period** | **Action taken after retention period ends** |
| **Operational** |
| Staff personal file | Termination of employment, plus six years | Securely disposed of |
| Timesheets | Current academic year, plus six years | Securely disposed of |
| Annual appraisal and assessment records | Current academic year, plus five years | Securely disposed of |
| **Recruitment** |
| Records relating to the appointment of a new headteacher | Date of appointment, plus six years | Securely disposed of |
| Records relating to the appointment of new members of staff (unsuccessful candidates) | Date of appointment of successful candidate, plus six months | Securely disposed of |
| Records relating to the appointment of new members of staff (successful candidates) | Relevant information added to the member of staff’s personal file, and other information retained for six months | Securely disposed of |
| DBS certificates | Up to six months (if you keep it) | Securely disposed of |
| Proof of identify as part of the enhanced DBS disclosure | Added to staff file until termination of employment | Reviewed and a note kept of what was seen and what has been checked – if it is necessary to keep a copy this will be placed on the staff member’s personal file, if not, securely disposed of |
| Evidence of right to work in the UK | Added to staff personal file or, if kept separately, termination of employment, plus no longer than two years | Securely disposed of |

|  |
| --- |
| **Disciplinary and grievance procedures** |
| Child protection allegations, including where the allegation is unproven | Added to staff personal file, and until the individual’s normal retirement age, or 10 years from the date of the allegation – whichever is longerIf allegations are malicious, they are removed from personal files | Reviewed and securely disposed of – shredded |
| Oral warnings | Date of warning, plus six months | Securely disposed of – if placed on staff personal file, removed from file  |
| Written warning – level 1 | Date of warning, plus six months | Securely disposed of – if placed on staff personal file, removed from file |
| Written warning – level 2 | Date of warning, plus 12 months | Securely disposed of – if placed on staff personal file, removed from file |
| Final warning | Date of warning, plus 18 months | Securely disposed of – if placed on staff personal file, removed from file |
| Records relating to unproven incidents | Conclusion of the case, unless the incident is child protection related and is disposed of as [above](#17dp8vu) | Securely disposed of  |

# Appendix E

# Retention of senior leadership and management records

The table below outlines the school’s retention periods for Senior Leadership records and the action that will be taken after the retention period, in line with any requirements.

|  |  |  |
| --- | --- | --- |
| **Type of file** | **Retention period** | **Action taken after retention period ends** |
| **Governing board** |
| Agendas for governing board meetings | One copy alongside the original set of minutes – all others disposed of | Securely disposed of |
| Original, signed copies of the minutes of governing board meetings  | Permanent  | If unable to store, these will be provided to the County Archives Service |
| Inspection copies of the minutes of governing board meetings | Date of meeting, plus three years | Shredded if they contain any sensitive, personal information |
| Reports presented to the governing board | Minimum of six years, unless they refer to individual reports – these are kept permanently  | Securely disposed of or, if they refer to individual reports, retained with the signed, original copy of minutes |
| Meeting papers relating to the annual parents’ meeting | Date of meeting, plus a minimum of six years | Securely disposed of |
| Instruments of government, including articles of association | Permanent  | If unable to store, these will be provided to the County Archives Service |
| Trusts and endowments managed by the governing board | Permanent | Retained in the school whilst it remains open, then provided to the County Archives Servicewhen the school closes |
| Action plans created and administered by the governing board | Duration of the action plan, plus three years | Securely disposed of |
| Policy documents created and administered by the governing board | Duration of the policy, plus three years | Securely disposed of |
| Records relating to complaints dealt with by the governing board | Date of the resolution of the complaint, plus a minimum of six years | Reviewed for further retention in case of contentious disputes, then securely disposed of |
| Annual reports created under the requirements of the Education (Governors’ Annual Reports) (England) (Amendment) Regulations 2002 | Date of report, plus 10 years | Securely disposed of |
| Proposals concerning changing the status of the school | Date proposal accepted or declined, plus three years | Securely disposed of  |
| **Headteacher and Senior Leadership Team (SLT)** |
| Log books of activity in the school maintained by the headteacher | Date of last entry, plus a minimum of six years | Reviewed, and offered to the County Archives Service if appropriate  |
| Minutes of SLT meetings and the meetings of other internal administrative bodies | Date of the meeting, plus three years | Reviewed, and securely disposed of |
| Reports created by the headteacher or SLT | Date of the report, plus a minimum of three years | Reviewed, and securely disposed of |
| Records created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities | Current academic year, plus six years | Reviewed, and securely disposed of |
| Correspondence created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities  | Date of correspondence, plus three years | Reviewed, and securely disposed of |
| Professional development plan | Duration of the plan, plus six years | Securely disposed of |
| School development plan | Duration of the plan, plus three years | Securely disposed of |

# Appendix F

# Retention of Health and Safety records

The table below outlines the school’s retention periods for Health and Safety records and the action that will be taken after the retention period, in line with any requirements.

|  |  |  |
| --- | --- | --- |
| **Type of file** | **Retention period** | **Action taken after retention period ends** |
| **Health and safety** |
| Health and safety policy statements | Duration of policy, plus three years | Securely disposed of |
| Health and safety risk assessments | Duration of risk assessment, plus three years | Securely disposed of |
| Records relating to accidents and injuries at work | Date of incident, plus 12 yearsIn the case of serious accidents, a retention period will need to be applied | Securely disposed of |
| Accident reporting – adults | Date of the incident, plus six years | Securely disposed of |
| Accident reporting – pupils | 25 years after the pupil’s date of birth, on the pupil’s record | Securely disposed of |
| COSHH | Current academic year, plus 40 years | Securely disposed of |
| Information relating to areas where employees and persons are likely to come into contact with asbestos | Date of last action, plus 40 years | Securely disposed of |
| Information relating to areas where employees and persons are likely to come into contact with radiation | Date of last action, plus 50 years | Securely disposed of |
| Fire precautions log books | Current academic year, plus six years | Securely disposed of |

# Appendix G

# Retention of financial records

The table below outlines the school’s retention periods for financial records and the action that will be taken after the retention period, in line with any requirements.

|  |  |  |
| --- | --- | --- |
| **Type of file** | **Retention period** | **Action taken after retention period ends** |
| **Payroll pensions** |
| Maternity pay records | Current academic year, plus three years | Securely disposed of |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 (as amended) | Current academic year, plus six years | Securely disposed of |
| **Risk management and insurance** |
| Employer’s liability insurance certificate | Closure of the school, plus 40 years | Securely disposed of |
| **Asset management** |
| Inventories of furniture and equipment | Current academic year, plus six years | Securely disposed of |
| Burglary, theft and vandalism report forms | Current academic year, plus six years | Securely disposed of |
| **Accounts and statements including budget management** |
| Annual accounts | Current academic year, plus six years | Disposed of against common standards |
| Loans and grants managed by the school | Date of last payment, plus 12 years | Information is reviewed, then securely disposed of |
| Student Grant applications | Current year + 3 years | Securely disposed of |
| All records relating to the creation and management of budgets | Duration of the budget, plus three years | Securely disposed of |
| Invoices, receipts, order books and requisitions, delivery notices | Current financial year, plus six years | Securely disposed of |
| Records relating to the collection and banking of monies | Current financial year, plus six years | Securely disposed of |
| Records relating to the identification and collection of debt | Current financial year, plus six years | Securely disposed of |
| **Contract management** |
| All records relating to the management of contracts under seal | Last payment on the contract, plus 12 years | Securely disposed of |
| All records relating to the management of contracts under signature | Last payment on the contract, plus six years | Securely disposed of |
| All records relating to the monitoring of contracts | Current academic year, plus two years | Securely disposed of |
| **School fund** |
| Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books | Current academic year, plus six years | Securely disposed of |
| **School meals** |
| Free school meals registers | Current academic year, plus six years | Securely disposed of |
| School meals registers | Current academic year, plus three years | Securely disposed of |
| School meals summary sheets | Current academic year, plus three years | Securely disposed of |

# Appendix H

# Retention of other school records

The table below outlines the school’s retention periods for any other records held by the school, and the action that will be taken after the retention period, in line with any requirements.

|  |  |  |
| --- | --- | --- |
| **Type of file** | **Retention period** | **Action taken after retention period ends** |
| **Property management** |
| Title deeds of properties belonging to the school | Permanent | Transferred to new owners if the building is leased or sold |
| Plans of property belonging to the school | For as long as the building belongs to the school | Transferred to new owners if the building is leased or sold |
| Leases of property leased by or to the school | Expiry of lease, plus six years | Securely disposed of |
| Records relating to the letting of school premises | Current financial year, plus six years | Securely disposed of |
| **Maintenance** |
| All records relating to the maintenance of the school carried out by contractors | Current academic year, plus six years | Securely disposed of |
| All records relating to the maintenance of the school | Current academic year, plus six years | Securely disposed of |
| **Operational administration** |
| General file series | Current academic year, plus five years | Reviewed, and securely disposed of |
| Records relating to the creation and publication of the school brochure and/or prospectus | Current academic year, plus three years | Disposed of against common standards |
| Records relating to the creation and distribution of circulars to staff, parents or pupils | Current academic year, plus one year | Disposed of against common standards |
| Newsletters and other items with short operational use | Current academic year plus one year | Disposed of against common standards |
| Visitors’ books and signing-in sheets | Current academic year, plus six years | Reviewed, then securely disposed of |
| Records relating to the creation and management of parent teacher associations and/or old pupil associations | Current academic year, plus six years | Reviewed, then securely disposed of |