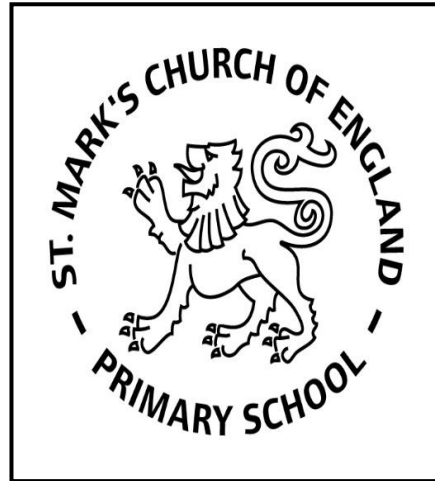
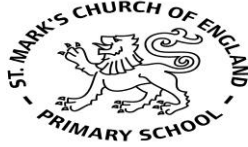


Retention Policy



'Thy Word is a Lamp to my Feet
and a Light to my Path'
Psalm 119 v 105

"Every Child, Every Chance, Every Day"



Every Child, Every Chance, Every Day

St Marks CE Primary School

Policy for Retention

Governors and staff are committed to delivering the very best for our children. Our Vision is fundamental to our role as a Church of England School with its roots coming from the original blessing and verse presented to our school on its official opening in 1955.

Thy word is a lamp to my feet and a light to my path.

Psalm 119 Vs 105

The following five components describe the desired outcomes we offer through it.

- *Together, we will prepare you for life and learning*
- *Together, we will teach you to live within the values of God's word*
- *Together, we will safely lead you on your journey*
- *Together, we will guide you to a fulfilling future*
- *Together, we will forever help you to grow in confidence*

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School Records Management Policy

St Mark's CE Primary School 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 school. Records provide evidence for protecting the legal rights and interests of 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.

Scope of the policy

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

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 electronically.

A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

Responsibilities

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

The person responsible for records management in the school will give guidance for 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.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school's records management guidelines.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Data Privacy Notices
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Safe Disposal of Records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a crosscut shredder. Any other records should be bundled up and disposed of to a wastepaper merchant or disposed of in other appropriate ways. Do not put records in the dustbin or a skip.

There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction.

Members of staff should record at least:

- File reference (or other unique identifier).
- File title (or brief description) and number of files.
- The name of the authorising officer and the date action taken.

This should be kept in an Excel spreadsheet or similar suitable format and can be found on the School Admin System.

School Closures

It is the responsibility of each Local Authority [LA] to manage the records of closed schools until they have reached the end of their administrative life and to arrange for their disposal when required.

There may be a number of different reasons why schools close which may affect where school records need to be stored.

- If the St Mark's CE Primary School has been closed and the site is being sold or reallocated to another use, then the LA should take responsibility for the records from the date the school closes.
- If two schools have merged and function as one school, it will be necessary for the new school to retain any records originating from the two schools for the appropriate time.
- If St Mark's CE Primary School closes and subsequently becomes an Academy, the records relating to the pupils who are transferring to the Academy will be transferred. If the Academy is retaining the current buildings, then all records relating to the maintenance of the buildings should also be transferred. All other records become the responsibility of the Local Authority.

The purpose of the retention guidelines

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under the Data Protection Act 2018 the Freedom of Information Act 2000 and the General Data Protection Regulation 2016

The retention periods are informed by other legislation such as Education Act 1995, Limitation Act 1990, the Information management toolkit for schools has been consulted for posterity.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

What to do with records once they have reached the end of their administrative life.

Destruction of records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or confidential policy information should be shredded before disposal.

Transfer of records to the Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.

Transfer of information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered

Data Retention Schedule

Management of the School

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior management team, the admissions process and operational administration.

| Governors | | | | | |
|---|------------------------|----------------------|---|--|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record | |
| Agendas for Governing Body Meetings-Principal Copy | No | | Where possible the agenda should be stored with the principal set of the minutes. | Secure Disposal | |
| Records relating to DBS checks carried out on clerk and the members of the governing body | Yes | | Date of DBS check + 6 years | Secure Disposal | |
| Governor Personnel Files | Yes | | Date appointment ceases + 6 years | Secure Disposal | |
| Records relating to the induction program for new governors | No | | Date appointment ceases + 6 years | Secure Disposal | |
| Records relating to the training required and received by Governors | Yes | | Date appointment ceases + 6 years | Secure Disposal | |
| Records Relating to the appointment of a clerk to the governing body | Yes | | Date appointment ceases + 6 years | Secure Disposal | |
| Records relating to the terms of office serving governors, including evidence of appointment | Yes | | Date appointment ceases + 6 years | Secure Disposal | |
| Records Relating to Governor declaration of Disqualification criteria | Yes | | Date appointment ceases + 6 years | Secure Disposal | |
| Register of Business Interests | Yes | | Date appointment ceases + 6 years | Secure Disposal | |
| Records relating to the Election of parent and Staff governors not appointed by the governors | Yes | | Date of election + 6 months | Secure Disposal | |
| Records relating to the appointment of co-opted Governors | Yes | | Provided the decision relating to the appointment has been recorded in the minutes then the records can be destroyed when | Secure Disposal | |

| | | | | | |
|---|-----|--|--|--|---|
| | | | the co-opted Governor finishes their term. (unless where there has been allegations concerning children then retain for 25 years. | | |
| Governor Code of Conduct | No | | A copy of each version of this document should be kept. | | |
| Records relating to the election of a chair or vice chair | Yes | | Once the decision has been recorded in the minutes the records can be destroyed. | Secure Disposal | |
| Scheme of delegation and terms of reference for committees. | No | | Until superseded or whilst relevant. | These could be offered to the archives if appropriate. | |
| Meetings Schedule | No | | Current Year | | |
| Record of attendance at full governing Board Meetings | Yes | | Date of Meeting + 6 years | Secure Disposal | |
| Papers relating to the management of the annual parents meeting | Yes | | Date of Meeting + 6 years | Secure Disposal | |
| Records Relating to Governor Monitoring Visits | Yes | | Date of Visit + 5 Years | Secure Disposal | |
| Annual Reports required by the DoE | Yes | | Date of Report + 10 Years | Secure Disposal | |
| All Records relating to the conversion of schools to Academy Status | Yes | | For the life of the organisation. | Consult the local archives before destruction | |
| Correspondence sent and received by the governing body or head teacher | Yes | | Current year + 3 years | Secure Disposal | |
| Minutes of Governing Body meetings- Principle Set (signed) | Yes | | Although generally kept for the life of the organisation the LA is only required to make this available for 10 years from the Date of meeting. | Consult the LA before destruction. | Transfer to Archives when the school has closed |
| Reports presented to the Governing Body which are referred to in the minutes. | No | | Although generally kept for the life of the organisation the LA is only required to make this available for 10 years from the Date of meeting. | | Transfer to Archives |
| Instruments of Government including Articles of Association | No | | For the life of the school | Retain in school | Transfer to Archives when the school has closed |

| | | | | | |
|---|-----|---|---|---|---|
| Trusts and Endowments managed by the Governing Body | No | | For the life of the school | Retain in school whilst operationally required | Transfer to Archives when the school has closed |
| Action plans created and administered by the Governing Body | No | | Until superseded or whilst relevant | Secure Disposal | It may be appropriate to offer to the Archives |
| Policy documents created and administered by the Governing Body | No | | Until superseded | Retain in school whilst policy is operational | Transfer to Archives |
| Records relating to complaints dealt with by the Governing Body | Yes | | Major Complaints Date of resolution of complaint + 6 years Complaints involving allegations of Negligence Date of resolution of complaint + 15 years Complaints involving allegations relating to safeguarding or child protection Date of resolution of complaint + 40 years | Retain in school for the first six years Review for further retention in the case of contentious disputes Secure Disposal routine complaints | |
| Annual Reports required by the Department for Education and Skills | No | Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171 | Date of report + 10 years | | Transfer to Archives |
| Proposals for schools to become, or be established as Specialist Status schools | No | | Current year + 3 years | | Transfer to Archives |

Head Teacher and Senior Management Team

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record | |
|--|------------------------|----------------------|---|--|--|
| Logbooks of activity in the school maintained by the Head Teacher | Yes | | Date of last entry in the book + a minimum of 6 years then reviews. | | These could be of permanent historical value and should be offered to the County Archives Service if appropriate |
| Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies | Yes | | Date of the meeting + 3 years then review. | Secure Disposal | These could be of permanent historical value and should be offered to the County Archives Service if appropriate |
| Reports created by the Head Teacher or the Management Team | Yes | | Date of the report + a minimum of 3 years then reviews. | Secure Disposal | These could be of permanent historical value and should be offered to the County Archives Service if appropriate |
| Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes | | Current academic year + 6 years then review | Secure Disposal | |
| Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes | | Date of correspondence + 3 years then review | Secure Disposal | |
| Professional Development Plans | Yes | | These should be held on the individual's personnel records. If not then termination of employment + 6 years | Secure Disposal | |
| School Development Plans | No | | Life of the plan + 3 years | Secure Disposal | |

Operational Administration

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|------------------------|------------------------|----------------------|------------------------------------|--|
| General file series | No | | Current year + 5 years then REVIEW | Secure Disposal |

| | | | | |
|---|-----|--|--|-------------------|
| Records relating to the creation and publication of the school brochure or prospectus | No | | Current year + 3 years | Standard Disposal |
| School Privacy Notice which is sent to Parents and Pupils | No | Data Protection Act 2018, General Data Protection Regulation | Until superseded + 6 years | Standard Disposal |
| Consent obtained in order to process personal data e.g., use of image, mailing lists | Yes | Data Protection Act 2018, General Data Protection Regulation | Until the individual is no longer associated with the school | Secure Disposal |
| Records relating to the creation and distribution of circulars to staff, parents or pupils | No | | Current academic year + 1 year | Standard Disposal |
| Newsletters and other items with a short operational use | No | | Current academic year + 1 year | Standard Disposal |
| Visitors' Signing in Information: Paper and Electronic Versions | Yes | | Current year + 6 years then REVIEW | Secure Disposal |
| Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations | No | | Current year + 6 years then REVIEW | Secure Disposal |

Policies, Frameworks and Overarching Requirements:

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
|---|------------------------|----------------------|---|--|
| Data Protection Policy, including data protection notification | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| Freedom of Information Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| Information Security Breach Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| Special Educational Needs Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| Complaints Policy | No | | Date policy superseded + 6 years | SECURE DISPOSAL |
| Risk and Control Framework | No | | Life of framework + 6 years | SECURE DISPOSAL |
| Rules and Bylaws | No | | Date rules or bylaws superseded + 6 years | SECURE DISPOSAL |
| Home School Agreements | No | | Date agreement revised + 6 years | SECURE DISPOSAL |
| Equality Information and Objectives (public sector equality duty) Statement for publication | No | | Date of statement + 6 years | SECURE DISPOSAL |

Human Resources

This section deals with all matters of Human Resources management within the school.

| Recruitment | | | | |
|--|------------------------|--|--|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| All records leading up to the appointment of a new headteacher | Yes | | <ul style="list-style-type: none"> For unsuccessful candidates Date of Appointment plus 6 months For successful candidates date of appointment + 6 years, except in the cases of negligence or claims of child abuse then 15 years minimum | Secure Disposal |
| All records leading up to the appointment of a new member of staff – unsuccessful candidates | Yes | | Date of appointment of successful candidate + 6 months | Secure Disposal |
| All records leading up to the appointment of a new member of staff – successful candidate | Yes | | Application forms, references and other documents for the duration of employment + 6 years. | Secure Disposal |
| Pre-employment vetting information – DBS Checks-successful candidates | No | DBS Update Service Employer Guide June 2014: Keeping children safe in education. Sep 2022 (Statutory Guidance from Dept. of Education) Sections 73, 74 | Application forms and references and other documents for the duration of the employee's employment + 6 years | |
| Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure | Yes | | Where possible these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be placed on the member of staff's personal file | |
| Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ⁴ | Yes | An employer's guide to right to work checks [Home Office May 2015] | Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents | |

| | | | | |
|--|--|--|---|--|
| | | | are kept for termination of Employment plus not less than 2 years | |
|--|--|--|---|--|

Operational Staff Management

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|--|------------------------|---|---|--|
| Staff Personal File | Yes | Limitation Act 1980 (Section 2) | Termination of Employment + 6 years Unless the member of staff is part of an IICSA investigation and then it will need to be retained until all IICSA enquires are complete. | Secure Disposal |
| Timesheets | Yes | | Current year + 6 years | Secure Disposal |
| Annual appraisal/assessment records | Yes | | Current year + 6 years | Secure Disposal |
| Staff Training-where training related to children (e.g., safeguarding or other child related training) | Yes | | Date of Training + 40 years This time period is a reflection of how long the IICSA may wish to see training records as part of an investigation. | |
| Staff Training- not related to children e.g. Health and Safety, First Aid | | | Retained on the personnel file (Date of Termination + 6 Years) | |
| Staff Training-where training leads to Continuing professional development | Yes | | Length of time required by the professional body | |
| Sickness and Absence Monitoring | Yes | | Current Year + 3 Years (if sick pay is not paid) Current Year + 6 years (if sick pay is paid) | |
| Single Central Record Entries | Yes | Keeping Children Safe in Education 2022 | 271. The details of an individual should be removed from the single central record once they no longer work at the school or college | |

Management of Disciplinary and Grievance Processes

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|------------------------|------------------------|----------------------|--------------------------------|--|
|------------------------|------------------------|----------------------|--------------------------------|--|

| | | | | |
|---|-----|--|---|--|
| Records relating to any allegations of a child protection nature against a member of staff. | Yes | “Keeping children safe in education Statutory guidance for schools and colleges September 2022”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children September 2022” | Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. 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 it falls under the IICSA terms of reference, then they will need to be retained until the IICSA enquires are complete. | Secure Disposal |
| Disciplinary Proceedings | Yes | | | |
| • Oral warning | Yes | | Date of warning + 6 months | Secure Disposal (if warning are placed on the personnel file, then they must be weeded from the file) |
| • Written warning – level 1 | Yes | | Date of warning + 6 months | |
| • Written warning – level 2 | Yes | | Date of warning + 12 months | |
| • Final warning | Yes | | Date of warning + 18 months | |
| • Case not found | Yes | | If the incident is child protection related, then see above otherwise dispose of at the conclusion of the case | Secure Disposal |

| Health and Safety | | | | |
|-------------------------------------|------------------------|----------------------|---|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Health and Safety Policy Statements | No | | Life of policy + 3 years | Secure Disposal |
| Health and Safety Risk Assessments | No | | Life of risk assessment + 3 years (Provided that a copy of the risk assessment is stored with the accident report if an incident occurs) | Secure Disposal |

| | | | | |
|---|-----|--|--|-----------------|
| Accident reporting records relating to those over or under the age of 18 at the time of the incident | Yes | | On the provision that there is an Accident book in place: + 3 years from the last entry of the book. | Secure Disposal |
| Records relating to any reportable death injury, disease or dangerous occurrence. (RIDDOR) | Yes | | Date of Incident + 3 years, provided that all records relating to the incident are held in the individual's file. | Secure Disposal |
| Control of Substances Hazardous to Health (COSHH) | No | 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 |
| Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | No | Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19 | Last action + 40 years | Secure Disposal |
| Process of monitoring of areas where employees and persons are likely to have become in contact with radiation: Maintenance Records or controls, safety features and PPE. | Yes | The Ionising Radiation Regulations 2017 S1 2017 No 1075 regulation 11 | 2 years from the date on which the examination was made. | Secure Disposal |
| Process of monitoring of areas where employees and persons are likely to have become in contact with radiation: Dose Assessment and Recording | Yes | The Ionising Radiation Regulations 2017 S1 2017 No 1075 regulation 11 As amended by SI 2018 no390 Personal protective equipment (enforcement) regulations | Keep the records made and maintain until the person they relate to has or would have attained the age of 75 In any event 30 years from the record was made. | Secure Disposal |
| Fire Precautions logbooks | No | | Current year + 3 years | Secure Disposal |
| Health and Safety File to show the current state of the building including all alterations e.g. plumbing, building works | No | | Pass to new owner on sale or transfer of building. | |

Payroll and Pensions

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|------------------------|------------------------|----------------------|--------------------------------|--|
|------------------------|------------------------|----------------------|--------------------------------|--|

| | | | | |
|--|-----|---|-------------------------------|-----------------|
| Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567) | Current year + 3 years | Secure Disposal |
| National Insurance schedule of payments | Yes | | Current Year + 6 years | Secure Disposal |
| Income tax form P60 | Yes | | Current year + 6 years | Secure Disposal |
| Absence Record | Yes | | Current year + 3 years | Secure Disposal |
| Batches | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current Year + 6 Years | Secure Disposal |
| Bonus Sheets | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current Year + 3 Years | Secure Disposal |
| Car Loans | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Completion of Loans + 6 years | Secure Disposal |
| Car Mileage Output | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current year + 6 years | Secure Disposal |
| Elements: Compensation and benefit types that you give to your employees | No | | Current year + 2 years | Secure Disposal |
| Members Allowance Register | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current Year + 6 years | Secure Disposal |
| Overtime sheets | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current Year + 3 years | Secure Disposal |
| Part time fee claims | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current Year + 6 Years | Secure Disposal |
| Pay Packet Receipt by employee | Yes | | Current Year + 2 years | Secure Disposal |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | Secure Disposal |

| | | | | |
|--|-----|--|--|-----------------|
| Pension Payroll | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Termination of Employment + 15* years | Secure Disposal |
| Pay Slips | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current year + 6 years | Secure Disposal |
| Payroll and Payroll Reports | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current year + 6 years | Secure Disposal |
| Personal Bank Details | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Until superseded + 3 years | Secure Disposal |
| Staff Returns | Yes | | Current Year + 3 Years | Secure Disposal |
| Superannuation Adjustments and reports | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current year + 6 years | Secure Disposal |
| Insurance | Yes | Taxes Management Act 1970, Income and Corporation Tax 1988 | Current year + 6 years | Secure Disposal |
| Tax Forms P6/P11D/P35/P45/P46/P48 | Yes | | Current Year + 6 Years | Secure Disposal |
| Timesheets/Clock cards/Flexitime | Yes | | Current Year + 3 Years | Secure Disposal |

*on advice from the Hillingdon Council, McCloud/Sargeant judgement allowance.

Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

| Risk Management and Insurance | | | | |
|--|------------------------|----------------------|--|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Employer's Liability Insurance Certificate | No | | Closure of the school + 40 years (may be kept electronically) | Secure Disposal |

Asset Management

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|--|------------------------|----------------------|--------------------------------|--|
| Inventories of furniture and equipment | No | | Current year + 6 years | Secure Disposal |
| Burglary, theft and vandalism report forms | No | | Current year + 6 years | Secure Disposal |

Accounts and Statements including Budget Management

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|--|------------------------|----------------------|---|--|
| Annual Accounts | No | | Current year + 6 years | Secure Disposal |
| Loans and grants managed by the school | No | | Date of last payment on the loan + 12 years then REVIEW | Secure Disposal |
| Student Grant applications | Yes | | Current year + 3 years | Secure Disposal |
| All records relating to the creation and management of budgets including the Annual Budget statement and background papers | No | | Life of the budget + 3 years | Secure Disposal |
| Invoices, receipts, order books and requisitions, delivery notices | No | | Current financial year + 6 years | Secure Disposal |
| Records relating to the collection and banking of monies | No | | Current financial year + 6 years | Secure Disposal |
| Pupil Premium Fund Record | Yes | Limitations Act 1980 | Date the pupil/student leaves the provision + 6 years | |
| Records relating to the identification and collection of debt | No | | Current financial year + 6 years | Secure Disposal |
| Records Related to Gift Aid | No | | Current financial year + 6 years | Secure Disposal |

Contract Management

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|---|------------------------|----------------------|---|--|
| All records relating to the management of contracts under seal | No | Limitation Act 1980 | Last payment on the contract + 12 years | Secure Disposal |
| All records relating to the management of contracts under signature | No | Limitation Act 1980 | Last payment on the contract + 6 years | Secure Disposal |
| Records relating to the monitoring of contracts | No | | Life of contract + 6 years or 12 years (as above) | Secure Disposal |

| School Fund | | | | |
|-------------------------------|------------------------|----------------------|--------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| School Fund - Cheque books | No | | Current year + 6 years | Secure Disposal |
| School Fund - Paying in books | No | | Current year + 6 years | Secure Disposal |
| School Fund – Ledger | No | | Current year + 6 years | Secure Disposal |
| School Fund – Invoices | No | | Current year + 6 years | Secure Disposal |
| School Fund – Receipts | No | | Current year + 6 years | Secure Disposal |
| School Fund – Bank Statements | No | | Current year + 6 years | Secure Disposal |
| School Fund – Journey Books | No | | Current year + 6 years | Secure Disposal |

| School Meals Management | | | | |
|--------------------------------|------------------------|----------------------|--------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Free School Meals Registers | Yes | | Current year + 6 years | Secure Disposal |

| | | | | |
|-----------------------------|-----|--|------------------------|-----------------|
| School Meals Registers | Yes | | Current year + 3 years | Secure Disposal |
| School Meals Summary Sheets | No | | Current year + 3 years | Secure Disposal |

Property Management

This section covers the management of buildings and property.

| Property Management | | | | |
|--|------------------------|----------------------|---|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Title deeds of properties belonging to the school | No | | PERMANENT These should follow the property unless the property has been registered with the Land Registry | |
| Plans of property belong to the school | No | | These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold | |
| Leases of property leased by or to the school | No | | Expiry of lease + 6 years | Secure Disposal |
| Records relating to the letting of school premises | No | | Current financial year + 6 years | Secure Disposal |

| Maintenance | | | | |
|---|------------------------|----------------------|---|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| All records relating to the maintenance of the school carried out by contractors incl. annual inspection reports/certificates | Yes | | These should be retained whilst the building belongs to the school and should be passed to any new owners of the building is leased or sold. Annual inspection certificates can be destroyed once they have been superseded by the latest version. | Secure Disposal |
| All records relating to the maintenance of the school carried out by school employees including | Yes | | These should be retained whilst the building belongs to the school and | Secure Disposal |

| | | | | |
|---|--|--|--|--|
| maintenance logbooks incl. annual inspection reports/certificates | | | should be passed to any new owners of the building is leased or sold. Annual inspection certificates can be destroyed once they have been superseded by the latest version | |
|---|--|--|--|--|

Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health and Safety above.

| Admissions Process | | | | |
|--|-------------------------------|-----------------------------|--|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record |
| All records relating to the creation and implementation of the School Admissions' Policy | No | | Life of the policy + 3 years then review | Secure Disposal |
| Admissions – if the admission is successful | Yes | | Date of Admission + 1 Year | Secure Disposal |
| Admissions – if the appeal is unsuccessful | Yes | | Resolution of case + 1 year | Secure Disposal |
| Admissions Schools – Casual – if offer is accepted | Yes | | Current Year + 1 Year | Secure Disposal |
| Admissions – Schools – Casual – if offer is declined | Yes | | Retain for 3 months | Secure Disposal |
| Proof of address supplied by parents as part of the admissions process | Yes | | Current year + 1 year | Secure Disposal |
| Supplementary Information form including additional information such as religion, medical conditions etc. <ul style="list-style-type: none"> • For successful admissions • For unsuccessful admissions | Yes | | | |
| | | | This information should be added to the pupil file | Secure Disposal |
| | | | Until appeals process completed | Secure Disposal |

| | | | | |
|------------------------|-----|--|---|--|
| Register of Admissions | Yes | | Every entry must be preserved for 3 years from the point of entry. N.B SOME SCHOOLS MAY WANT TO PERMANENTLY PRESERVE THIS SO THEY CAN RESPOND TO CONFIRMATION OF ATTENDANCE REQUESTS | |
|------------------------|-----|--|---|--|

| Pupil's Educational Record | | | | |
|---|------------------------|--|---|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Pupil's Educational Record | Yes | The Education (Pupil information) (England) Regulations 2005 SI 2005 No. 1437 | | |
| <ul style="list-style-type: none"> Primary | | | Retain while the child is a pupil at the School. | File should follow the pupil to their next location including Primary School, Secondary School or Secure Unit referral. If there is no next known location, then it should be held onto for DOB + 25 years. |
| <ul style="list-style-type: none"> Secondary | | Limitation Act 1980 (Section 2) | Date of Birth of the pupil + 25 years | Secure Disposal |
| Examination Results – Pupil Copies | Yes | | | |
| <ul style="list-style-type: none"> Public | | | This information should be added to the pupil file | All uncollected certificates should be returned to the examination board. |
| <ul style="list-style-type: none"> Internal | | | This information should be added to the pupil file | |
| Child Protection information held on pupil file | Yes | “Keeping children safe in education Statutory guidance for schools and colleges September 2022”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children September 2022” | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file. Note these records will be subject to any instructions given by the IICSA | Secure Disposal |
| Child protection information held in separate files | Yes | “Keeping children safe in education Statutory guidance for schools and colleges | DOB of the child + 25 years then review | Secure Disposal |

| | | | | |
|--|--|--|---|--|
| | | September 2022”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children September 2022” | This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record Note these records will be subject to any instructions given by the IICSA | |
|--|--|--|---|--|

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

| Pupil’s Medical information and administration | | | | |
|--|-------------------------------|-----------------------------|---------------------------------------|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Permission slips for medical treatment – where no issue raised by child/parent | Yes | | End of treatment + 1 month | Secure Disposal |
| Permission slips for medical treatment – medical conditions requiring ongoing management | Yes | | Date of leaving + 1 year | Secure Disposal |
| Medical incidents with behavioural or safeguarding considerations | Yes | | Date of incident + 25 years | Secure Disposal |

| Attendance | | | | |
|---|-------------------------------|------------------------------|---------------------------------------|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Attendance Registers | Yes | | Date of entry + 3 years | Secure Disposal |
| Attendance data incl within internal attendance initiatives | Yes | | Date of leaving + 1 year | Secure Disposal |
| Correspondence relating to authorised absence | Yes | Education Act 1996 Section 7 | Current academic year + 2 years | Secure Disposal |
| Exclusions | Yes | | Date of leaving + 1 year | Secure Disposal |

| Special Educational Needs | | | | |
|--|------------------------|---|---------------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Special Educational Needs files, reviews and Individual Education Plans Including <ul style="list-style-type: none"> • Statements maintained under section 234 of the Education Act 1990 and any amendments made to the statement • Advice and information provided to parents regarding educational needs • Accessibility Strategy | Yes | Children and Family's Act 2014 Special Educational Needs and Disability Act 2001 Section 1 | Date of Birth of the pupil + 31 years | REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented. |

Curriculum Management

| Statistics and Management Information | | | | |
|--|------------------------|----------------------|---|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Curriculum Returns | No | | Current year + 3 years | Secure Disposal |
| Examination Results attainment/assessment Results (Schools Copy) incl electronic attainment trackers | Yes | | Current year + 6 years | Secure Disposal |
| Individual SATS Records | Yes | | Placed on the pupils education file and retained alongside that guidance. | Secure Disposal |
| Composite SATS Records | Yes | | Current Year + 6 Years | Secure Disposal |
| SATS Examination Papers | No | | Until the appeals/validation process is complete | |
| Published Admission Number (PAN) Reports | Yes | | Current year + 6 years | Secure Disposal |
| Value Added and Contextual Data | Yes | | Current year + 6 years | Secure Disposal |
| Self-Evaluation Forms | Yes | | Current year + 6 years | Secure Disposal |
| Internal Moderation | Yes | | Academic year + 1 academic year | Secure Disposal |
| External Moderation | Yes | | Until superseded | Secure Disposal |

| Implementation of Curriculum | | | | |
|------------------------------|------------------------|----------------------|---|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Schemes of Work | No | | Current year + 1 years | It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure Disposal |
| Timetable | No | | Current year + 1 years | |
| Class Record Books | No | | Current year + 1 years | |
| Mark Books | No | | Current year + 1 years | |
| Record of homework set | No | | Current year + 1 years | |
| Pupils' Work | No | | Where possible pupils' 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 |

Extra-Curricular Activities

| Educational Visits, Trips or Residentials outside the Classroom | | | | |
|---|------------------------|---------------------------------|---|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Parental consent forms for school trips where there has been no major incident | Yes | | Conclusion of the trip | Although the consent forms could be retained for DOB + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time. |
| Parental permission slips for school trips – where there has been a major incident | Yes | Limitation Act 1980 (Section 2) | DOB 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 | |
| Financial information relating to a visit, trip or residential | Yes | | Current year + 6 years | Secure Disposal |

| | | | | |
|---|-----|--|-----------------------------------|-----------------|
| Field file e.g. information taken on a visit, trip or residential – no major incident occurred | Yes | | Conclusion of the trip + 1 month | Secure Disposal |
| Field file e.g. information taken on a visit, trip or residential – major incident occurred | Yes | | Conclusion of the trip + 25 years | Secure Disposal |
| | | | | |

| After school clubs | | | | |
|---|-------------------------------|-----------------------------|---------------------------------------|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Parental consent forms for attendance at After School Clubs, where there has been no major incidents. | Yes | | Date of register + 1 year | Secure Disposal Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time. Therefore this should be based on the functional lifespan of the document. |
| Attendance Registers for School Run After School Clubs where there has been no major incidents. | Yes | | Date of register + 1 year | Secure Disposal Based on the based on the functional lifespan of the document. |
| Attendance Registers for 3rd Party After School Clubs where there has been no major incidents. | Yes | | Weekly | Based on the based on the functional lifespan of the document. |
| Parent consent forms and attendance registers for school or 3 rd party after school clubs where major incident has occurred. | Yes | | Date of event + 25 years | Secure Disposal |

| Walking Bus | | | | |
|-------------------------------|-------------------------------|-----------------------------|--|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Walking Bus Register | Yes | | Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting | Secure Disposal [If these records are retained electronically any backup copies should be destroyed at the same time] |

Pastoral Family Liaison Officers and Home School Liaison Assistants

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|---|-------------------------------|-----------------------------|---|---|
| Day Books | Yes | | Current Year + 2 years | Secure Disposal |
| Reports for outside agencies – where the report has been included on the case file created by the outside agency. | Yes | | Whilst child is attending school then destroy | Secure Disposal |
| Referral forms | Yes | | While the referral is current | Secure Disposal |
| Contact data sheets incl Pastoral Log | Yes | | Current Year then review, if contact is no longer active then destroy | Secure Disposal |
| Contact database entries incl Pastoral Log | Yes | | Current Year then review, if contact is no longer active then destroy | Secure Disposal |
| Group Registers incl parent workshops, ELSA sessions | Yes | | Current Year + 2 years | Secure Disposal |

Parent Teacher/Friends of Association and old Pupils Association (alumni)

| | | | | |
|---|-----|--|------------------------|-----------------|
| Records relating to the creation and management of Parent Teacher Associations/Friends of | yes | | Current Year + 6 years | Secure Disposal |
|---|-----|--|------------------------|-----------------|

| | | | | |
|--|--|--|--|--|
| and/or Old Pupil Associations (Alumni) | | | | |
|--|--|--|--|--|

Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

| Local Authority | | | | |
|---|------------------------|----------------------|--------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Attendance Returns | Yes | | Current year + 1 year | Secure Disposal |
| Secondary Transfer Sheets (Primary) | | | Current year + 2 years | Secure Disposal |
| School Census Returns | No | | Current year + 5 years | Secure Disposal |
| Circulars and other information sent from the Local Authority | No | | Operational use | Secure Disposal |

| Central Government | | | | |
|--|------------------------|----------------------|--------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| OFSTED reports and papers | No | | Life of the report then REVIEW | Secure Disposal |
| Returns made to central government | No | | Current year + 6 years | Secure Disposal |
| Circulars and other information sent from central government | No | | Operational use | Secure Disposal |

Operational Items

| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
|---|------------------------|----------------------|--|--|
| Google Forms used to attain data from pupils or staff. | Yes | N/A | 6 months then Review | Secure Disposal. |
| Twitter Posts: | Yes | N/A | Current Year + 2 Years* | Secure Disposal |
| Facebook Posts: | Yes | N/A | Current Year + 2 Years* | Secure Disposal |
| Remote Learning Videos: Hosted on YouTube, Website, Vimeo etc. | Yes | N/A | Current Year + 1 Year+ | Secure Disposal or moved to Archive for preservation of history. |
| Video Conferencing Recordings taken for safeguarding reasons. | Yes | N/A | 12 months | Secure Disposal |
| News Archive/Feed if different to Newsletters | Yes | N/A | Current Year + 2 Years* | Secure Disposal |
| Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations | No | N/A | Current year + 6 years then REVIEW | Secure Disposal |
| Emails in Staff Email Accounts | Yes | N/A | Recommended: 1. Teachers = 2 Years 2. SLT + Admin = 5-6 years 3. Generic/Shared Accounts e.g. Office@ = 5-6 years 4. Leavers: Delete | Secure Disposal |
| Emails in Pupil Email Accounts: | Yes | N/A | Recommended: 1. 1 Year | Secure Disposal |
| Electronic files kept in Shared Drives. | Yes | N/A | Recommended: 1-2 years | Secure Disposal |
| Electronic Files kept in Personal Drives | Yes | N/A | Recommended: 1-2 years Leavers: Delete | Secure Disposal |
| Staff Photos (Internal Displays, Visitor Administration System, Website, Social Media) | Yes | N/A | Current Staff: Until Updated Leavers: Delete/Destroy | Secure Disposal or moved to Archive for preservation of history. |

| | | | | |
|---|-----|---|--|--|
| Pupil Photos (Internal Displays, Visitor Administration System, Website, Social Media) | Yes | N/A | Recommend Maximum: Lifetime at school + 3 years. (Dependent on your Consent) | Secure Disposal or moved to Archive for preservation of history. |
| School Newsletter: Held on website and on internal systems. | Yes | N/A | Current year + 1 Academic Year | Secure Disposal or moved to Archive for preservation of history. |
| Closed Circuit Television (CCTV) | Yes | N/A | 1 month | Secure Disposal |
| Records relating to Data Breaches, Subject Access Request & Freedom of Information Request responses. | Yes | Data Protection Act 2018, UK General Data Protection Regulation | 6 Years | Secure Disposal |

*depending on your consent criteria for use of images

+Special consideration should be made for staff who have left the organisation. Also that staff make take their own resources with them

| | | | |
|--|------------------|-----------------|------------|
| Reviewed and ratified by Governing body | Spring Term 2025 | | |
| Next Revision (Please highlight as appropriate) | Annual | Biennial | Tri-annual |
| To be reviewed | Spring Term 2027 | | |