



# Our Lady of Walsingham Catholic Multi Academy Trust Records Management Policy

The Trust recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of each Trust school (hereafter known as “The School”) and provide evidence for demonstrating performance and accountability.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Managing pupil records
- Managing staff records
- Retention schedule

## 1. Scope of the policy

- 1.1 This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.
- 1.2 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, received or maintained in hard copy or electronic format e.g. paper documents, scanned documents, e-mails which document business activities and decisions, audio and video recordings, text messages, notes of telephone conversations, spreadsheets, Word documents, presentations etc.

## **2. Responsibilities**

- 2.1 The governing body of the school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to each school. The responsibility is delegated to the Head of School or Headteacher of the school.
- 2.2 The person responsible for day-to-day operational management in the school will give guidance on good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.3 The school will manage and document its records disposal process in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests "SARs").
- 2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:
  - 2.4.1 Manage the school's records consistently in accordance with the school's policies and procedures;
  - 2.4.2 Properly document their actions and decisions;
  - 2.4.3 Hold personal information securely;
  - 2.4.4 Only share personal information appropriately and do not disclose it to any unauthorised third party;
  - 2.4.5 Dispose of records securely in accordance with the school's Record Retention Schedule.

## **3. Responsibilities**

- 3.1 The pupil record should be seen as the core record charting an individual pupil's progress through the education system. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access.

### **3.2 Recording information**

- 3.2.1 Pupils have a right of access to their educational record under the General Data Protection Regulation. This right exists until the point that the record is destroyed. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

### 3.3 Opening a file

3.3.1 These guidelines apply to information created and stored in both physical and electronic format.

3.3.2 The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. If pre-printed file covers are not being used then the following information should appear on the front of the paper file:

- Surname
- Forename
- DOB
- Unique Pupil Number

3.3.3 It is essential that these files, which contain personal information, are managed against the Trust's information security and business continuity policies.

3.4 Items which should be included on the pupil record

- Record of transfer from Early Years setting
- Admission Form
- Data Collection/Checking Form – current
- Annual written report to parents
- National Curriculum and Religious Education locally agreed syllabus record sheets
- Any information relating to a major incident involving the child
- Statements/Plans, reports, etc. for educational support, e.g. SEN, Speech and Language
- Medical information relevant to the child's on-going education/behaviour
- Child protection reports/disclosures and supporting documentation
- Any information relating to exclusions (fixed or permanent)
- Specific correspondence with parents or outside agencies relating to major issues
- Summary details of complaints made by the parents or the pupil relevant to the child's on-going education/ behaviour
- Examination Results – pupil copy
- SATS Results
- Photography (image) consents (this is the school's record) – this needs to be removed from the file before transferring to another school

3.4.1 The following records should be stored separately to the pupil record as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files before they are transferred to another school.

- Attendance Registers and Information
- Absence (authorised) notes and correspondence
- Parental consent forms for trips/outings
- Accident forms (a copy can be placed on the pupil record if it is a major incident)
- Medicine consent and administering records (this is the school's record)
- Copies of birth certificates, passports, etc.
- Generic correspondence with parents about minor issues (i.e. 'Dear Parent')
- Pupil work, drawings, etc.
- Previous data collection forms which have been superseded

### **3.5 Transferring the pupil record between schools**

3.5.1 The pupil record should not be weeded before transfer between schools unless any records with a short retention period have been placed in the file. It is important to remember that the information which may seem unnecessary to the person weeding the file may be a vital piece of information required at a later stage.

3.5.2 Schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

3.5.3 Records can be delivered or collected in person, with signed confirmation for tracking purposes.

3.5.4 Pupil Records should not be sent by post. If the use of post is absolutely necessary, they should be sent by 'Special Delivery Guaranteed' or via a reputable and secure courier to a pre-informed named contact, along with a list of the enclosed files. The new school should sign a copy of the list to confirm receipt of the files and securely return to the previous school.

3.5.5 If held electronically, records may be sent to a named contact via secure encrypted e-mail, or other secure transfer method.

### **3.6 Responsibility for the pupil record once the pupil leaves the school**

3.6.1 The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years

### **3.7 Safe destruction of the pupil record**

- Pupil records will contain personal and confidential information and so must be destroyed securely
- Electronic copies must be securely deleted, and hard copies disposed of as confidential waste

### **3.8 Transfer of a pupil record outside the EU area**

If a request is received to transfer the Pupil Record or other information about a pupil to a school outside of the European Union (EU), schools should contact the Local Authority or their Data Protection Officer for further advice.

### **3.9 Storage of pupil records**

3.9.1 All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security.

3.9.2 Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

## **4. Managing staff records**

4.1 The principles applied to pupil data equally apply to personal information held and stored about the school's workforce.

4.2 In general, the school holds information about staff that relates to:

- Recruitment and selection
- Employment records
- Pay and pensions
- Monitoring at work, including performance management
- Information about workers health

4.3 The definitive staff file will be retained by the responsible person with the school. This will facilitate disposal and will safeguard sensitive information.

- 4.4 Employee records held in electronic databases will be retained for the same periods as that for the equivalent paper records.

## **5. Safe Destruction of General Personal Data**

- 5.1 Disposal of both physical and digitally held data is to be carried out in line with the Trust retention schedule unless there is a recorded overriding reason why it is necessary to retain the data (e.g. Legal obligation).
- 5.2 All records containing personal information or sensitive policy information must be made unreadable or destroyed in a way where the data cannot be reconstructed (e.g. cross-cut shredder, secure disposal bin).
- 5.3 Hard drives and other digital storage devices that are no longer required, have failed or have reached the end of their serviceable life should be destroyed using secure methods. E.g. shredding or through a certified secure destruction company.
- 5.4 All legacy storage media (e.g. tape, floppy disks, etc.) should be destroyed in the same way as any form of current storage media.

## **6. Retention guidelines**

- 6.1 Our records retention schedule outlines the Trust's specific policy and procedures for holding personal data and to ensure that it is securely disposed of when no longer needed, to reduce the risk that it will become inaccurate, out of date or irrelevant.
- 6.2 Disposal of personal data should be recorded by the school. This record should be retained for future review.

<b>Governing Body</b>					
<b>1.1 Management of Governing Body</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
1.1.1	Instruments of government		For the life of the school	Consult local archives before disposal	
1.1.2	Trusts and endowments		For the life of the school	Consult local archives before disposal	
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6 months	SECURE DISPOSAL	Yes
1.1.4	Records relating to the appointment of co-opted governors		Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children). In this case retain for 25 years	SECURE DISPOSAL	Yes
1.1.5	Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	SECURE DISPOSAL	Yes
1.1.6	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case	These could be offered to the archives if appropriate	

			decisions need to be justified]		
1.1.7	Meetings schedule		Current year	STANDARD DISPOSAL	
1.1.8	Agendas - principal copy		Where possible the agenda should be stored with the principal set of the minutes	Consult local archives before disposal	Potential
1.1.9	Minutes - principal set (signed)		Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal	Potential
1.1.10	Reports made to the governors' meeting which are referred to in the minutes		Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal	Potential
1.1.11	Register of attendance at Full governing board meetings		Date of last meeting in the book + 6 years	SECURE DISPOSAL	Yes
1.1.12	Papers relating to the management of the annual parents' meeting		Date of meeting + 6 years	SECURE DISPOSAL	Yes
1.1.13	Agendas - additional copies		Date of meeting	STANDARD DISPOSAL	
1.1.14	Records relating to Governor Monitoring Visits		Date of the visit + 3 years	SECURE DISPOSAL	Yes
1.1.15	Annual Reports required by the DoE		Date of report + 10 years	SECURE DISPOSAL	



1.1.16	All records relating to the conversion of schools to Academy status		For the life of the organisation	Consult local archives before disposal	
1.1.17	Records relating to complaints made to and investigated by the governing body or head teacher		Major complaints current year + 6 years. If negligence involved then current year + 15 years. If child protection or safeguarding issues are involved then current year + 40 years.	SECURE DISPOSAL	Yes
1.1.18	Correspondence sent and received by the governing body or headteacher		General correspondence should be retained for current year + 3 years	SECURE DISPOSAL	Potential
1.1.19	Action plans created and administered by the Governing Body		Until superseded or whilst relevant	SECURE DISPOSAL	
1.1.20	Policy documents created and administered by the governing body		Until superseded [The school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations]		

<b>1.2 Governor Management</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
1.2.1	Records relating to the appointment of a clerk to the governing body		Date on which clerk appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.2	Records relating to the terms of office of serving governors, including evidence of appointment		Date appointment ceases + 6 years		Yes
1.2.3	Records relating to governor declaration against disqualification criteria		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.4	Register of business interests		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.5	Governors Code of Conduct		This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation		
1.2.6	Records relating to the training required and received by Governors		Date Governor steps down + 6 years	SECURE DISPOSAL	Yes
1.2.7	Records relating to the induction programme for new governors		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.8	Records relating to DBS checks carried out on clerk and		Date of DBS check + 6 months	SECURE DISPOSAL	Yes

	members of the governing body				
1.2.9	Governor personnel files		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes

<b>Management of the School</b>					
<b>2.1 Headteacher and Senior Management Team</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
2.1.1	Log books of activity in the school maintained by the Head Teacher		Date of last entry in the book + minimum of 6 years, then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate	Potential
2.1.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.3	Reports created by the Head Teacher or the Management Team		Date of the report + a minimum of 3 years then review annually or as required if not destroyed	SECURE DISPOSAL	Potential

2.1.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities which do not fall under any other category		Current academic year + 6 years then review annually, or as required if not destroyed	SECURE DISPOSAL	
2.1.5	Correspondence created by headteachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Current year + 3 years	SECURE DISPOSAL	
2.1.6	Professional development plans		These should be held on the individual's personnel record. If not then termination of employment + 6 years	SECURE DISPOSAL	
2.1.7	School development plans		Life of the plan + 3 years	SECURE DISPOSAL	

<b>2.2 Operational Administration</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.2.1	General file series which do not fit under any other category		Current year + 5 years, then review	SECURE DISPOSAL	Potential
2.2.2	Records relating to the creation and publication of the school brochure or prospectus		Current academic year + 3 years	The school could preserve a copy for their archive otherwise STANDARD DISPOSAL	
2.2.3	Records relating to the creation and distribution of circulars to staff, parents or pupils		Current academic year + 1 year	STANDARD DISPOSAL	
2.2.4	School Privacy Notice which is sent to parents as part of GDPR compliance		Until superseded + 6 years		
2.2.5	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)		Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	SECURE DISPOSAL	Yes
2.2.6	Newsletters and other items with a short operational use		Current academic year + 1 year [Schools may decide to archive one copy]	STANDARD DISPOSAL	
2.2.7	Visitor management systems (including electronic systems,		Last entry in the visitor book + 6 years (in case of claims by	SECURE DISPOSAL	Yes

	visitor books and signing-in sheets)		parents or pupils about various actions).		
2.2.8	Walking bus registers		Date of register + 6 years	SECURE DISPOSAL	Yes
2.2.9	Single Central Record	<a href="#">ISA guidelines</a>	Keep until school closure	Consider transferring to Archives or SHRED or delete securely	Yes

2.3 Human Resources					
Recruitment					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.3.1	All records leading up to the appointment of a headteacher		<p>Unsuccessful candidates - date of appointment plus 6 months.</p> <p>Successful candidates - add to personnel file and retain until end of appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years</p>	SECURE DISPOSAL	Yes
2.3.2	All records leading up to the appointment of a staff governor – unsuccessful		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	Yes

2.3.3	Pre-employment vetting information – DBS Checks – successful candidates	DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from DoE) Sections 73,74	Application forms, references and other documents – for the duration of the employee’s employment + 6 years	SECURE DISPOSAL	Yes
2.3.4	Forms of proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure		Where possible this process should be carried out using the on-line system. If it is necessary to take a copy of documentation then it should be retained on the staff personal file.	SECURE DISPOSAL	Yes
2.3.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates	An Employer’s Guide to Right to Work Checks [Home Office, May 2015]	Where possible these documents should be added to the staff personnel file [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of employment + not less than 2 years	SECURE DISPOSAL	Yes



<b>Operational Staff Management</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.3.6	Staff personnel file	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need to be retained until IICSA enquiries complete	SECURE DISPOSAL	Yes
2.3.7	Annual appraisal/assessment records		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.8	Sickness absence monitoring		Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records.  It could be argued that where sickness pay is not paid then current year + 3 years is acceptable, whilst if sickness pay is made then it becomes a financial record and current	SECURE DISPOSAL	Yes

			year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year + 3 years as being acceptable as this gives them, 'benefits' and Inland Revenue have time to investigate if they need to		
2.3.9	Staff training – where the training leads to continuing professional development		Length of time required by the professional body	SECURE DISPOSAL	Yes
2.3.10	Staff training – except where dealing with children, e.g. first aid or health and safety		This should be retained on the personnel file [see 2.3.1 above]	SECURE DISPOSAL	Yes
2.3.11	Staff training – where the training relates to children (e.g. safeguarding or other child related training)		Date of the training + 40 years [This retention period reflects that the IICSA may wish to see training records as part of an investigation]	SECURE DISPOSAL	Yes

Disciplinary & Grievance Processes					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.3.12	Records relating to any allegation of a child protection nature against a member of staff	<p>“Keeping children safe in education Statutory guidance for schools and colleges September 2018”</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”</p>	<p>Until the person’s normal retirement age or 10 years from the date of the allegation (whichever is the longer) then REVIEW.</p> <p>Note: allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned UNLESS the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need to be retained until IICSA enquiries are complete</p>	<p>SECURE DISPOSAL</p> <p>These records must be shredded</p>	Yes
2.3.13	Disciplinary proceedings				Yes
	Oral warning		Date of warning + 6 months	SECURE DISPOSAL	

	Written warning – level 1		Date of warning + 6 months	[If warnings are placed on personal files then they must be weeded from the file]	
	Written warning – level 2		Date of warning + 12 months		
	Final warning		Date of warning + 18 months		
	Case not found		If the incident is related to child protection then see above, otherwise dispose of at the conclusion of the case	SECURE DISPOSAL	

<b>Payroll &amp; Pensions</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.3.14	Absence record		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.15	Batches	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.16	Bonus sheets	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.17	Car allowance claims	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.18	Car loans	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.19	Car mileage output	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes

2.3.20	Elements		Current year + 2 years	SECURE DISPOSAL	Yes
2.3.21	Income tax form P60		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.22	Insurance	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.23	Maternity payment		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.24	Members allowance register	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.25	National Insurance – schedule of payments	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.26	Overtime	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.27	Part time fee claims	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes

2.3.28	Pay packet receipt by employee		Current year + 2 years	SECURE DISPOSAL	Yes
2.3.29	Payroll awards		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.30	Payroll – gross/net weekly or monthly	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.31	Payroll reports	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.32	Payslips – copies	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.33	Pension payroll	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.34	Personal bank details	If employment ceases then end of employment + 6 years	Until superseded + 3 years	SECURE DISPOSAL	Yes
2.3.35	Sickness records		Current year + 3 years	SECURE DISPOSAL	Yes

2.3.36	Staff returns		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.37	Superannuation adjustments	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
	Superannuation reports	Taxes Management Act 1970 Income and Corporation Taxes1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.38	Tax forms P6/P11/ P11D/P35/P45/P46/ P48	The minimum requirement as stated in Inland Revenue Booklet 490 -is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/ electronic format. It is a corporate decision to retain for current year + 6 years. Employees should retain records for 22 months after current tax year	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.39	Time sheets/clock cards/flexitime		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.40	Records held under <a href="#">Retirement Benefits Schemes (Information Powers) Regulations 1995.</a>		Current year + 6 years	SECURE DISPOSAL	Yes



2.4 Health & Safety					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.4.1	Health and safety policy statements		Life of policy + 3 years	SECURE DISPOSAL	
2.4.2	Health and safety risk assessments		Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident book if an incident has occurred	SECURE DISPOSAL	
2.4.3	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	<p>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980</p> <p>Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628</p> <p>Social Security (Claims and Payments) Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628</p> <p>Social Security Administration Act 1992 Section 8.</p>	<p>The Accident Book – BI 510 - 3 years after last entry in the book</p> <p>This includes the new format to be used from 1/1/04</p> <p>This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry</p> <p>Completed pages must be kept secure with restricted access. Data Protection Act 2018 and GDPR</p>	SECURE DISPOSAL	Yes

		<p>Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113</p> <p>Allows the information to be kept electronically</p>			
2.4.4	<p>Accident reporting records relating to individuals who are under 18 years of age at the time of the incident</p>	<p>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980</p> <p>Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628</p> <p>Social Security (Claims and Payments) Regulations SI 1987 No 1968. Revokes all but Part 1 of SI 1979 No 628</p> <p>Social Security Administration Act 1992 Section 8.</p> <p>Social Security (Claims and Payments) Amendment (No</p>	<p>The Accident Book – BI 510 - 3 years after last entry in the book</p> <p>This includes the new format to be used from 1/1/04</p> <p>This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry</p> <p>Completed pages must be kept secure with restricted access in line with the Data Protection Act 2018 and GDPR</p>	SECURE DISPOSAL	Yes

		30) Regulations 1993 SI 1993 No 2113  Allows the information to be kept electronically			
2.4.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For further information see following link: <a href="http://www.hse.gov.uk/RIDDOR">http://www.hse.gov.uk/RIDDOR</a>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471  Regulation 12(2)	Date of incident + 3 years provided that all records relating to the incident are held on personnel file [see 2.4.2 above]	SECURE DISPOSAL	Yes
2.4.6	Control of Substances Hazardous to Health (COSHH)	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11  Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made.  Regulation 18 (2)	Date of incident + 40 years	SECURE DISPOSAL	
2.4.7	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL	
2.4.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation.	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11  As amended by SI 2018 No 390	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination.	SECURE DISPOSAL	

	Maintenance records or controls, safety features and PPE  ----- Dose assessment and recording	Personal Protective Equipment (Enforcement) Regulations 2018	----- To keep the records made and maintained (or a copy of these records) until the person to whom the record relates has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made		
2.4.9	Fire Precautions log books		Current year + 3 years	SECURE DISPOSAL	
2.4.10	Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works etc), to be passed on in the case of change of ownership		Pass to new owner on sale or transfer of building		

<b>2.5 Financial Management</b>					
<b>Risk Management &amp; Insurance</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.5.1	Employer's Liability Insurance Certificate		Closure of the school + 40 years [May be kept electronically]	SECURE DISPOSAL  To be passed to the Local Authority if the school closes	

<b>Asset Management</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.5.2	Inventories of furniture and equipment		Current year + 6 years	SECURE DISPOSAL	
2.5.3	Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL	

<b>Accounts &amp; Statements (including Budget Management)</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.5.4	Annual accounts		Current year + 6 years	STANDARD DISPOSAL	
2.5.5	Loans and grants managed by the school		Date of last payment on the loan + 12 years then review	SECURE DISPOSAL	
2.5.6	All records relating to the creation and management of budgets, including the annual budget statement and background papers		Life of the budget + 3 years	SECURE DISPOSAL	
2.5.7	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	SECURE DISPOSAL	
2.5.8	Records relating to the collection and banking of monies		Current financial year + 6 years	SECURE DISPOSAL	
2.5.9	Records relating to the identification and collection of debt		Final payment of debt + 6 years	SECURE DISPOSAL	

<b>Pupil Finance</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.5.10	Student Grant applications		Current year + 3 years	SECURE DISPOSAL	Yes
2.5.11	Pupil Premium Fund records		Date pupil leaves the provision + 6 years	SECURE DISPOSAL	Yes

<b>Contract Management</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.5.12	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
2.5.13	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
2.5.14	Records relating to the monitoring of contracts		Life of contract + 6 or 12 years	SECURE DISPOSAL	

**School Fund**

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.5.15	School Fund - Cheque books		Current year + 6 years	SECURE DISPOSAL	
2.5.16	School Fund - Paying in books		Current year + 6 years	SECURE DISPOSAL	
2.5.17	School Fund – Ledger		Current year + 6 years	SECURE DISPOSAL	
2.5.18	School Fund – Invoices		Current year + 6 years	SECURE DISPOSAL	
2.5.19	School Fund – Receipts		Current year + 6 years	SECURE DISPOSAL	
2.5.20	School Fund - Bank statements		Current year + 6 years	SECURE DISPOSAL	
2.5.21	School Fund – Journey Books		Current year + 6 years	SECURE DISPOSAL	



<b>School Meals Management</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.5.22	Free school meals registers (where the register is used as a basis for funding)		Current year + 6 years	SECURE DISPOSAL	Yes
2.5.23	School meals registers		Current year + 3 years	SECURE DISPOSAL	Yes
2.5.24	School meals summary sheets		Current year + 3 years	SECURE DISPOSAL	Yes

<b>2.6 Property Management</b>					
<b>Property Management</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.6.1	Title deeds of properties belonging to the school		These should follow the property unless the property has been registered with the Land Registry		
2.6.2	Plans of property belonging to the school		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold. See 2.4.10		
2.6.3	Leases of property leased by or to the school		Expiry of lease + 6 years	SECURE DISPOSAL	
2.6.4	Records relating to the letting of school premises		Current financial year + 6 years	SECURE DISPOSAL	

**Maintenance**

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.6.5	All records relating to the maintenance of the school carried out by contractors		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold. See 2.4.10	SECURE DISPOSAL	
2.6.6	All records relating to the maintenance of the school carried out by school employees, including maintenance log books		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold. See 2.4.10	SECURE DISPOSAL	

<b>Pupil Management</b>					
<b>3.1 Admissions Process</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
3.1.1	All records relating to the creation and implementation of the School Admissions Policy	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL	Yes
3.1.2	Admissions – if the admission is successful	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Date of Admission + 1 year	SECURE DISPOSAL	Yes
3.1.3	Admissions – if the admission is unsuccessful	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL	Yes

3.1.4	Register of Admissions	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Every entry into the admissions register must be preserved for a period of 3 years after the date the entry was made	REVIEW Schools may wish to consider keeping the register permanently as an archive record as they often receive enquiries from past students regarding the dates they were in attendance	
3.1.5	Admissions – Secondary Schools – Casual		Current year + 1 year	SECURE DISPOSAL	Yes
3.1.6	Proofs of address supplied by parents as part of the admissions process	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL	Yes
3.1.7	Supplementary information form including additional information such as religion, medical conditions etc.				Yes
3.1.7.1	For successful admissions		This information should be added to the pupil file	SECURE DISPOSAL	
3.1.7.2	For unsuccessful admissions		Until appeals process completed (GDPR)	SECURE DISPOSAL	

<b>3.2 Pupil's Educational Record</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
3.2.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 As amended by SI 2018 No 688			Yes
3.2.1.1	Primary		Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. This will include: To another primary school To a secondary school To a pupil referral unit	
3.2.1.2	Secondary	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	REVIEW	
3.2.2	Examination Results – pupil copies				Yes
3.2.2.1	Public		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after reasonable attempts to	

				contact the pupil have failed	
3.2.2.2	Internal		This information should be added to the pupil file		
3.2.3	Child Protection information held in the pupil file	<p>“Keeping children safe in Education statutory guidance for schools and colleges 2018”</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”</p>	<p>If any records relating to child protection issues are kept on the pupil file these should be stored in a sealed envelope and then retained for the same amount of time as the pupil file.</p> <p>Note: These records will be subject to any instruction given by the IICSA</p>	<p>SECURE DISPOSAL</p> <p>These records must be shredded</p>	Yes
3.2.4	Child Protection information held in separate files	<p>“Keeping children safe in Education statutory guidance for schools and colleges 2018”</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”</p>	<p>DOB of the child + 25 years then review.</p> <p>This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of the information will be found on the Local Authority Social Services record.</p> <p>Note: These records will be subject to any instruction given by the IICSA</p>	<p>SECURE DISPOSAL</p> <p>These records must be shredded</p>	Yes

<b>3.3 Attendance</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
3.3.1	Attendance Registers	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	SECURE DISPOSAL	Yes
3.3.2	Correspondence relating to any absence (authorised or unauthorised)	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL	Potential

<b>3.4 Special Educational Needs</b>					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
3.4.1	Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 31 years [Education, Health and Care Plan is valid until the individual reaches the age of 25 years - the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]	SECURE DISPOSAL	Yes



## Curriculum & Extra Curricular Activities

### 4.1 Statistics and Management Information

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
4.1.1	Curriculum returns		Current year + 3 years	SECURE DISPOSAL	No
4.1.2	Examination Results (school's copy)		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.2.1	SATS records				Yes
4.1.2.2	Results		<p>The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years.</p> <p>The school may wish to keep a composite record of all of the whole year's SATs results. These could be kept for current year + 6 years to allow suitable comparison</p>	SECURE DISPOSAL	
4.1.2.3	Examination Papers		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	
4.1.3	Published Admission Number (PAN) Reports		Current year + 6 years	SECURE DISPOSAL	Yes

4.1.4	Value Added and Contextual Data		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.5	Self-Evaluation Forms			SECURE DISPOSAL	Yes
4.1.5.1	Internal moderation		Academic year + 1 academic year	SECURE DISPOSAL	Yes
4.1.5.2	External moderation		Until superseded	SECURE DISPOSAL	Yes
4.1.6	Curriculum Development		Current year + 6 years	SECURE DISPOSAL	
4.1.7	Schools Syllabus		Current year + 1 year	SECURE DISPOSAL	

<b>4.2 Implementation of Curriculum</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
4.2.1	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	
4.2.2	Timetable		Current year + 1 year		
4.2.3	Class record books		Current year + 1 year		
4.2.4	Mark books		Current year + 1 year		
4.2.5	Record of home- work set		Current year + 1 year		
4.2.6	Pupil's work		Where possible, the pupil's work should be returned to the pupil at the end of the academic year. If this is not the school's policy then current year + 1 year	SECURE DISPOSAL	

<b>4.3 School Trips</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
4.3.1	Parental consent forms for school trips - where there has been no major incident		<p>Although the consent forms could be retained for DOB + 22 years, the school may wish to complete a risk assessment to assess if the forms are going to be required and could decide to destroy them at the conclusion of the trip or the end of the academic year.</p> <p>This is a pragmatic approach and is suggested the school seek legal advice if they are unsure</p>	SECURE DISPOSAL	Yes
4.3.2	Parental consent forms for school trips - where there has been a major incident	Limitation Act 1980 (Section 2)	<p>Date of birth of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils.</p>	SECURE DISPOSAL	Yes

<b>4.4 School Support Organisations</b>					
<b>Family Liaison Officers and Home School Liaison Assistants</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
4.4.1	Day books		Current year + 2 years then review	SECURE DISPOSAL	Yes
4.4.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency		Whilst child is attending school and then destroy	SECURE DISPOSAL	Yes
4.4.3	Referral forms		While the referral is current	SECURE DISPOSAL	Yes
4.4.4	Contact data sheets		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Yes
4.4.5	Contact database entries		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Yes
4.4.6	Group registers		Current year + 2 years	SECURE DISPOSAL	Yes
4.4.7	CAFs		Current year + 6 years	SECURE DISPOSAL	Yes

<b>Parent Teacher Associations and Old Pupils Associations</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
4.4.7	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations		Current year + 6 years then review	SECURE DISPOSAL	

<b>5 Central Government and Local Authority</b>					
<b>5.1 Local Authority</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
5.1.1	Secondary Transfer Sheets (primary)		Current year + 2 years	SECURE DISPOSAL	Yes
5.1.2	Attendance returns		Current year + 1 year	SECURE DISPOSAL	Yes
5.1.3	School census returns		Current year + 5 years	SECURE DISPOSAL	
5.1.4	Circulars and other information sent from the local authority		Operational use	SECURE DISPOSAL	

<b>5.2 Central Government</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at end of the administrative life of the record</b>	<b>Personal Information</b>
5.2.1	OFSTED reports and papers where a physical copy is held		Life of the report then review	SECURE DISPOSAL	
5.2.2	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	
5.2.3	Circulars and other information sent from central government		Operational use	SECURE DISPOSAL	